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| **OBSERVATION RECORD** | |
| **Candidate name:** |  |
| **Assessor Name:** |  |
| **Unit of competency:** | *Client Project* |
| **Workplace context** | *Institute of Technology Australia* |
| **Date of assessment:** |  |
| **Brief description of task:** | *Prepare for the following documents within 1 week* |

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| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| 1. Project Goals   Reason for the project to be delivered   1. Requirements   The scope statement helps to define the requirement   1. Major Deliverables   Key deliverables and the final outcome of the project   1. Key Milestones   The project statement requires the milestone to be achieved   1. Assumptions and Constraints   Possible issues that would be involved during the planning, execution and closure | |  |  |  |
| The candidate’s performance was: | **Satisfactory** | **Not Yet Satisfactory** | | |
| **Feedback to candidate** | | | | |
| *This signature confirms candidate agreement that the above record is a true reflection of the task performed.*  **Candidate signature: Date:** | | | | |
| *This signature confirms that the candidate has demonstrated competence in the practical performance and theoretical understanding of the observed task.*  ***Assessor/s Name and Signature:* Date:** | | | | |