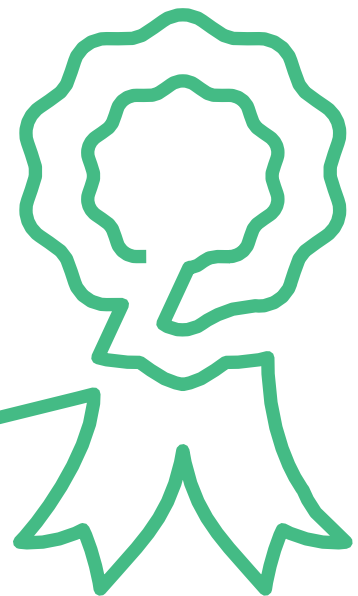


# APM Project Professional Qualification



Sample candidate brief -  
Scenario - Assessment one

## General notes

- Time allowed **20 minutes** assessment, plus 10 minutes preparation.
- The case study can be referred to during the time allocated for the scenario assessment.
- Any notes made during the preparation or assessment should be handed to the assessor at the end of the meeting and will be used as evidence against the assessment criteria. For a virtual assessment, any notes made during the preparation or the assessment should be shown to the assessors, to be destroyed at the end of your assessment.
- This assessment is worth a total of 20 marks.

## Candidate brief

- The candidate brief provides a scenario based on the case study you've already seen for Project 2.3.
- Read the candidate brief thoroughly before you start your preparation for which you have 10 minutes.
- You can refer to the case study during the time allocated for the scenario assessment.
- You'll take on the role of the Project Manager during the scenario assessment.
- One assessor will take on the role of Will Rome from the case study, while the other assessor will observe the meeting.
- As the Project Manager, you'll have a 20 minute meeting.

## Learning outcomes

Unit 1 – Delivering projects through effective leadership and management	
Scenario learning outcomes assessed:	
<b>Learning Outcome 6</b>	<i>Communicate effectively with stakeholders to achieve a project's objectives.</i>
<b>Learning Outcome 4</b>	<i>Resolve problems taking a logical approach to the problem-solving process.</i>

## Problem statement

It's the end of the first week of being Project Manager of this project. There's previously been issues with procuring furniture for the offices. Alistair Stewart made an incorrect assumption that the lead time for the furniture would be four weeks. However, the supplier (Myran) subsequently quoted six to seven weeks. Having generated a number of options for Will Rome to consider, it was decided to go with another supplier, Spatles.

After receiving the order, Spatles are now quoting seven to eight weeks lead time.

## Project impact

The majority of building and facilities work is in place to enable the office move. The proposed directors' move can still happen as planned. However, this will have an impact on the planned moves for the remaining staff both upstairs and downstairs, pushing the move completion to week 19, if it goes according to plan. If further delays are encountered, there may be an impact on the handover of the old building as it could still be required. An agreement is already in place for new tenants to take on the lease of the building one month after Whiteline's planned handover date. There is an option to extend the lease on the old building at a cost of £15k a month, but this will be limited to one month.

This will also likely have an impact on the planned recruitment with new starters expected to join from week 17 onwards. This is simply because the office may not be set up to accommodate them. Start dates may need to be delayed, which in turn could impact on ramping up capacity. In addition to the financial impact of capacity falling short of planned, based on the current project plan for relocation, Whiteline has lost £9.5k deposit to Myran and paid a further deposit of £10k to Spatles.

## Task

Will Rome now wants to meet you to discuss how to handle this issue and agree a way forward. Your task is to resolve the problem with him to ensure the relocation takes place as planned or provide an alternative solution to enable the business to continue functioning.

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# Notes



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