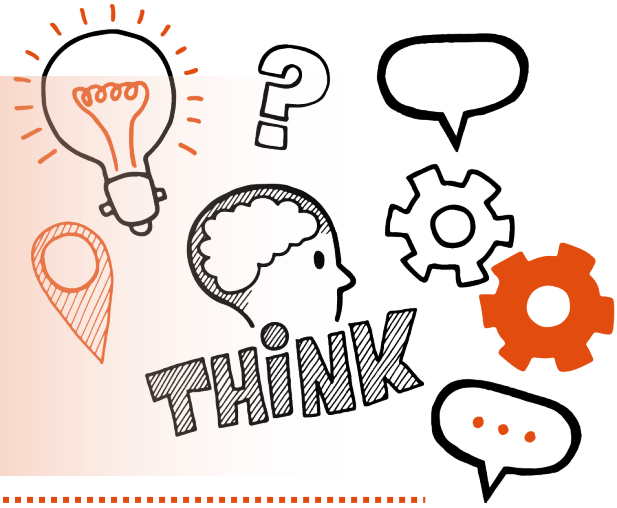
Think about

Professional discussion underpinned by a portfolio of evidence

Level 4 ST0310 Associate Project Manager v1.5



On the day of this assessment you will carry out:

- A 60-minute formal two-way conversation
- Remote or face-to-face
- In a suitable assessment environment free from distraction or influence
- With an end-point assessor

Key point

You will have already submitted your portfolio of evidence at gateway, which is not formally assessed, but can be referred to and used to illustrate your answers.

Do

- Review the criteria associated with the professional discussion - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislations, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Be prepared to answer at least 6 questions and any follow-up questions that your assessor may ask

Don't

- Forget to bring your ID
- Forget to plan
- Forget to bring your portfolio to refer to during the professional discussion

Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results

Resits

- If you do not achieve a pass result on the professional discussion you can resit the assessment

Use the table below to plan and prepare for the professional discussion

(P) **indicates pass criteria**

(D) **indicates distinction criteria**

Assessment criteria	Key points to remember
Business requirements and objectives	
(P) Describe the differences between projects and business as usual including how you seek learning and professional development opportunities in both settings. (K1, B5)	
(P) Explain the importance of the content and purpose of a business case and how underpinning data is used to support the written submission through the governance process. (K9, S20)	
Regulation and legislation	
(P) Explain the regulatory and legislative requirements which impact on your role and how you apply them to the projects you are delivering. (K27, S23)	
Project management tools and techniques	
(P) Describe the interdependencies between project, programme, and portfolio management and how these influence the purpose, format, and significance of the project management plan. (K3, K11)	

(P) Explain the differences and comparative benefits between functional, matrix and project structures, how they interact with the principles of project risk and issue management and how data is used to inform actions to take to mitigate risks on the project. (K6, K23, S24)	
(P) Outline the different roles and responsibilities in a project and what techniques you use to manage conflict and negotiation within your area of responsibility. (K7, K16, S4)	
(P) Describe the differences and comparative benefits between linear, iterative and hybrid life cycle approaches. (K8)	
(P) Discuss the role and purpose of quality requirements, planning and control in a project environment and the principles of conducting project management activities which are ethical and inclusive. (K25, K29)	
(D) Analyse project risk and issue management principles and the impact they may have on the successful delivery of a project. (K23)	
(D) Justify how project management activities ensure that all activities undertaken are ethical and inclusive. (K29)	

Managing information	
(P) Discuss information management and how it is used to ensure that integrated schedules support critical path analysis, interface management, resource forecasting and risk management. (K15, S22)	
(P) Describe the presentation techniques you use and explain how you apply change control processes to support the management of project scope and deliver quality plans using digital tools and software to meet the project objectives. (K31, S10, S15, S19)	
(D) Justify why you have applied change control processes and how these supported the management of project scope. (S10)	
Managing stakeholders	
(P) Describe how you identify, analyse, and manage stakeholders and adapt your communications to work flexibly to changing circumstances. (K13, S5, B1)	
(P) Outline the techniques used for working collaboratively, managing, and engaging with stakeholders and how you use these to influence and negotiate to create a positive outcome for the project. (K17, S2, S3)	

(P) Demonstrate how you operate professionally in order to work with stakeholders to deliver the project. (S18, B4)	
(D) Evaluate the communications you use with stakeholders to influence, negotiate, and resolve conflict to create a positive outcome for the project and how you would adapt your style to suit the audience. (S5, S18, B1)	
Research, analysis and evaluation	
(P) Describe the principles of earned value management (EVM) and how you monitor and analyse budgets. (K20, S8)	
(P) Explain how you evaluate the Risk Management Plan to address threats to delivery and solutions you have recommended. (S13)	
(D) Evaluate the principles applied in monitoring and analysing project budgets and the recommendations you have used for improving budget oversight. (S8)	