Module Specification

Introduction to Project Management

Version: 2021-22, v2.0, 12 Jul 2021

Contents

Part 1: Information

Module title: Introduction to Project Management

Module code: UFCFAN-30-2

Level: Level 5

For implementation from: 2021-22

UWE credit rating: 30

ECTS credit rating: 15

Faculty: Faculty of Environment & Technology

Department: FET Dept of Computer Sci & Creative Tech

Partner institutions: University Centre Weston

Delivery locations: University Centre Weston

Field: Computer Science and Creative Technologies

Module type: Standard

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: This topic introduces the processes, methods, techniques and tools that organisations use to manage their IT projects. Apprentices will learn how to apply a systematic methodology for initiating, planning, executing, controlling, and

closing projects. Project management in modern organisations is a complex team based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This topic also acknowledges that project management involves the use of resources both from within the firm, as well as contracted third parties from outside the organisation.

Outline syllabus: On successful completion of this module apprentices will be able to:

1.   Identify, explain, and use appropriately an IT project management methodology and the need for project management in the modern organisation. (Component A)

2.   Understand the issues concerned with project implementation, including contractual obligations and resource constraints. (Components A & B)

3.   Identify, explain, and use appropriately approaches for managing projects in an IT environment. (Components A & B)

4.   Understand the phases of a chosen project management lifecycle. (Components A & B)

5.   Understand the techniques for measuring project quality, and how to ensure that project quality is achieved. (Components A & B)

6.   Understand the mechanisms for dealing with exceptions and issues in projects (Component B)

Part 3: Teaching and learning methods

Teaching and learning methods: Introductory lectures are supported by seminars, case studies, visits and practical workshops. In addition this module will be supported by interactive forums and learning tools.

300 hours study time of which 72 hours will represent scheduled learning. Scheduled learning includes lectures, seminars, tutorials, demonstration, practical classes and workshops; external visits; supervised time in studio/workshops.

Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion. Apprentice study time will be organised each week with a series of both essential and further readings and preparation for practical workshops. It is suggested that preparation for lectures, practical workshops, session delivery and seminars will take 7 hours per week.

Module Learning outcomes:

MO1 Identify, explain, and use appropriately an IT project management methodology and the need for project management in the modern organisation

MO2 Identify and explain the issues concerned with project implementation, including contractual obligations and resource constraints.

MO3 Identify, explain, and use appropriately approaches for managing projects in an IT environment.

MO4 Describe the phases of a chosen project management lifecycle.

MO5 Articulate the techniques for measuring project quality, and how to ensure that project quality is achieved.

MO6 Describe and use the mechanisms for dealing with exceptions and issues in projects.

Hours to be allocated: 300

Contact hours:

Independent study/self-guided study = 228 hours

Face-to-face learning = 72 hours

Total = 300

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://uwe.rl.talis.com/modules/ufcfan-30-2.html

Part 4: Assessment

Assessment strategy: This module is assessed by a combination of techniques: a time controlled assessment (3 hours) [open book] and a project portfolio (3,000 words).

Component A: Time Constrained Assessment (TCA) – Case Study – Open Book. Apprentices are required to review a case study within a 3 hour long TCA. This will allow apprentices to demonstrate their understanding of components of project management.

Component B: Project Report: A business-related project. Apprentices will negotiate with the module leader regarding a practical computing project either based within the workplace or based upon a case study. Parameters for the project will be drawn up and apprentices will be expected to produce on the process of working on this project or based upon assessing the response made within the case study.

Opportunities for formative assessment exist for the assessment strategy used. Verbal feedback is given and all apprentices will engage with personalised tutorials setting SMART targets as part of the programme design

Assessment components:

Case Study - Component A (First Sit)
Description: Case study review (3 hours) open book on line TCA in 24 hour window
Weighting: 40 %
Final assessment: Yes
Group work: No
Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Portfolio - Component B (First Sit)
Description: Project portfolio (3000 words)
Weighting: 60 %
Final assessment: No
Group work: No
Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Case Study - Component A (Resit)

Description: Case study review (3 hours) open book in 24 hour window

Weighting: 40 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Portfolio - Component B (Resit)

Description: Project portfolio (3000 words)

Weighting: 60 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Digital and Technology Solutions (Software Engineer) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2019-20

Digital and Technology Solutions (Data Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2019-20

Digital and Technology Solutions (Business Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2019-20

Digital and Technology Solutions (Cyber Security Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2019-20