



Ofqual QAN	600/0406/X
Quartz ID	1156 / 1157
Qualification	Level 4 Diploma in Business

Unit ID	2217
Assessment	Project Management
Assessment Type	Global Assignment
Assessment Cycle	<i>SAMPLE</i>

Marking Scheme

Markers are advised that, unless a task specifies that an answer be provided in a particular form, then an answer that is correct (factually or in practical terms) **must** be given the available marks. If there is doubt as to the correctness of an answer, the relevant NCC Education materials should be the first authority.

This marking scheme has been prepared as a **guide only** to markers and there will frequently be many alternative responses which will provide a valid answer.

Each candidate's script must be fully annotated with the marker's comments (where applicable) and the marks allocated for each part of the tasks.

Throughout the marking, please credit any valid alternative point.

Marker's comments:

Moderator's comments:

Mark:	Moderated mark:	Final mark:
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Penalties applied for academic malpractice:
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Important note on word counts:

Assignments which exceed the wordcount by more than 10% will be marked but markers must not read any words that exceed the 10% leeway, no marks will be awarded, and no feedback provided for any text beyond this prescribed limit.

Markers must indicate on the script and in the marking breakdown the point at which the limit is reached which is, by definition, where they have stopped marking.

Task 1 – 20 Marks

You are briefing a new project assistant who is unfamiliar with formal project management.

Explain the key stages of the project lifecycle and evaluate why it is important to define project scope, objectives and success criteria at the outset. Use examples from the EcoStep CR&S project to justify your response.

Indicative Content:

- Key stages: initiation, planning, execution, monitoring and control, closure.
- Importance of defining: scope to set boundaries; objectives to ensure clarity; success criteria to measure outcomes.
- Application to EcoStep: e.g. defining volunteer engagement targets, outlining deliverables for community action day.

Strong responses will include:

- Clear breakdown of stages with explanation of how each applies to the scenario.
- Examples such as aligning stakeholder briefings to initiation or using KPIs to define success.
- Explanation of the risks of vague scope (e.g. resource overrun, unclear goals).

Mark Scheme

0-5 marks	6-7 marks	8-11 marks	12-13 marks	14-20 marks
<i>Little or no understanding of project lifecycle stages.</i>	<i>Limited understanding of lifecycle; basic or unclear explanation of stages.</i>	<i>Satisfactory understanding of stages and importance of scope.</i>	<i>Good application of lifecycle theory to the EcoStep scenario.</i>	<i>Comprehensive analysis of lifecycle and planning principles.</i>
<i>Little or no attempt to link scope or objectives to EcoStep's context.</i>	<i>Limited reference to scope or success criteria, with minimal link to the project.</i>	<i>Some appropriate use of the scenario, though detail or analysis may be underdeveloped.</i>	<i>Clear explanation of scope and success criteria, supported by examples.</i>	<i>Excellent use of scenario-based examples to justify why project scope and objectives matter.</i>
Marker's Comments/Justifications:				

Task 2 – 20 Marks

Your team has encountered delays due to unclear roles and communication gaps between delivery partners.

- a) Analyse how the roles and responsibilities of different project stakeholders influence project delivery.
- b) Assess how external regulations or organisational policy might affect how CR&S projects are governed.

Indicative Content:

- Project stakeholders: project coordinator, volunteers, local partners, funders.
- Roles/responsibilities: communication, decision-making, resource coordination.
- Governance: impact of EcoStep policy, data protection, environmental regulations.

Strong responses will include:

- Identification of specific EcoStep roles (e.g. data handler, delivery leads).
- Explanation of how unclear roles led to delays and how this affects CR&S delivery.
- Governance impact examples, e.g. adapting the plan to comply with environmental standards.

Mark Scheme

0-5 marks	6-7 marks	8-11 marks	12-13 marks	14-20 marks
<i>Little or no understanding of project roles or CR&S governance.</i>	<i>Limited understanding; vague or generalised stakeholder roles.</i>	<i>Satisfactory explanation of roles and some analysis of governance issues.</i>	<i>Good insight into how stakeholder responsibilities affect outcomes.</i>	<i>Comprehensive analysis of roles and governance in CR&S.</i>
<i>No clear explanation of impact on delivery.</i>	<i>Limited mention of governance or policy influence.</i>	<i>Moderate links to scenario, though application may lack depth.</i>	<i>Clear and relevant discussion of organisational/ government regulation.</i>	<i>Excellent scenario-based application demonstrating cause and effect in project delivery.</i>
Marker's Comments/Justifications:				

Task 3 – 20 Marks

You are preparing a presentation for EcoStep’s funders.

- a) Analyse ONE (1) environmental or social consideration you had to take into account when planning the project.
- b) Evaluate how stakeholder engagement has supported the project’s design and delivery.

Indicative Content:

- Considerations: accessibility, inclusivity, reducing carbon impact, local engagement.
- Stakeholder involvement: community consultation, local partnerships, youth voice.

Strong responses will include:

- Example of a specific consideration like using recycled materials or inclusive venues.
- Explanation of how stakeholder engagement shaped delivery decisions (e.g. activity timing, choice of comms).
- Link to EcoStep’s values (empowerment, inclusion, transparency).

Mark Scheme

0-5 marks	6-7 marks	8-11 marks	12-13 marks	14-20 marks
<i>Little or no recognition of social/environmental factors.</i>	<i>Limited analysis of one consideration ; minimal mention of engagement.</i>	<i>Satisfactory understanding of planning considerations and engagement value.</i>	<i>Good analysis of how one consideration affected project decisions.</i>	<i>Comprehensive integration of social/environmental planning with stakeholder engagement.</i>
<i>No clear connection to stakeholder input.</i>	<i>Minimal connection to the project’s CR&S ethos.</i>	<i>Appropriate but basic application to the scenario.</i>	<i>Clear insight into the role of stakeholder input in shaping project outcomes.</i>	<i>Strong alignment with EcoStep’s values and practical delivery examples.</i>
Marker’s Comments/Justifications:				

Task 4 – 20 Marks

You are preparing to deliver a community sustainability event as part of your CR&S project.

The event includes workshops, guest speakers and interactive community engagement activities. You are responsible for coordinating the planning.

- a) Using an action plan format, outline FIVE (5) key tasks with deadlines and assigned responsibilities. Present this clearly (e.g. in a table).
- b) Explain in a short commentary (max 150 words), how your action plan reflects CR&S values and takes stakeholder needs into account.

Indicative Content:

- Action plan tool: five tasks, realistic deadlines, assigned roles.
- Reflecting CR&S: inclusion, sustainability, transparency, responsiveness to stakeholders.

Strong responses will include:

- Well-structured plan table (e.g. with timeline and roles).
- Commentary explaining alignment with CR&S, e.g. engaging diverse community reps or minimising waste.
- Consideration of volunteer needs and stakeholder expectations.

Mark Scheme

0-5 marks	6-7 marks	8-11 marks	12-13 marks	14-20 marks
<i>Little or no planning structure evident.</i>	<i>Limited or incomplete action plan.</i>	<i>Satisfactory plan with logical tasks and commentary.</i>	<i>CR&S values clearly integrated in planning choices.</i>	<i>Comprehensive and well-presented action plan.</i>
<i>No clear reference to CR&S values or stakeholder relevance.</i>	<i>Basic or unclear commentary on CR&S application.</i>	<i>Some meaningful link to CR&S principles, though not always consistent.</i>	<i>CR&S values clearly integrated in planning choices.</i>	<i>Commentary fully articulates how planning upholds CR&S ethos and stakeholder inclusion.</i>
Marker's Comments/Justifications:				

Task 5 – 20 Marks

After the event, you must produce a report for internal stakeholders.

Use the TWO (2) data sets below to evaluate the success of the community event.

- Identify TWO (2) key performance insights by analysing the figures and comments
- Explain how you would present this data effectively using digital tools.

Data set 1:

Metric	Target	Actual
Number of attendees	100	134
Workshop participation rate (%)	75	60
Volunteer satisfaction (%)	80	92
Leaflets distributed	200	215

Data Set 2:

<p>Qualitative Data (Comments from Volunteers and Attendees)</p> <ul style="list-style-type: none"> "Great energy and sense of purpose, especially in the recycling activities." "It was hard to hear the speakers at times." "I loved the interactive parts—please do more of these in future events." "Volunteers were really helpful and welcoming."

Indicative Content:

- Quantitative analysis: attendance rates, satisfaction metrics, participation gaps.
- Qualitative analysis: themes from comments, areas for improvement.
- Reporting methods: digital dashboards, infographics, summary reports.

Strong responses will include:

- Identification of two clear insights (e.g. strong turnout vs low workshop uptake).
- Interpretation of comment themes (e.g. accessibility or audio issues).
- Suggested digital tool (e.g. Canva, Google Data Studio) for presenting insights.

Mark Scheme

0-5 marks	6-7 marks	8-11 marks	12-13 marks	14-20 marks
<i>Little or no attempt to interpret data or identify performance trends.</i>	<i>Limited understanding of performance evaluation.</i>	<i>Satisfactory identification of trends and basic data interpretation.</i>	<i>Good use of quantitative and qualitative data with insightful commentary.</i>	<i>Comprehensive and accurate data interpretation.</i>

No meaningful suggestion for digital reporting.	Basic data comments with minimal insight or unclear reporting methods.	Some understanding of how to report results digitally.	Clear suggestion of appropriate digital tools or formats.	Well-justified digital reporting method that reflects CR&S transparency.
Marker's Comments/Justifications:				

Note to markers

Please take appropriate action for any malpractice (plagiarism, collusion, referencing issues etc.) discovered as per the *AQ_28-a01_Academic Misconduct Policy* document. Please also complete and submit the *Malpractice Declaration Form*.

Learning Outcomes matrix

Task	Learning outcomes assessed	Marker can differentiate between varying levels of achievement
1	1.1, 1.3	Yes
2	1.2, 2,4	Yes
3	2.1, 2,2	Yes
4	4.1, 4.4	Yes
5	3.4, 3.5, 5,2, 5,3	Yes

Grade descriptors

Learning Outcome	Pass	Merit	Distinction
LO1	Demonstrates satisfactory understanding of project lifecycle stages, project roles, and the importance of defining scope and objectives. Some basic examples from the scenario are used to support the explanation.	Demonstrates good understanding and application of project stages and responsibilities, with clear links to the scenario. Reasoned evaluation of why clear scope and criteria support CR&S project success.	Demonstrates comprehensive and insightful analysis of the project lifecycle and the value of defined scope. Applies this critically to the EcoStep scenario, showing confident use of project management language and CR&S alignment.
LO2	Shows satisfactory awareness of CR&S influences and stakeholder engagement. References are mostly descriptive but relevant to the context of project planning and governance.	Demonstrates good understanding of how CR&S and stakeholder involvement shape project planning. Offers sound analysis of governance influences using relevant project context.	Demonstrates a well-developed, critical understanding of how CR&S values, policy and stakeholder input drive effective planning. Uses the EcoStep scenario to illustrate the interconnectedness of ethics, design, and delivery.
LO3	Demonstrates satisfactory understanding of how to organise and report data in a CR&S context. Presents basic insights using appropriate but	Shows good ability to select relevant methods for presenting data in ways that support evaluation of CR&S delivery. Makes accurate links between data	Demonstrates comprehensive understanding of data handling and reporting for CR&S outcomes. Selects and justifies effective digital tools that enhance clarity, accessibility, and

	limited digital tools or formats.	insights and project objectives.	alignment with CR&S values.
LO4	Selects and applies a basic project planning tool with mostly relevant tasks. Commentary shows satisfactory understanding of how CR&S values and stakeholder needs influence planning.	Uses a project management tool effectively with realistic task sequencing. Explains how the plan supports CR&S values and meets identified stakeholder requirements.	Demonstrates confident use of a project management tool tailored to the scenario. Provides a clear, insightful commentary that evidences inclusive planning aligned with CR&S priorities.
LO5	Demonstrates a basic ability to evaluate performance using quantitative and qualitative data. Uses digital tools with some clarity to present project outcomes.	Offers a good evaluation of CR&S event outcomes, with clear insights drawn from multiple data types. Makes well-reasoned choices about appropriate IT tools to support communication.	Demonstrates a sophisticated ability to extract performance insights using integrated data analysis. Provides reasoned justification for the use of IT tools that enhance clarity, accessibility, and alignment with CR&S values.