Module guide:

3.2   Project Management

Programme: BA (Hons) Professional Management

Module details

Module title: Project Management
Module code: 3.2
Module level: 6
Credit value: 20
Assessment: Assignment
Learning duration: 7 weeks

Introduction

Welcome to this module on Project Management. This is your reference guide to the content and assessment of this module.
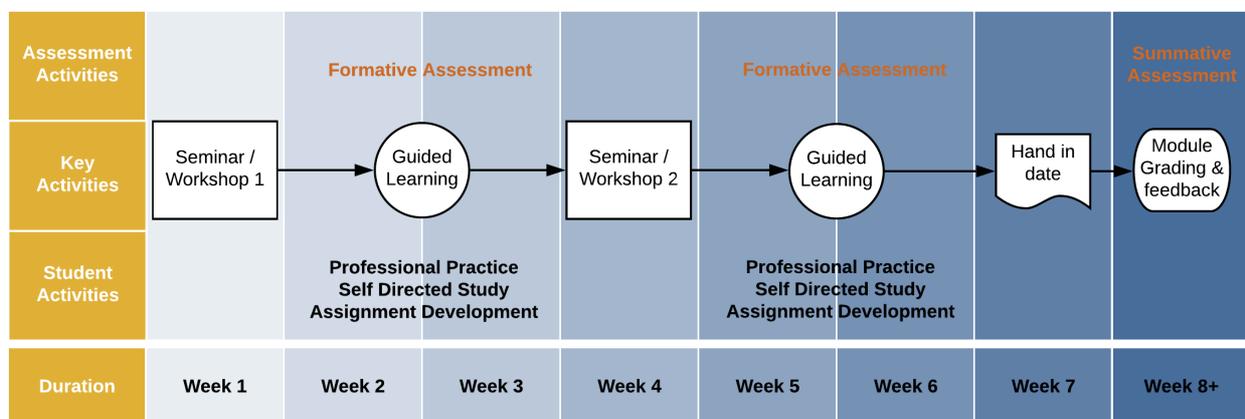
By successfully completing this module, you will be able to:

3.2 (1) Evaluate project management tools and techniques that can be used to deliver successful projects
3.2 (2) Assess risk management models that can be applied to a project
3.2 (3) Demonstrate the use of a wide range of project management tools during the planning, design, development and implementation of a project
3.2 (4) Design and lead change programmes within a specific area of your own organisation

In order to achieve these learning outcomes, you will need to demonstrate your ability to manage a project through the planning, design, development and implementation stages. Your tutor is there to guide and support you throughout this module, offering advice and guidance where applicable.

Learning strategy

The learning outcomes will be achieved through a combination of seminars, workshops, tutorials, self-directed study, professional practice and reflective review. The learning journey for this module is illustrated below:

Assessment Activities		Formative Assessment			Formative Assessment			Summative Assessment
Key Activities	Seminar / Workshop 1	Guided Learning		Seminar / Workshop 2	Guided Learning		Hand in date	Module Grading & feedback
Student Activities		Professional Practice Self Directed Study Assignment Development			Professional Practice Self Directed Study Assignment Development			
Duration	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8+

Module guidance

In order to complete this module, you will be required to provide the following:

1. A written assignment of no more than 4000 words.

Assessment guidance

This module will be assessed through an assignment demonstrating your understanding of project management tools and techniques you have applied to a project of your choice. You will reflect on your performance during this change programme and identify areas for improvement which will be documented in your professional practice portfolio.

The table below provides an overview of the assessments and how they will be used towards your overall module grade.

Components	Assessment method	Learning outcome	Overview of activity	Marking scheme
Assessment 1	1. Assignment (report)	3.2 (1) 3.2 (2) 3.2 (3) 3.2 (4)	Produce a reflective report which records a project you have managed and the process you have used to deliver success projects. This reflective report must be supported with a portfolio of evidence to demonstrate the design, implementation and monitoring of a project.	Marked and graded (40% pass mark)

You will be required to complete the reflective report and achieve a pass in order to successfully complete the module.

Before you start....

What is expected of you:

- Read through and make sure you understand the requirements of the module. Please feel free to ask your tutor any questions if you are not sure or require further clarification. This can be done in person, by email or telephone.

- Ensure that you are aware of hand in dates for your work. If you feel you will not be able to meet these deadlines, please discuss with your tutor who may be able to arrange for an extension. It is essential that you allow time for this and not leave it until the last moment unless of extenuating circumstances.

- Always keep a soft or hard copy of your work.

- Ensure you have completed your individual self-reflections.

- Ensure you have completed all tasks within the allocated timescale. It is highly recommended that you attend the tutorial sessions and keep in touch with your tutor who will support you through your module. If we are not aware of problems you may be having, we will not be able to help you.

