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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 Summary    1. Purpose    2. Working Title for the Proposed Project    3. Objective(s)    4. Project Complexity    5. Potential Benefits    6. Feasibility Statement    7. Recommendation 2. Business Assessment    1. Situation Assessment and Problem Statement    2. Options considered    3. Consultation 3. Proposed Scope    1. Scope Definition    2. Assumptions    3. Constraints    4. Scope of Work    5. Implementation Strategy 4. Project Management Outline    1. Governance    2. Key Risks and Issues | |  |  |  |
| 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:** | | | | |