STUDENT AND ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Information			
Module Title	Introduction to Project Management		
Module Code	UFCFAN-30-2	Level	Level 5
For implementation from	2020-21		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Faculty of Environment & Technology	Field	Computer Science and Creative Technologies
Department	FET Dept of Computer Sci & Creative Tech		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
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:** You will cover the following topics: Construct a project plan for a multi-threaded project. Initiate projects, including project selection, defining project scope, and determining the feasibility of projects. Manage moderately complex IT projects effectively and efficiently . How to managing project teams, including the fundamentals of leadership and team motivation.

Project communication, both internal to the team, and external to other project stakeholders.

Estimate the various activities that are required as part of an IT project.

Manage project schedules with appropriate techniques and tools.

Monitor project performance against agreed tolerance levels.

Manage project resources, including human resources, capital equipment, and time.

Manage project quality, including the identification of the threats and risk to project quality.

Manage project risk, including the identification of risk, and techniques for ensuring project risk is controlled.

Manage the project procurement process, including understanding external acquisition and outsourcing, as well as the steps for managing external procurement.

Manage project execution, including monitoring project progress and managing project change, and appropriately documenting and communicating project status.

How to control projects through information tracking and cost and change control techniques.

Close projects, including administrative, personnel, and contractual closure.

Ethnic cultural differences in working with global teams either internal to organisations or by engaging offshore outsourcers.

How to roll out a project in a customer friendly way that's consistent with the business' needs.

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.

Part 3: Assessment
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

First Sit Components	Final Assessment	Element weighting	Description
Examination (Online) - Component A	✓	40 %	Online open book exam (3 hours)
Portfolio - Component B		60 %	Project portfolio (3000 words)
Resit Components	Final Assessment	Element weighting	Description
Examination (Online) - Component A	✓	40 %	Online open book exam (3 hours)
Portfolio - Component B		60 %	Project portfolio (3000 words)

Part 4: Teaching and Learning Methods	
Learning Outcomes	On successful completion of this module students will achieve the following learning outcomes:

Module Learning Outcomes	Reference
Apply underlying concepts and principles to manage a project including the rescheduling for deviations, the handling of review meetings and the management of problems and escalation processe	MO1
Identify, explain, and use appropriately an IT project management methodology and the need for project management in the modern organisation	MO2
Understand 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
Understand the phases of a chosen project management lifecycle.	MO5
Understand the techniques for measuring project quality, and how to ensure that project quality is achieved.	MO6
Understand the mechanisms for dealing with exceptions and issues in projects.	MO7

Contact Hours	**Independent Study Hours:**	
	Independent study/self-guided study	228
	Total Independent Study Hours:	228
	Scheduled Learning and Teaching Hours:	
	Face-to-face learning	72

	Total Scheduled Learning and Teaching Hours:	72
		4
	Hours to be allocated	300
	Allocated Hours	300
Reading List	*The reading list for this module can be accessed via the following link:* https://uwe.rl.talis.com/modules/ufcfan-30-2.html	

Part 5: Contributes Towards
This module contributes towards the following programmes of study: