

Task	Excellent	Good	Moderate	Pass	Near Pass	Unrated
<b>2. Part 1: Team Demonstration - Risk Register Development Process</b>						
<b>Task 2.2.1</b> A complete risk management plan <b>(In preparation for team demonstration)</b>	Collaborating with the team and incorporating peer feedback in a timely manner to create a comprehensive risk management plan including a risk register (matrix), clearly identifying eight/six critical risks (depending on the team size) that are highly impactful on the success of the project/portfolio.  The identified risks have high likelihood and/or high impact.  Each risk is accompanied by a concise high-level response plan that is designed strategically for the identified risks considering their description, impact and probability with well justified rationale, priority level, as well as comprehensive time and cost analysis.	Collaborating with the team and incorporating peer feedback in a timely manner to create a comprehensive risk management plan including a risk register (matrix), identifying eight/six critical risks (depending on the team size) that are reasonably impactful on the success of the project/portfolio.  The identified risks have high likelihood and/or high impact.  Each risk is accompanied by a high-level response strategy that is developed for the identified risks considering their description, impact and probability with rationale and priority level.	Collaborating with the team and incorporating peer feedback in a timely manner to create a comprehensive risk management plan including a risk register (matrix). The identified risks may have considerable impact on the success of the project.  Each risk in the matrix includes a high-level response plan that is somewhat suitable for the identified risks.	A risk management plan including a risk register (matrix), that lacks clarity or has low or very low impact on the success of the project.  The risks in the matrix have some high-level response plans that may not be very effective or suitable for the identified risks.	A risk management plan identifying some potential risks that are vaguely described. The identified risks have no relevance to the project and no impact on the success of the project. Some notes about response plans may be present but lack clarity.	No submission and/or minimal work done

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<b>2. Part 1: Team Demonstration - Risk Register Development Process</b>						
<b>Task 2.2.3</b> Team task - Demonstration of the risk management process and reflection	<p>In-class demonstration has been conducted in a timely manner while all team members are present and contributing to the demonstration.</p> <p>Demonstrates exceptional understanding through comprehensive and clearly differentiated risks identified across the portfolio and all individual projects. Overlapping of the risks are carefully avoided, and the explanation (in the Overview or Wrap-Up) clearly outlines the approach taken. The Risk Register includes a comprehensive and relevant range of risk types (e.g., strategic, operational, technical), tailored to the context of the projects and portfolio.</p> <p>Risks are prioritised using a probability-impact matrix.</p> <p>The demonstration was accompanied by relevant comprehensive notes</p>	<p>In-class demonstration has been conducted in a timely manner while all team members are present and contributing to the demonstration.</p> <p>Provides strong and mostly distinct risk identified across the portfolio and individual projects, with minor overlaps. The explanation is clear and shows a thoughtful approach. The Risk Register includes good variation of risks, though there may be minor gaps or some generalisations. Risks are prioritised using a probability-impact matrix.</p> <p>The demonstration was accompanied by relevant notes and visual aids.</p>	<p>In-class demonstration has been conducted in a timely manner while all team members are present and contributing to the demonstration.</p> <p>Adequate identification of risks with some evident overlap or limited differentiation between portfolio and project risks. Explanation is provided but lacks depth or clarity. Risk Register shows moderate diversity, though some risks may be too generic or not well contextualised.</p> <p>Some prioritisation using the probability-impact matrix is evident.</p> <p>The demonstration was accompanied by notes and visual aids.</p>	<p>Demonstration has been conducted and the risk management plan has been presented.</p> <p>Team members are not actively contributing to the demonstration. Basic attempt to identify risks, with notable overlaps or confusion between portfolio and project levels. Limited or unclear explanation of the approach. Risk Register includes some relevant risks but lacks variety or depth.</p> <p>Risk prioritisation may be unclear, and the probability-impact matrix is used only partially.</p> <p>The demonstration was accompanied by notes and visual aids.</p>	<p>Demonstration was not observed or did not meet minimum requirements of the demonstration.</p> <p>Team members are not actively contributing to the demonstration. Risk identification is minimal, unclear, or incorrect, with significant overlap and lack of differentiation. No meaningful explanation is provided. Risk Register shows little to no diversity or relevance of risks.</p> <p>No risk management plans presented or the examples shared in demonstration have significant limitations.</p>	<p>No demonstration observed and/or no evidence of collaboration and teamwork.</p>

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<b>2. Part 1: Team Demonstration - Risk Register Development Process</b>						
	and visual aids.					
<b>3. Part 2: Individual Submission - Quality and Stakeholder/Communication management Plans</b>						
Task	Excellent	Good	Moderate	Pass	Near Pass	Unrated
<b>Task 3.2</b> Quality Management Plan (Maximum 1,000 words for Quality Management Plan)	<p>The quality management plan includes a comprehensive overview of the project's quality objectives that are clearly aligned with the project goals.</p> <p>The two clearly identified quality standards/requirements are essential for the success of the project.</p> <p>The description of each standard/requirement is well-defined and demonstrates a clear and in-depth understanding of quality management in the project. The assumptions listed justify the quality standards/requirements and their relevance to the project.</p> <p>Skilfully developed metrics and progress</p>	<p>The quality management plan includes a justified overview of the project's quality objectives that are clearly aligned with the project goals.</p> <p>The two identified quality standards/requirements that are essential for the success of the project.</p> <p>The description of each standard/requirement demonstrates a sound understanding of quality management in projects.</p> <p>The assumptions listed justify the quality standards/requirements and their relevance to the project.</p> <p>Adequately developed metrics and progress measures that are relevant to meeting the quality standards/requirements.</p>	<p>The quality management plan includes a reasonable overview of the project's quality objectives that are somewhat aligned with the project goals.</p> <p>The two identified quality standards/requirements that are somewhat essential for the project's success.</p> <p>The description of each standard/requirement demonstrates a basic understanding of quality management in projects.</p> <p>The assumptions listed somewhat justify the relevance of the quality standards/requirements to the project.</p> <p>Reasonably developed</p>	<p>The quality management plan includes a brief description of the project's quality objectives.</p> <p>Two identified quality standards /requirements that could lead to project success.</p> <p>The quality standards/ requirements are accompanied by a description and limited justification about their relevance to the project.</p> <p>Limited metrics and progress measures developed. It is not evident that any of the standards/ requirements could be met.</p>	<p>The quality management plan may include a vague description of the project's quality objectives.</p> <p>The identified quality standards/ requirements that do not demonstrate any capacity to contribute to the project success.</p> <p>The description has limited or no justification about their relevance to the project.</p> <p>Limited or no metrics and progress measures that lack clarity or relevance to the quality standards/ requirements.</p>	<p>No submission and/or minimal work done</p>

### 3. Part 2: Individual Submission - Quality and Stakeholder/Communication management Plans

Task	Excellent	Good	Moderate	Pass	Near Pass	Unrated
	<p>measures are strategically selected to ensure the quality standards/requirements will be met.</p> <p>Where possible, a clear reference to the recognised industry standards is made.</p>	<p>Where possible, a clear reference to the recognised industry standards is made.</p>	<p>metrics and progress measures for ensuring that the standards/requirements will be met, although the progress measures and metrics are not clearly specified.</p>			
<p><b>Task 3.3</b> Stakeholder and Communication Management Plan (Maximum 500 words for Stakeholder Management and Engagement Plan)</p>	<p>A comprehensive stakeholder register that clearly identifies a comprehensive list of at least eight key stakeholders and their roles in the project. The identification and choice of the communication type/method and its frequency in the communication matrix are highly appropriate for the stakeholders (or stakeholder group). The identification of the stakeholders and relevant stakeholder engagement strategies are strategic and</p>	<p>An adequate stakeholder register that identifies a comprehensive list of key stakeholders. The identification and choice of the communication type/method and their frequency in the communication matrix are appropriate for the stakeholders (or stakeholder group). The identification of stakeholders and relevant engagement strategies are reasonable and justified. Includes appropriate</p>	<p>A somewhat adequate stakeholder register that identifies at least 8 key stakeholders, although may have missed stakeholder groups. The identification and choice of the communication type/method in the communication matrix are somewhat appropriate for the stakeholders. The attempts to identify stakeholders and relevant engagement strategies shows some critical thinking.</p>	<p>A limited stakeholder register. The identification and description of the stakeholders is generic and missing some key elements. Includes an acceptable communication type/method in the communication matrix for the stakeholders. Demonstrates a limited description of the stakeholder engagement strategies. Includes little consideration regarding the confidentiality of information when the stakeholders are</p>	<p>A very limited stakeholder and communication management plan that is missing some key elements. The choice of communication approach, if presented, may not be suitable for the listed stakeholders. Very limited description of the stakeholder engagement strategies. Does not show consideration regarding the confidentiality of information.</p>	<p>No submission and/or minimal work done</p>

### 3. Part 2: Individual Submission - Quality and Stakeholder/Communication management Plans

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	well-justified. The plan Includes sophisticated considerations regarding the confidentiality of information when the stakeholders are outside the project.	considerations regarding the confidentiality of information when the stakeholders are outside the project.	Includes some considerations regarding the confidentiality of information when the stakeholders are outside the project.	outside the project.		

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<b>4. Completeness and correctness of statements; clarity of expressions,</b>	The report contains clearly structured information that is focused on developing project plans with clear supporting information. The analysis demonstrates originality, creativity, and sophisticated thinking. The statements show an excellent understanding of the foundation of this unit and a strong capability to transform the theories into intellectual contributions.	The report contains mostly structured information that focuses on developing project plans with supporting information. The analysis shows originality and creative thinking. The statements show a sound understanding of the foundation of this unit and a reasonable capability to transform the theories into intellectual contributions.	The report contains some structured information to develop project plans with some supporting information. The analysis raises some points, and the statements show a basic understanding of the foundation of this unit and the potential to transform the theories into real contributions.	The report presents some project plans with limited analysis and supporting information. The statements show a marginal/limited understanding of the foundation of this unit.	The report presents basic project plans with limited or no analysis. The statements imply a lack of understanding of the foundation of this unit.	Mostly incomplete and unclear.
<b>5. Use of suitable references and application of the APA style of referencing</b>	Used a minimum of 3 references, 1 of which from peer reviewed academic journals or conference publications. The references are relevant to the project idea and client organisations' industry and are published within the past 10 years.  The referencing style clearly follows the American Psychological Association (APA) style of referencing.	Used a minimum of 3 references, 1 of which from peer reviewed academic journals or conference publications. The references are relevant and are published in the past 10 years.  The referencing style clearly follows the American Psychological Association (APA) style of referencing.	Used a minimum of 3 references, 1 of which from academic journals or conference publications. The references are relevant.  The referencing style follows the American Psychological Association (APA) style of referencing	Used a minimum of 3 references, some of which may be from academic journals or conference publications.  The referencing style follows the American Psychological Association (APA) style of referencing but is missing some elements.	Used limited references, some of which may be from academic journals or conference publications.  The referencing style does not follow the APA style of referencing or is missing some essential elements eg. missing in-text citations	No citations or minimal work done

Note:

The differences between being “skilful” and “sufficient” (or “adequate”):

- Skillful: demonstrate **expertise** in the ability, knowledge, or skills to perform a task
- Sufficient/adequate: demonstrate **required and necessary** ability, knowledge, or skill to perform a task