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

Mock Assessment Materials

Assessment Method:	

This document may be used to capture mock assessment of **either** the presentation or the professional discussion.

- If assessing the professional discussion, 10 learning areas must be assessed
- If assessing the presentation, 5 learning areas must be assessed
- In total, 15 learning areas must be assessed.

Governance		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
G1	Explain the policies, procedures and regulations relevant to their organisation				
G2	Describe the different types of organisational structures and responsibilities				
G3	Explain how different functions and project phases can affect different types of projects				
G4	Describe how governance can control and manage the successful delivery of projects				
G5	Explain the significance of the project management plan (PMP)				

Ref		Passed	Attempted not passed	Passed	Attempted not passed
G7	Monitor projects and report cycle				
G8	Assess, track and interpret performance by the application of progress monitoring techniques				
G9	Analyse and the manage the status of information				
	Total score for this learning area:				**/ 5**

Stakeholder and communications management		**Presentation**		**Professional Discussion**	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
ST1	Compare how different perspectives and interests, along with the level of influence of a stakeholder, can affect the outcome of a project				
ST2	Describe the key context of a project communication plan				
ST3	Evaluate the effectiveness of a project communication plan when managing different stakeholders				
ST4	Manage stakeholders, taking into account their particular interests and levels of influence				
ST5	Manage conflicts and negotiations				
ST6	Communicate to a variety of different audiences				
ST7	Contribute to negotiations relating to project objectives				
	Total score for this learning area:				**/ 5**

Budgeting and cost control		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
BC1	Explain how your organisation funds different departments within its budget				
BC2	Explain how overheads can affect project budgets				
BC3	Describe the differences between indirect, direct, fixed and variable costs				
BC4	Describe how to work out an overall budget for a project				
BC5	Provide examples of tracking systems for actual costs, accruals and committed costs				
BC6	Outline alternative cost breakdowns to provide for graphical representations and performance management				
BC7	Develop and agree project budgets				
BC8	Monitor forecast and actual costs against the project budget and effectively control changes				
BC9	Support funding submissions				
	Total score for this learning area:				/ 5

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Business case and benefits		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
BB1	Explain how a business case should be prepared and maintained, including benefits management				
BB2	Contribute to the preparation or maintenance of a business case, including achieving the required outcomes				

Total score for this learning area: / 5

Scope management		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
SC1	Summarise requirements management, its purpose within a project and its importance within scope management				
SC2	Evaluate alternative scope management methods to learn from the past and improve future delivery				
SC3	Describe the approach, purpose and benefit of project scope change control				
SC4	Outline how baseline change management and configuration management apply within scope management and the reasons for their importance				
SC5	Determine the scope of a project				
SC6	Control and manage any changes made to the scope of a project, including assumptions, dependencies and constraints				

Total score for this learning area: / 5

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Consolidated planning		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
CP1	Describe the purpose of consolidated plans to support overall management, taking account of lessons learnt				
CP2	Compare different formats that can be used for consolidated plans				
CP3	Explain how consolidated plans balance fundamental components of scope, schedule, resources, budgets, risks and quality requirements				
CP4	Consolidate and document the fundamental components of projects their importance				
CP5	Monitor progress against the consolidated plan and refine as appropriate				
CP6	Implement the change control process where relevant				
	Total score for this learning area:				**/ 5**

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Schedule management		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
SM1	Summarise scheduling and estimating for project activities including how they can be quality assessed				
SM2	Describe how progress monitoring and metrics should be used to assess work performed against the schedule				
SM3	Compare different schedule management methods to evaluate and revise activities to improve confidence in delivery				
SM4	Prepare and maintain schedules for activities aligned to project delivery				
				Total score for this learning area:	**/ 5**

Risk and issue management		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
RI1	Evaluate the need for a risk assessment plan and describe how one should be implemented				
RI2	Provide examples of risk management methods and techniques that could be used to identify and prioritise threats				
RI3	Describe mitigation actions used to minimise risk impacts and optimise benefits by managing opportunities				
RI4	Identify and monitor project risk or opportunity				

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Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
RI5	Plan and implement responses to a project risk or opportunity				
RI6	Contribute to a risk management plan				
RI7	Respond to and manage issues within a defined governance structure				
	Total score for this learning area:				**/ 5**

Contract management and procurement		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
CM1	Describe the nature of contracts				
CM2	Explain the implications of contracts for contracting organisations				
CM3	Provide examples of different procurement processes				
CM4	Outline the legal and ethical means for managing contracts				
CM5	Facilitate a procurement process				
CM6	Contribute to the definition of contractual agreements				
CM7	Contribute to managing a contract				
	Total score for this learning area:				**/ 5**

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Quality management		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
QM1	Summarise the importance and need for quality management processes, assurance and improvements				
QM2	Describe the different types of project assurance that are applied to your projects				
QM3	Outline your organisations approach to continuous improvement				
QM4	Develop a quality management plan				
QM5	Manage project assurance and contribute to peer reviews				
QM6	Utilise an organisation's continual improvement process including lessons learned				
				Total score for this learning area:	**/ 5**

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Resource management		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
RM1	Understanding of how key project resources are identified through resource analysis approaches				
RM2	Describe your organisations process for resource allocation				
RM3	Summarise how resource management plans can assist in the monitoring and controlling of a project through the project lifecycle				
RM4	Develop resource management plans for project activities				
RM5	Acquire and manage resources including commitment acceptance				
RM6	Monitor progress against plans				
			Total score for this learning area:		**/ 5**

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Context		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
C1	Provide examples of the different contexts in which projects can be delivered, including health, safety and environment management				
C2	Describe the interdependencies between project(s), programme(s) and portfolio management				
C3	Describe the different project phases and key review points that can be applied across the full life cycle				
C4	Apply project management skills in the context of their organisation				
				Total score for this learning area:	/ 5

Collaboration and team work		Presentation		Professional Discussion	
Ref	Assessment Criteria	Passed	Attempted not passed	Passed	Attempted not passed
CT1	Understand their role as part of an integrated team				
CT2	Be effective in their role as part of an integrated team				
				Total score for this learning area:	/ 5

Leadership		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
L1	Describe the vision and values of the project				
L2	Summarise how the project links to the objectives				
L3	Explain how the project objectives should be effectively communicated and reinforced to team members and stakeholders				
L4	Provide examples of different leadership styles				
L5	Describe the qualities of different leadership styles				
L6	Explain the importance of motivation on team performance				
L7	Describe the characteristics of the working environment which can encourage and sustain high performance				
L8	Communicate the direction of the business				
L9	Support the vision for project delivery				
				Total score for this learning area:	**/ 5**

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Communication		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
CO1	Work effectively with and influencing others, taking account of diversity and equality				
CO2	Influence and facilitate effective team performance				
				Total score for this learning area:	**/ 5**

Drive for results		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
DR1	Demonstrate clear commitment to achieving results and improving performance				
				Total score for this learning area:	**/ 5**

Integrity, ethics, compliance and professionalism		Presentation		Professional Discussion	
Ref	**Assessment Criteria**	**Passed**	**Attempted not passed**	**Passed**	**Attempted not passed**
IN1	Promote the wider public good in all actions				
IN2	Act in a morally, legally and socially appropriate manner				
IN3	Promote and model the highest standards of professional integrity, ethics, trust and continued development				
				Total score for this learning area:	**/ 5**

Total mark achieved

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