Assessment 1

Assessment type:	Assignment (report)
Learning outcome:	3.2 (1) Evaluate project management tools and techniques that can be used to deliver successful projects
	3.2 (2) Assess risk management models that can be applied to a project
	3.2 (3) Demonstrate the use of a wide range of project management tools during the planning, design, development and implementation of a project
	3.2 (4) Design and lead change programme within specific area of own organisation
Overview:	Complete a written reflective report demonstrating the use of project management tools and techniques and risk management models during the design, development and implementation of a project.
Marking scheme:	Marked and graded

Task:

You are required to complete a reflective report of no more than 4000 words demonstrating your knowledge of project management. This should be presented electronically in Microsoft Word format, and include:

- Referencing in the Harvard style
- A full reference list
- A bibliography of reading and research you have carried out

Your report should:

1. Introduce a project that you have managed which is clearly linked to a change within the organisation
2. Explain why you have chosen this topic and its relevance to you, your team and organisational objectives
3. Assess the importance of the change and the project to meeting the organisational objectives and goals
4. Evaluate at least two project management tools and techniques that can be used to deliver successful projects and explain which you have chosen and why these were appropriate for your project
5. Critically assess risk management models and explain which were the most appropriate for your project
6. Provide evidence to show the project you have planned, designed, developed and implemented with supporting evidence (for example Gantt charts, minutes of meetings, emails etc)
7. Prepare a monitor and review strategy of the project.
8. Present a conclusion briefly synthesising findings and develop this into an argument supported with evidence presented in the report. You should carry out a self-assessment on your performance during the project management and include this in your reflection. You should also include a discussion as to what the next steps are with the project?

Marking and grading

Your assignment will be marked and graded in line with UCQ's marking and grading guidelines which are in your student handbook. Specific to this task, you will be scored on the task elements detailed above, and summarised as follows:

1. Report structure and inclusion of the specified elements (word count, referencing, bibliography)
2. Reflection of the project that has been designed, implemented, monitored and managed and how it links to change in the organisation
3. Explanation, evaluation and demonstration of project management tools and techniques and risk management models.
4. Critical assessment of risk management models
5. Development and demonstration of leading a change programme
6. Prepared monitor and review strategy for the project
7. Synthesised conclusion including a supported, developed argument
8. Suitable evidence has been included in the portfolio
9. Use of and appropriate referencing of research sources

You will need to achieve a minimum pass of 40% in this assessment. A summary of the specific criteria that will be used to grade your work is shown in the table below.

Grade type		% band
Excellent pass	• Professionally produced report which clearly evidences the reflective aspects of the project that has been managed. It includes all required elements, accurate formatting and is produced to a high standard with few errors • A comprehensive explanation and introduction to the project that you have managed which is clearly linked to a change within the organisation • A critical assessment, based on extensive and relevant research, as to why the change is required and how this project fully meets these outcomes • A comprehensive explanation as why you have chosen this topic and its relevance to you, your team and organisational objectives • A critical assessment of the importance of the change and the project to meeting the organisational objectives and goals • A critical evaluation of at least two project management tools and techniques that can be used to deliver successful projects • Fully reasoned arguments as to the project management tools that have been chosen and fully justified discussion as to why these are highly appropriate for your project • A critical assessment of at least two different risk management models with a full explanation as to which were appropriate for your project • A comprehensive monitor and review strategy for the project • Excellently chosen and professionally presented portfolio of evidence which clearly show each stage of the project that has been planned, designed, developed and implemented. Full	70%+

	• justification of the evidence presented and how it demonstrates highly effectively project management. • Highly-developed conclusion synthesising findings which is used to develop a well-thought out argument supported. • A critical reflection of your own contribution and development throughout the project as well as accurately identified next steps for the project linked on your self-assessment. • Accurate referencing using the correct Harvard Referencing as in-text references, bibliography and reference list.	
Very good pass	• Professionally produced report which mainly evidences the reflective aspects of the project that has been managed. It includes many of the required elements, accurate formatting and is produced to a high standard with few errors • A detailed explanation and introduction to the project that has been managed which has many links to a change within the organisation • A thorough assessment, based on detailed and relevant research, as to why the change is required and how this project mostly meets these outcomes • An effective explanation as why you have chosen this topic and its relevance to you, your team and organisational objectives • A detailed assessment of the importance of the change and the project to meeting the organisational objectives and goals • An effective evaluation of at least two project management tools and techniques that can be used to deliver successful projects • Many reasoned arguments as to the project management tools that have been chosen and some justified discussion as to why these were appropriate for your project • A detailed assessment of at least two different risk management models with some explanation as to which were appropriate for your project • Effectively chosen and professionally presented portfolio of evidence which shows many stages of the project that has been planned, designed, developed and implemented. Some justification of the evidence presented and how it demonstrates effectively project management. • A detailed monitor and review strategy for the project. • Well-developed conclusion synthesising findings which is used to develop a well-thought out argument. • A detailed reflection of your own contribution and development throughout the project as well as some identification of the next steps for the project linked on your self-assessment • Mainly accurate referencing using the correct Harvard Referencing as in-text references, bibliography and reference list.	60%-69%
Good pass	• Well produced report which evidences some of the reflective aspects of the project that has been managed. It includes some of the required elements, accurate formatting and is produced to a good standard with some errors.	50%-59%

