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

Mock Assessment Materials

Professional discussion underpinned by a portfolio of evidence

	Business requirements and objectives		
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
BRO1	Describes the differences between projects and business as usual including how they seek learning and professional development opportunities in both settings (K1, B5)		
BRO2	Explains 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)		

	Requirements and legislation		
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
RL1	Explains the regulatory and legislative requirements which impact on their role and how they apply them to the projects they are delivering (K27, S23)		

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Project management tools and techniques			
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
PMT5	Describes the interdependencies between project, programme, and portfolio management and how these influence the purpose, format, and significance of the project management plan (K3, K11)		
PMT6	Explains 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, K24)		
PMT7	Outlines the different roles and responsibilities in a project and what techniques they use to manage conflict and negotiation within their area of responsibility (K7, K16, S4)		
PMT8	Describes the differences and comparative benefits between linear, iterative and hybrid life cycle approaches (K8)		
PMT9	Discusses 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)		
Ref	**Assessment Criteria (Distinction)**	**Criteria Met**	**Criteria Not Met**
PMT10	*Analyses project risk and issue management principles and the impact they may have on the successful delivery of a project (K23)*		
PMT11	*Justifies how project management activities ensure that all activities undertaken are ethical and inclusive (K29)*		

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	Managing information		
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
MI8	Discusses 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)		
MI9	Describe the presentation techniques they use and explain how they 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)		
Ref	**Assessment Criteria (Distinction)**	**Criteria Met**	**Criteria Not Met**
MI10	*Justifies why they have applied change control processes and how these supported the management of project scope (S10)*		

	Managing stakeholders		
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
MS2	Describes how they identify, analyse, and manage stakeholders and adapt their communications to work flexibly to changing circumstances (K13, S5, B1)		
MS3	Outlines the techniques used for working collaboratively, managing, and engaging with stakeholders and how they use these to influence and negotiate to create a positive outcome for the project (K17, S2, S3)		
MS4	Demonstrates how they operate professionally in order to work with stakeholders to deliver the project (S18, B4)		
Ref	**Assessment Criteria (Distinction)**	**Criteria Met**	**Criteria Not Met**
MS5	*Evaluates the communications they use with stakeholders to influence, negotiate, and resolve conflict to create a positive outcome for the project and how they would adapt their style to suit the audience (S5, S18, B1)*		

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	Research, analysis and evaluation		
Ref	**Assessment Criteria (Pass)**	**Criteria Met**	**Criteria Not Met**
RAE5	Describes the principles of earned value management (EVM) and how they monitor and analyse budgets (K20, S8)		
RAE6	Explains how they evaluate the Risk Management Plan to address threats to delivery and solutions they have recommended (S13)		
Ref	**Assessment Criteria (Distinction)**	**Criteria Met**	**Criteria Not Met**
RAE7	*Evaluates the principles applied in monitoring and analysing project budgets and the recommendations they have used for improving budget oversight (S8)*		

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