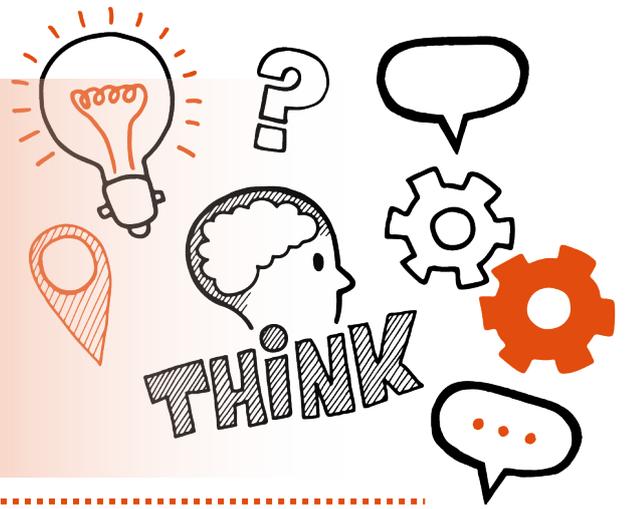


Think about

Written project report with presentation and questioning

Level 4 ST0310 Associate Project Manager v1.4



On the day of this assessment you will carry out:



A written project report submitted by week 12 of the EPA, typically a 20-minute presentation and a 40-minute questioning session (60 minutes total)



Remote or face-to-face



In a suitable, controlled environment free from distraction



With an end-point assessor



**Key point**

You will have already submitted your written project report and any presentation materials by the end of week 12 of your EPA.



## Do

- Review the criteria associated with the written project report with presentation and questioning - 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 relax and enjoy your assessment



## 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 written project report with presentation and questioning you can resit the assessment





## Use the table below to plan and prepare for the written project report with presentation and questioning

**(P)** indicates pass criteria

**(D)** indicates distinction criteria

Assessment criteria	Key points to remember
<b>Project management tools and techniques</b>	
<b>(P)</b> Explain how you use project monitoring and techniques to understand the project context and to track, interpret and report on performance. (K4, S1)	
<b>(P)</b> Describe how you use configuration management and change control to schedule and maintain projects and manage resources through the project lifecycle. (K19, K21, K22, S25, S26)	
<b>(P)</b> Describe the need and benefit of the governance structure and ethical and sustainable procurement processes and how they impact on your role. (K5, K24)	
<b>(D)</b> Justify the techniques you use to track, interpret, and report on project performance and how you have supported successful delivery of the project within its context. (K4, S1)	



## Managing information

**(P)** Summarise how you schedule, prepare and monitor activities that contribute to the overall objectives, and the importance of aligning project and organisational objectives. (K2, S12)

**(P)** Describe the approaches taken to maintain a business case and how you manage the benefits which will be achieved through successful delivery of the project. (K10)

**(P)** Describe technology, software, and methods you use to define, record, integrate, deliver, and manage the scope of the project and how you use them to identify and monitor risks and issues planning and implementing responses to them. (K12, K30, S14)

**(P)** Explain how and when to apply estimating methods to work within the approved project budget taking ownership and accountability for this task. (K18, S21, B3)

**(P)** Explain how you used continual improvement and lessons learned from projects to support the preparation or maintenance of a Resource Management Plan to drive project activities. (S16, S17)



<p><b>(D)</b> Evaluate the approaches you take to maintain a business case, what benefits they achieve and how they ensure successful delivery of a project. (K10)</p>	
<p><b>(D)</b> Explain the importance of continual improvement and the use of lessons learnt from projects and recommend how you would use these to drive future project activities. (S16, S17)</p>	
<p><b>Managing stakeholders</b></p>	
<p><b>(P)</b> Describe the communication techniques you use to support the project vision and ensure buy in to objectives, through collaborating and maintaining stakeholder relationships'. (K14, S6, B2)</p>	
<p><b>Research, analysis and evaluation</b></p>	
<p><b>(P)</b> Describe the principles you use to evaluate project success and an integrated Project Management Plan ensuring that lessons learned are captured and how they may impact on future projects, including how these are used to recommend areas for improvement. (K26, S11)</p>	
<p><b>(P)</b> Explain how you would evaluate the impact of project objectives and respond to challenges around sustainability and the UK Government's policy to achieve net carbon zero. (K28)</p>	



<p><b>(P)</b> Demonstrate how you collate and analyse information to support negotiations on project objectives and provide feedback on a project business case to ensure the project remains valid. (S7, S9)</p>	
<p><b>(D)</b> Critically evaluate the principles you use to evaluate project success and the impact of the objectives on sustainability and how these support recommendations for improvement areas on future projects. (K26, K28, S11)</p>	

V2.2

