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.

Either/Or Criteria
The following criteria may be covered by **either** the presentation **or** the professional discussion.

KSB	Assessment method	Evidence Reference	Evidence location
Governance			
Policies, regulations, functions, processes, procedures, reporting and responsibilities. Different types of organisational structures and responsibilities, functions and project phases on different types of projects. How governance can control and manage the successful delivery of projects (G1, G2, G3, G4, G5, *G9*)			
Project monitoring and reporting cycle to track, assess and interpret performance by the application of progress monitoring techniques to analyse status and manage information flows (G6, G7, G8, *G9*)			

KSB	Assessment method	Evidence Reference	Evidence location
Stakeholder and Communications Management			
Stakeholders, their perspectives different interests and levels of influence upon project outcomes, key contexts of a project communication plan, its effectiveness in managing different stakeholders. Factors which can affect communications (ST1, ST2, ST3, *ST8*)			
Managing stakeholders, taking account of their levels of influence and particular interests. Manage conflicts and negotiations. Communicate to a variety of different audiences. Contribute to negotiations relating to project objectives (ST4, ST5, ST6, ST7, *ST8*)			

KSB	Assessment method	Evidence Reference	Evidence location
Budgeting and cost control			
Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project, tracking systems for actual costs, accruals and committed costs; structures alternative cost breakdowns to provide graphical representations and performance management (BC1, BC2, BC3, BC4, BC5, BC6, *BC10*)			
Develop and agree project budgets, monitoring forecast and actual costs against them and controlling changes. Support funding submissions. Tracking systems for actual costs, accruals and committed costs; structures for alternative cost breakdowns (BC7, BC8, BC9, *BC10*)			

KSB	Assessment method	Evidence Reference	Evidence location
Business case and benefits			
How required outcomes will be delivered to meet the business case (BB1, *BB3*)			
Contribute to the preparation or maintenance of a business case including achieving required outcomes (BB2, *BB3*)			

KSB	Assessment method	Evidence Reference	Evidence location
Scope Management			
Requirements management and evaluation of alternative methods to learn from the past to improve delivery. Change control of project scope and management of baseline changes; applying configuration management (SC1, SC2, SC3, SC4, *SC7*)			
Determine, control and manage changes to the scope of a project, including assumptions, dependencies and constraints (SC5, SC6, *SC7*)			

KSB	Assessment method	Evidence Reference	Evidence location
Consolidated planning			
Purpose and formats for consolidated plans to support overall management, taking account of previous lessons learnt and how these plans balance the fundamental components of scope, schedule, resources, budgets, risks and quality requirements (CP1, CP2, CP3, *CP7*)			
Consolidate and document the fundamental components of projects. Monitors progress against the consolidated plan and refines as appropriate, implementing the change control process where relevant (CP4, CP5, CP6, *CP7*)			

KSB	Assessment method	Evidence Reference	Evidence location
Schedule management			
Scheduling and estimating for project activities including how they can be quality assessed. Progress monitoring and metrics to assess work performed against the schedules. Schedule management methods to evaluate and revise activities to improve confidence in delivery (SM1, SM2, SM3, *SM5*)			
Prepare and maintain schedules for project activities aligned to project delivery (SM4, *SM5*)			

KSB	Assessment method	Evidence Reference	Evidence location
Risk and issue management			
The need for and implementation of a risk management plan. Risk management methods and techniques to identify and prioritise threats or opportunities, establish appropriate mitigation actions to minimise risk impacts and optimise opportunities (RI1, RI2, RI3, *RI8*)			
Identify and monitor project risk plan and implement responses to them, contribute to a risk management plan. Respond to and manage issues within a defined governance structure (RI4, RI5, RI6, RI7, *RI8*)			

KSB	Assessment method	Evidence Reference	Evidence location
Contract management and procurement			
Nature of contracts and the implications for the contracting organisations; a procurement process, the legal and ethical means for managing contracts (CM1, CM2, CM3, CM4, *CM8*)			
Contribute to a procurement process, contribute to the definition of contractual agreements and contribute to managing a contract (CM5, CM6, CM7, *CM8*)			

KSB	Assessment method	Evidence Reference	Evidence location
Quality management			
Quality management processes, assurance and improvements. Outcomes of a quality management plan, metrics for processes and quality standards (QM1, QM2, QM3, *QM7*)			
Contribute to the development of a quality management plan, manage project assurance, and contribute to peer reviews. Utilise an organisation's continual improvement process including lessons learned (QM4, QM5, QM6, *QM7*)			

KSB	Assessment method	Evidence Reference	Evidence location
Resource management			
Resource analysis, allocation and commitment acceptance (RM1, RM2, RM3, *RM7*)			
Develop resource management plans for project activities, acquire and manage resources including commitment acceptance, monitor progress against plans (RM4, RM5, RM6, *RM7*)			

KSB	Assessment method	Evidence Reference	Evidence location
Context			
The different contexts in which projects can be delivered, including health, safety, and environment management. The interdependencies between project(s), programme(s) and portfolio management. Phases within the project and key review points, across project life cycles (C1, C2, C3, *C5*)			
Apply project management skills in the context of their organisation (C4, *C5*)			

KSB	Assessment method	Evidence Reference	Evidence location
Collaboration and team work			
Understands and is effective in their role as part of an integrated team (CT1, CT2, *CT3*)			

KSB	Assessment method	Evidence Reference	Evidence location
Leadership			
The vision, values and objectives of the project and its links to strategic objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders. Leadership styles, qualities and the importance of motivation on team performance. The characteristics of the working environment which encourages and sustains high performance (L1, L2, L3, L4, L5, L6, L7, *L10*)			
Communicates direction, and supports the vision for project delivery (L8, L9, *L10*)			

KSB	Assessment method	Evidence Reference	Evidence location
Communication			
Working effectively with and influencing others, taking account of diversity and equality (CO1, CO2, *CO3*)			

KSB	Assessment method	Evidence Reference	Evidence location
Drive for Results			
Demonstrates a clear commitment to achieving results, and improving performance (DR1, *DR2*)			

KSB	Assessment method	Evidence Reference	Evidence location
Integrity, ethics, compliance and professionalism			
Promote the wider public good in all actions, acting in a morally, legally and socially appropriate manner. Promotes and models the highest standards of professional conduct, ethics and trust (IN1, IN2, IN3, *IN4*)			

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