Portfolio Matrix

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

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA Kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence name	Evidence reference
K1: The differences between projects and business as usual (BRO1)		
K3: The interdependencies between project, programme and portfolio management. (PMT5)		
K6: The differences and comparative benefits between functional, matrix and project structures (PMT6)		
K7: Different roles and responsibilities within a project environment (PMT7)		
K8: The differences and comparative benefits between linear, iterative and hybrid life cycle approaches (PMT8)		
K9: Importance, content and purpose of a business case (BRO2)		

K11: The purpose, format, and significance of the project management plan (PMT5)		
K13: The identification, analysis and management of stakeholders (MS2)		
K15: The use of information management (MI8)		
K16: Techniques for managing conflict and negotiation (PMT7)		
K17: Techniques for working collaboratively within a team and with stakeholders (MS3)		
K20: The principles of earned value management (EVM) and the interpretation of EVM information (RAE5)		
K23: Principles of project risk and issue management (PMT6, *PMT10*)		
K25: The role and purpose of quality requirements, planning and control in a project environment (PMT9)		
K27: Relevant regulations and legislation such as data protection and how they impact on their role (RL1)		
K29: Principles of conducting project management activities which are ethical and inclusive (PMT9, *PMT11*)		
K31: Presentation tools and techniques (MI9)		
S2: Manage and engage with stakeholders (MS3)		
S3: Influence and negotiate with others to create a positive outcome for the project (MS3)		
S4: Resolve conflict as and when required with stakeholders within limits of responsibility (PMT7)		
S5: Adapt communications to different stakeholders (MS2, *MS5*)		

S8: Monitor and analyse project budgets (RAE5, *RAE7*)		
S10: Apply change control processes to support the management of project scope (MI9, *MI10*)		
S13: Evaluate and make recommendations on the risk management plan to threats to delivery and recommend solutions (RAE6)		
S15: Deliver a Quality Management Plan which contributes to quality control processes (MI9)		
S18: Work with stakeholders to deliver the project (MS4, *MS5*)		
S19: Use digital tools and software to meet project objectives, for example, research, collaboration, presentations and resolution of problems (MI9)		
S20: Provide underpinning data to support the written submission through the governance process (BRO2)		
S22: Ensure that integrated schedules support critical path analysis, interface management, resource forecasting and risk management (MI8)		
S23: Apply relevant legislation, regulations, codes of practice and ethical guidance where appropriate to their work (RL1)		
S24: Use data to inform decisions on actions to take to mitigate risks on project (PMT6)		
B1: Works flexibly and adapts to circumstances (MS2, *MS5*)		
B4: Operates professionally with integrity and confidentiality (MS4)		
B5: Seeks learning opportunities and continuous professional development (BRO1)		

Apprentice Declaration

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

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date