

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

Mock Assessment Materials

Written Project Report with Presentation and Questioning

Project Management Tools and Techniques			
Ref	Assessment Criteria (Pass)	Written Project Report with Presentation and Questioning	
		Achieved	Not Achieved
PMT1	Explains how they use project monitoring and techniques to understand the project context and to track, interpret and report on performance. (K4, S1)		
PMT2	Describes how they use configuration management and change control to schedule and maintain projects and manage resources through the project lifecycle. (K19, K21, K22, S25, S26)		
PMT3	Describes the need and benefit of the governance structure and ethical and sustainable procurement processes and how they impact on their role. (K5, K24)		
Ref	Assessment Criteria (Distinction)	Written Project Report with Presentation and Questioning	
		Achieved	Not Achieved
PMT4	<i>Justifies the techniques they use to track, interpret, and report on project performance and how they have supported successful delivery of the project within its context. (K4, S1)</i>		

Managing Information			
Ref	Assessment Criteria (Pass)	Written Project Report with Presentation and Questioning	
		Achieved	Not Achieved
MI1	Summarises how they schedule, prepare and monitor activities that contribute to the overall objectives, and the importance of aligning project and organisational objectives. (K2, S12)		
MI2	Describes the approaches taken to maintain a business case and how they manage the benefits which will be achieved through successful delivery of the project. (K10)		
MI3	Describes technology, software, and methods they use to define, record, integrate, deliver, and manage the scope of the project and how they use them to identify and monitor risks and issues planning and implementing responses to them. (K12, K30, S14)		
MI4	Explains how and when to apply estimating methods to work within the approved project budget taking ownership and accountability for this task. (K18, S21, B3)		
MI5	Explains how they used continual improvement and lessons learned from projects to support the preparation or maintenance of a Resource Management Plan to drive project activities. (S16, S17)		
Ref	Assessment Criteria (Distinction)	Written Project Report with Presentation and Questioning	
		Achieved	Not Achieved
MI6	<i>Evaluates the approaches they take to maintain a business case, what benefits they achieve and how they ensure successful delivery of a project. (K10)</i>		
MI7	<i>Explains the importance of continual improvement and the use of lessons learnt from projects and recommend how they would use these to drive future project activities. (S16, S17)</i>		

Managing Stakeholders			
Ref	Assessment Criteria (Pass)	Written Project Report with Presentation and Questioning	
		Achieved	Not Achieved
MS1	Describes the communication techniques they use to support the project vision and ensure buy in to objectives, through collaborating and maintaining stakeholder relationships. (K14, S6, B2)		

Research, Analysis and Evaluation			
Ref	Assessment Criteria (Pass)	Professional Discussion underpinned by a portfolio of evidence	
		Achieved	Not Achieved
RAE1	Describes the principles they use to evaluate project success and an integrated Project Management Plan ensuring that lessons learned are captured and how they may impact on future projects, including how these are used to recommend areas for improvement. (K26, S11)		
RAE2	Explains how they would evaluate the impact of project objectives and respond to challenges around sustainability and the UK Government's policy to achieve net carbon zero. (K28)		
RAE3	Demonstrates how they collate and analyse information to support negotiations on project objectives and provide feedback on a project business case to ensure the project remains valid. (S7, S9)		
Ref	Assessment Criteria (Distinction)	Professional discussion underpinned by a portfolio of evidence	
		Achieved	Not Achieved
RAE4	<i>Critically evaluates the principles they use to evaluate project success and the impact of the objectives on sustainability and how these support recommendations for improvement areas on future projects. (K26, K28, S11)</i>		