

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) | | | | |

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|--|--|--|--|--|------------|
| 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 | |

| 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 | | | | | |

| 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 | | | | | |

| 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 | | | | |

| 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 | | | | | |

| 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 |

| 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 |

| 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 | |

| 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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