

MODULE DESCRIPTOR

SECTION A: MODULE DETAILS

Module Title	Project Management													
Short Title	ProjMan													
Module Code	BM522	Date of First Approval			September 2013									
Responsible Department	Business, Law & Computing	Date of Version			September 2018									
FHEQ Level	Level 5: Diploma	Version No.			2									
Credit Value	15 Credits	Expected Length			15 weeks									
Status	Approved	Regime of Delivery			Campus Based									
Semester taught	S1	<input checked="" type="checkbox"/>	S2	<input checked="" type="checkbox"/>	S3	<input type="checkbox"/>	SB	<input type="checkbox"/>	S1A	<input checked="" type="checkbox"/>	S2A	<input checked="" type="checkbox"/>	SBA	<input type="checkbox"/>
	T1	<input type="checkbox"/>	T2	<input type="checkbox"/>	T3	<input type="checkbox"/>	T4	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

SECTION B: MODULE DESCRIPTION

Brief Description
<p>This module aims to introduce students to the fundamentals of Project Management. In the fast paced business environment of today, project management can be termed as equivalent to fiscal power. Good project management ensures that the associated risks are identified and managed and objectives and benefits are achieved within budget. Students will also gain practical experience of key project management techniques using industry standard methodologies and software.</p> <p>Students will be expected to gain a good grasp of project management Software to develop professional competencies in the use and application of this software and may go on to further develop their project management skills. This module also provides the opportunity for students to prepare for entry to the professional examinations.</p>

Indicative Content
<p>Introduction to Project Management</p> <ul style="list-style-type: none"> • Discuss project characteristics (scope, time, cost, and quality) and the project management lifecycle • Identify and schedule the activities in a project by employing appropriate techniques • Use a software package to assist in project management: tutorial (computer rooms to be used) • Industry standard methodology • Risk Evaluation - Identify, analyze and manage the risks in a project. Assess the levels of risk and uncertainty in a project and identify critical success factors. • People-related aspect of project management including but limited to teamwork, roles, communication, ...

SECTION C: MODULE OUTCOMES

On successful completion of the module, the student will be able to:	
1.	Evaluate and explain the major factors and performance requirements of project management.
2.	Plan projects using appropriate project management software.
3.	Analyse and critically evaluate projects using an appropriate industry standard methodology.

Key Skills Matrix		
	<i>Developed</i>	<i>Assessed</i>
Information Acquisition	☒	☒
Critical thinking, analysis and synthesis	☒	☒
Self-reflection	☒	☒
Communication Skills: Oral	☒	☐
Communication Skills: Written	☒	☒
Information & Communications Technology (ICT)	☒	☒
Numeracy & Quantitative Skills	☒	☒
Problem Solving & Decision Making	☒	☒
Independent & Self-managed Learning	☒	☒
Working with Others	☒	☐

SECTION D: MODULE STRATEGY

Employability / Career Development Statement
<p>This module not only develops the practical project management skills of the students, but also enhances self-confidence in students by providing them with opportunities to apply for professional project management certification. This is done by examining topics related to the needs of students entering employment within their various career disciplines.</p> <p>This module provides the opportunity for students to:</p> <ul style="list-style-type: none"> • Receive hands on training on key project software • Prepare for entry to the Project Management professional examinations.

Learning & Teaching Strategy
<p>The contact hours will be used flexibly, and each week may include key lecture, small group seminars and IT workshop sessions.</p> <p>Students will be directed to a range of learning materials in a variety of media. Guidance will be given on expected reading and self-directed learning activity.</p> <p>Students will engage in a wide variety of learning experiences, including:</p> <ul style="list-style-type: none"> • computer workshops using project software • training in the use of an industry standard project methodology • group discussions on project management issues. <p>These approaches allow the students to develop the techniques and evaluate their practical application to real-life situations.</p>

Assessment Strategy

The coursework (CW1) is designed to assess students' ability to apply project planning frameworks and theories to real-life situations and to critically reflect on the usage and limitations of such applications. The assignment is based on a realistic situation and requires the students to demonstrate competence in applying project management skills, including the use of software.

The written exam is designed to prepare students for the professional examination. The exam will allow students to demonstrate understanding the essential roles, principles, themes and processes involved.

SECTION E: SCHEDULED LEARNING AND TEACHING**Notional Hours**

1 Credit is equivalent to 10 notional learning hours (30 credits = 300 learning hours). All hours should be calculated based on what an individual student might be expected to receive.

<i>Category (Please refer to QAA Guidance in completing this section)</i>	<i>Total Hours</i>
Scheduled Learning and Teaching Activities (SLTA)	
Lectures (incl. virtual and face to face contact)	
Seminars (incl. virtual and face to face contact)	45
Tutorials – per individual student (incl. virtual and face to face contact)	
Project supervision (incl. virtual and face to face contact)	
Demonstration (incl. virtual and face to face contact)	
Practical classes and workshops	
Supervised time in studio/workshop/rehearsal space	
Fieldwork, e.g. survey work, data collection	
External visits, e.g. visits to sites, museums or collections	
Sub-total: SLTA	45
PLUS Guided Independent Study (GIS)	105
PLUS Placements / Study Abroad / Work based Learning	
TOTAL (Sub-total of SLTA plus GIS, plus Placements)	150

SECTION F: ASSESSMENTS**Summative Assessment Regime**

ID	KIS Category/Activity Type & Brief Description (Please refer to: QAA Guidance in completing this section)	Learning Outcomes Assessed	Weighting % or P/F	Indicative Week No.
CW1	Coursework: Written Assignment: Coursework: Written Assignment: Individual (1500 words)	1,2	50%	7
EX1	Written Exam: Set Exercises: Written Exam (90 minutes)	1,3	50%	14
Module Pass Requirements: Standard Regs apply				

SECTION G: ACADEMIC RESOURCES

Key Texts
<ul style="list-style-type: none">• Pinto, J., (2016), <i>Project Management Achieving Competitive Advantage</i>, (4th edition), Pearson• Carroll, J. (2010) <i>Project 2010 in Easy Steps</i>. Southam: In Easy Steps Ltd• Office of Government Commerce (2009) <i>Managing Successful Projects with Prince 2</i>. London: The Stationary Office
Journals (including e-Journals)
<ul style="list-style-type: none">• <i>International Journal of Project Management</i>• <i>Project Management Journal</i>• <i>Project Management Today</i>
Databases
<ul style="list-style-type: none">• Emerald• ScienceDirect• ABI Informs: ProQuest
Websites
<ul style="list-style-type: none">• APMG International (http://www.apmg-international.com)• OGC (http://www.ogc.gov.uk)• PRINCE2.com (http://www.prince2.com)

© 2017 Buckinghamshire New University