

# PROFESSIONAL

APM Project  
**Professional**  
Qualification 2nd edition

**Sample Candidate Brief Scenario 1**

## General Notes

Time allowed **10 minutes** preparation time, **20 minutes** assessment.

You may refer to the case study during the time allocated for the scenario.

You may make notes during your preparation time and during the assessment.

This assessment is worth a total of 20 marks.

## Candidate Brief

The candidate brief provides an additional scenario that is based on the case study "Whiteline Domestic".

Read the candidate brief thoroughly, you have 10 minutes to prepare.

You will take on the role of the project manager during the scenario.

One assessor will take on the role of Will Rome from the case study, while the second assessor will observe the meeting.

## Learning Outcomes

Communicate effectively with stakeholders to achieve a project's objectives.

Resolve problems taking a logical approach to the problem-solving process.

## Problem Statement

It is the end of the first week of you being the project manager of this project. There has previously been issues with procuring furniture for the offices. Alistair Stewart made an incorrect assumption that 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 moves. 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.

**Notes**

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