# Project Mapping Document

## Highfield Level 5 End-Point Assessment for ST0385 Operations 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) |
|---|---|
| **K1**: Presentation skills and methods (ER1) | |
| **K5**: IT and software tools used to support the current and future needs of the organisation, including advances in technology (PI1) | |
| **K6**: Methods for researching, analysing, interpreting and evaluating data to inform judgements and enable decision making (PS1) | |
| **K7**: Financial management techniques and implications of decisions for budgets (PI2, *PI7*) | |
| **K8**: How to identify and manage organisational improvement opportunities (PS2, *PS5*) | |
| **K9**: Project management tools and techniques (PI2, *PI7*) | |
| **K10**: Methods used to identify, manage and prioritise stakeholder relationships (PS2) | |
| **K11**: The current and future needs of the sector and the impact on their organisation (PS4, *PS6*) | |

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| **K12**: Problem solving and decision-making techniques (PI3) | |
| **K13**: Influencing and negotiation models and techniques (PI3) | |
| **K15**: Communication techniques and approaches (ER1) | |
| **K17**: Change management concepts and methods for implementing change within the organisation (PS3) | |
| **S1**: Communicate and present information to stakeholders using different types of media (ER1) | |
| **S2**: Identify problems and provide solutions (PS1) | |
| **S5**: Manage and influence project activity to deliver within budget and resource requirements (PI2, *PI7*) | |
| **S8**: Use digital tools to analyse information and monitor performance and budgets to drive the implementation and delivery of plans and projects (PI1) | |
| **S9**: Research, interpret and analyse information to inform the implementation of business plans or projects (PI4) | |
| **S10**: Evaluate the impact of outcomes from organisational plans or projects to drive the decision-making process (ER2) | |
| **S12**: Manage continuous improvement and change for their team and organisation (PI5, *PI6*) | |
| **S15**: Identify and respond to external factors that may influence the future landscape and evaluate their impact on the organisation (PS4) | |
| **S16**: Influence and negotiate with stakeholders to shape and agree goals and outcomes (PS2, *PS5*) | |
| **B3**: Takes accountability and ownership of their own and the team's tasks and workload (PI2) | |
| **B5**: Works flexibly and adapts to circumstances (PI5) | |

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| **B6**: Works collaboratively with others across the organisation and stakeholders (PI4) | |

## 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 |
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