



## Assessment Task Notification

FACULTY: Science/TAS

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| <b>Student Name:</b>   |  | <b>Class:</b> 12ITT           |
| <b>Title:</b> PROJECT MANAGEMENT REPORT  |  |                               |
| <b>Assessment Task Number:</b> 3   | <b>Course:</b> HSC Industrial Technology - Timber  | <b>Weighting:</b> 30%         |
| <b>Teacher/s:</b>  | S. Trevaskis (sarah.trevaskis1@det.nsw.edu.au)   | <b>Issue Date:</b> 14/05/2026 |
| <b>Type:</b>   | Collection of resources for planning and management  | <b>Due Date:</b> 17/06/2026   |
| <b>Allocated Lessons:</b>  | 3  | <b>Time:</b> 9am              |
| <b>Syllabus outcomes being assessed:</b>   |  |                               |
| <b>H2.1</b>  | › demonstrates proficiency in the use of safe working practices and workshop equipment maintenance techniques  |                               |
| <b>H4.1</b>  | › demonstrates competence in a range of practical skills appropriate to the Major Project                      |                               |
| <b>H4.2</b>  | › explores the need to outsource appropriate expertise where necessary to complement personal practical skills |                               |
| <b>H5.2</b>  | › examines and applies appropriate documentation techniques to project management                              |                               |
| <b>Assessment Presentation Guidelines:</b>   |  |                               |
| <ul style="list-style-type: none"> <li>• This notification must be attached to the task when submitted.</li> <li>• Use the scaffold attached or your own formatting to complete the task.</li> <li>• Electronically upload to teams via assignments- <b>Task 3: PROJECT MANAGEMENT REPORT</b></li> </ul> |  |                               |

### Task Description:

For this assessment task you are required to compile an assortment of resources into a report for the planning and management of your Major Work. Under the headings provided you must include:

- **WHS analysis**  
*(best integrated into record of production)*
- **Record of production** *(Photographic and written evidence of at least five recorded steps in the project and an evaluation)*
- Up to date **actual timeline plan** and evaluation
- Up to date **materials list** and evaluation
- Up to date **finance plan** and evaluation

**USING THE SCAFFOLD AND EXAMPLES PROVIDED WILL SET YOU UP FOR SUCCESS AND IS RECOMMENDED.**

All sections of this report can be altered for use in your Major Work Folio after assessment submission.

## Declaration of Authenticity

I certify that:

- The planning, development, content and presentation of this assessment task is my own work in every respect
- This assessment task has not been copied from another person's work or from books or the internet or any other source
- I have used appropriate research methods and have not used the words, ideas, designs, music, images, skills or workmanship of others without appropriate acknowledgement in this assessment task or in its development
- By submitting my assessment task electronically, I acknowledge this declaration of authenticity of my work

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Feedback

Feedback will be provided as annotations on your submissions.  
Drafts can be submitted up to one week before due date.

## Marking Criteria

You will be assessed on your ability to:

|  | A (9-10)  | B (7-8)  | C (5-6)  | D (3-4)  | E (0-2)   |
|--|---|--|--|--|---|
| <b>H2.1</b><br>Demonstrates proficiency in the use of safe working practices and workshop equipment maintenance techniques | Demonstrates the use of a wide range of appropriate safe working practices through suitable documentation and evidence.                 | Demonstrates the use of appropriate safe working practices through suitable documentation and evidence.                            | Demonstrates the use of some safe working practices.   | Refers to the use of basic safe working practices.   | Minimal or no reference to safe working practices.  |
| <b>H4.1</b><br>Demonstrates competence in a range of practical skills appropriate to the Major Project                     | Clearly describes the management of the project within a succinct record of at least three parts of project production.                 | Describes the management of the project within a record of at least two parts of project production.                               | Outlines the management of the project, including some record of the production of the project.  | Outlines the management of the project, including so limited me record of the production of the project.                 | Provides an elementary or incomplete record of the production of the project.   |
|  | Evidence of high quality in the application of a wide range of skills and techniques in the planning a production of the major project. | Evidence of high quality in the application of a range of skills and techniques in the planning a production of the major project. | Evidence of high but inconsistent quality in the application of skills and techniques in the planning a production of the major project. | Evidence of basic quality in the application of skills and techniques in the planning a production of the major project. | Little to no evidence of quality in the application of a skills and techniques in the planning a production of the major project. |

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|---|---|---|--|---|--|
| <b>H4.2</b><br>Explores the need to outsource appropriate expertise where necessary to complement personal practical skills | The student has explained and justified any outsourced assistance or materials used during the production process so far. They have shown initiative in actively seeking this expertise where possible. | The student has explained and justified any outsourced assistance or materials used during the production process so far.   | The student has explained any outsourced assistance or materials used during the production process so far.  | The student has shown developing understanding of the need to outsource expertise where needed but has not explained this adequately in their folio.  | Little to no evidence of outsourcing expertise where necessary.  |
| <b>H5.2</b><br>Examines and applies appropriate documentation techniques to project management.                             | Develops, applies, and evaluates comprehensive and appropriate timeline plans.  | Develops and applies appropriate timeline plans.  | Proposes timeline plans.   | Timeline plans are without sufficient detail.   | Timeline plans are either not appropriate or not evident.  |
|   | Develops, applies, and evaluates a comprehensive and appropriate materials list.  | Develops an appropriate materials list.   | Develops basic material list.  | Materials list is without sufficient detail.  | Materials list is either not appropriate or not evident.   |
|   | Develops, applies, and evaluates comprehensive and appropriate finance plan.  | Develops and applies appropriate finance plan.  | Proposes finance plan.   | Finance plan is without sufficient detail.  | Finance plan is either not appropriate or not evident.   |
|   | Report is fully completed displaying an outstanding level of Word Processing skills for a clear layout, correct spelling, and grammar throughout and all appropriate headings and sub-headings used.    | Report is majority or fully completed, displaying a high standard of Word Processing skills, spelling and grammar, presentation with appropriate headings and sub-headings. | Report is partially completed with all sections displaying a sound level of Word Processing skills, spelling and grammar, presentation with appropriate headings and sub-headings. | Report displays minimal level of effort and does not display a level of Word Processing skills that could be identified as satisfactory or competent. | Missing formatting, headings and sub-headings. Information is inaccurate, little effort or no attempt. |
| <b>TOTAL/40</b>   |   |   |  |   |  |
| <b>TASK RANK /4</b>   |   |   |  |   |  |
| <b>OVERALL RANK /4</b>  |   |   |  |   |  |

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| <b>Teacher Feedback:</b> |
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