	• An adequate explanation and introduction to the project that has been managed which has some links to a change within the organisation. • A detailed assessment, based on relevant research, as to why the change is required and how this project meets some of these outcomes • An adequate explanation as why you have chosen this topic and its relevance to you, your team and organisational objectives • A good assessment of the importance of the change and the project to meeting the organisational objectives and goals • A satisfactory evaluation of at least two project management tools and techniques that can be used to deliver successful projects • Some reasoned arguments as to the project management tools that have been chosen and some discussion as to why these were appropriate for your project • A fair assessment of at least two different risk management models with some explanation as to which were the appropriate for your project • Adequately chosen and professionally presented portfolio of evidence which shows some stages of the project that has been planned, designed, developed and implemented. Some justification of the evidence presented and how it demonstrates project management. • An adequate monitor and review strategy for the project • Satisfactory conclusion synthesising findings • A fair reflection of your own contribution and development throughout the project as well as some identification of the next steps for the project linked on your self-assessment • Mostly accurate referencing using the correct Harvard Referencing as in-text references, bibliography and reference list.	
Pass	• Basic report which evidences few of the reflective aspects of the project that has been managed. It includes some of the required elements, some useful formatting and is produced to a good standard with many errors. • A basic explanation and introduction to the project that has been managed which has some links to a change within the organisation. • A limited assessment, based on some research, as to why the change is required and how this project meets some of these outcomes • Some explanation as why you have chosen this topic and its relevance to you, your team and organisational objectives • A fair assessment of the importance of the change and the project to meeting the organisational objectives and goals • A satisfactory evaluation of at least one project management tool and technique that can be used to deliver successful projects • Few reasoned arguments as to the project management tools that have been chosen and limited discussion as to why these were appropriate for your project • A basic monitor and review strategy for the project	40%-49%	

	• A basic assessment of at least one risk management model with little explanation as to which were the appropriate for your project • Satisfactorily chosen and presented portfolio of evidence which shows few of the stages of the project that has been planned, designed, developed and implemented. Little justification of the evidence presented and how it demonstrates project management. • Basic conclusion synthesising findings • A brief reflection of your own contribution and development throughout the project as well as little identification of the next steps for the project showing some links to your self-assessment • Some accurate referencing using the correct Harvard Referencing as in-text references, bibliography and reference list		
Fail	• Weak report which evidences little of the reflective aspects of the project that has been managed. It includes few of the required elements, with poor formatting and is sub-standard with many errors • A weak explanation and introduction to the project that has been managed which has few links to a change within the organisation • A basic description based on limited research, as to why the change is required and how this project meets some of these outcomes • Basic explanation as why you have chosen this topic and its relevance to you, your team and organisational objectives • A weak assessment of the importance of the change and the project to meeting the organisational objectives and goals • A poor evaluation at least one project management tool and technique that can be used to deliver successful projects • A description as to the project management tools that have been chosen and limited discussion as to why these are appropriate for your project • A basic explanation at least one risk management model which was appropriate for your project • Poorly chosen and presented portfolio of evidence which shows few of the stages of the project that has been planned, designed, developed and implemented. No justification of the evidence presented and how it demonstrates project management. • A weak and unrealistic monitor and review strategy for the project • Weak conclusion synthesising findings • An inadequate reflection of your own contribution and development throughout the project as well as little no identification of the next steps for the project showing few links to your self-assessment • Very poor referencing using the correct Harvard Referencing as in-text references, bibliography and reference list.	0%-39%	

Module reading list

Buttrick, R. (2009). *Project Workout 4th Edition*. London: Financial Times Prentice Hall.

Hobbs, P. (2015). *Project Management (Essential Managers)*. London: DK Publishers.

Lock, D. (2013). *Project Management*. 10th ed. London: Gower Publishing.

Lock, D. (2014). *The Essentials of Project Management* 4th ed. London: Routledge Publishing.

Newton, R. (2016). *Project Management, Step by Step: How to Plan and Manage a Highly Successful Project*. 2nd ed. London: Pearson.

E-reading resources

https://www.pmi.org/about/learn-about-pmi/what-is-project-management

https://www.projectsmart.co.uk/introduction-to-project-management.php

http://www.businessballs.com/project.htm