Project Mapping Document

Highfield Level 4 End-Point Assessment for ST0310 Associate Project Manager

Apprentice Details

Name	
Employer	
Training Provider	

Please indicate below which piece of evidence is mapped to each KSB covered in the written project.

KSB	Evidence page number(s)/section(s)
K2 The importance of alignment between the project and organisational objectives (MI1)	
K4 Techniques used to understand the project context, such as PESTLE (political, economic, social, technological, legal, and environmental), SWOT (strength, weakness, opportunities, threats) or VUCA (velocity, uncertainty, complexity, ambiguity) (PMT1, *PMT4*)	
K5 The need and benefit of the project governance structure, requirements, and process and the impact on their role (PMT3)	
K10 Approaches to the maintenance of a business case and the management of the benefits which will be achieved upon the successful delivery of the project (MI2, *MI6*)	
K12 Methods used to define, record, integrate, deliver, and manage scope (MI3)	
K14 Communication techniques and approaches to interact with stakeholders to meet their requirements (MS1)	
K18 How and when to apply different estimating methods (MI4)	

K19 Configuration management and change control (PMT2)	
K21 Project scheduling and maintenance, including critical path analysis (PMT2)	
K22 Allocation and management of resources throughout the project life cycle (PMT2)	
K24 Procurement strategies and processes that are both ethical and sustainable (PMT3)	
K26 Principles for evaluating project success, including how lessons learned are captured and can impact future project delivery (RAE1, *RAE4*)	
K28 The impact of project objectives and how to respond to challenges around sustainability and the UK Government's policy to achieve net carbon zero (RAE2, *RAE4*)	
K30 Technology and software used in the performance of project management activities (MI3)	
S1 Use project monitoring and reporting techniques to track, interpret and report on performance (PMT1, *PMT4*)	
S6 Communicate and support the project vision, to ensure buy in to the project objectives (MS1)	
S7 Collate and analyse information and provide input to support negotiations relating to project objectives (RAE3)	
S9 Review and provide feedback on a project business case to ensure the project remains valid (RAE3)	
S11 Evaluate an integrated project management plan to provide recommendations on areas for improvement (RAE1, *RAE4*)	
S12 Prepare, monitor, and schedule activities that contribute to the delivery of the overall project schedule and objectives (MI1)	
S14 Identify and monitor project risks and issues; and plan and implement responses to them (MI3)	
S16 Use an organisation's continual improvement process including lessons learned to improve performance (MI5, *MI7*)	
S17 Support the preparation or maintenance of a resource management plan for project activities (MI5, *MI7*)	
S21 Work within the approved project budget (MI4)	

S25 Use configuration management and change control to schedule and maintain projects (PMT2)	
S26 Manages resources through the project lifecycle (PMT2)	
B2 Works collaboratively and builds strong relationships with others across the organisation and external stakeholders (MS1)	
B3 Has accountability and ownership of their tasks and workload (MI4)	

Apprentice Declaration

I confirm that the evidence contained in this project mapping document is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date