**MARK SHEET –Managing projects in the organisation**

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| **Centre Number :** | |  | | **Centre Name :** | | |  | | | | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | | |  | | | | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | | | | |
| **Learning Outcome / Section 1:** Be able to manage a project in an organisation | | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 1.1  Assess the usefulness of project management tools and techniques for managing a project within own organisation | **Referral [ca. 5/*20*]** | | **Pass [*ca. 10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * The usefulness of project management tools and techniques for managing a project within own organisation is not addressed * Project management tools and techniques are assessed generically with no reference to their usefulness for managing a project within own organisation specifically * Project management tools and techniques are described rather than assessed with no judgement made as to their usefulness for managing a project within own organisation specifically | | * Project management tools and techniques are assessed rather than described and a judgement made as to their usefulness for managing a project within own organisation, although the criteria used may sometimes be limited or subjective | | | * A range of objective criteria are used to assess project management tools and techniques as to their usefulness for managing a project within own organisation | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.2  Plan the implementation of a project within own organisation | **Referral [ca. 5/*20*]** | | **Pass [*ca. 10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * The implementation of a project is not planned, or the planning is incorrect or incomplete, or the planning is generic with no reference to own organisation | | * The implementation of a project within own organisation is correctly planned using an appropriate project management tool and techniques, although some aspects of the implementation plan may be partial and not make full use of the capabilities of the project management tool and techniques used | | | * The implementation of a project within own organisation is correctly planned making full use of the capabilities of an appropriate project management tool and techniques | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.3  Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessary | **Referral [ca. 5/*20*]** | | **Pass [*ca. 10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * The project plans are not communicated, or the communications are inappropriate or incomplete, or there is no evidence that agreement for the project plans has been gained where necessary | | * The communication needs of appropriate colleagues and identified project stakeholders have been determined and the project plans are communicated appropriately to fulfil those communication needs, although the identification of communication needs is sometimes informal and subjective and a formal project communication plan may not be fully developed * Implicit or limited explicit evidence is provided that agreement has been reached for the project plans, where necessary, with appropriate colleagues and identified project stakeholders | | | * The communication needs of appropriate colleagues and identified project stakeholders have been formally and objectively determined, and the project plans are communicated appropriately to fulfil those communication needs using a fully-developed formal project communication plan * Explicit evidence is provided that agreement has been reached for the project plans, where necessary, with appropriate colleagues and identified project stakeholders | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.4  Implement the project plan, monitoring progress against agreed targets | **Referral [ca. 5/*20*]** | | **Pass [*ca. 10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * No implicit or explicit evidence is provided that the project plan is implemented, or is being implemented * There is no implicit or explicit evidence of monitoring progress against agreed targets | | * Implicit or limited explicit evidence is provided of implementing the project plan and monitoring progress against agreed targets | | | * Explicit evidence is provided of implementing the project plan and monitoring progress against agreed targets | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to evaluate own ability to manage a project | | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 2.1  Use feedback from others to critically evaluate own ability to plan and implement a project, identifying strengths and weaknesses | **Referral [ca. 3/12]** | | **Pass [*ca. 6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * No feedback has been used, or feedback from others is limited, inappropriate, or insufficient for a meaningful critical evaluation * Feedback relates to planning or implementing, but not both * Planning and implementing a project is merely described, with no use of feedback, or no use of appropriate feedback, to critically evaluate own ability and identify strengths and weaknesses | | * Appropriate and sufficient feedback has been used to critically evaluate and identify strengths and weaknesses in own ability to plan and implement a project, although the range of colleagues and project stakeholders providing feedback is limited but sufficient and/or feedback does not address the full scope of planning and implementation | | | * A wide range of colleagues and project stakeholders have provided comprehensive and objective feedback on all aspects of planning and implementation and this has been used to critically evaluate and identify strengths and weaknesses in own ability to plan and implement a project | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2  Create a self-development plan to improve own performance in managing projects | **Referral [ca. 2/8]** | | **Pass [*ca. 4/8*]** | | | **Good Pass [*ca. 6/8*]** | | | | |  | | |
| * No self-development plan is created, or the self-development plan is inappropriate or incomplete, or the self-development plan is not based on the critical evaluation | | * An appropriate and complete self-development plan to improve own performance in managing projects is created and is based on the critical evaluation, although self-development objectives are not be prioritised or ranked | | | * An appropriate and comprehensive self-development plan to improve own performance in managing projects is created that prioritises and ranks self-development objectives based on the critical evaluation | | | | |
| / 8  (min. of 4) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
|  | | | | | | | | | **/ 100** | | | **TOTAL MARKS** | |
| **Assessor’s Decision** | | | | | **Quality Assurance Use** | | | | | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Signature of Assessor:**  **Date of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |