

Project Management

Module Handbook - 2010

Project management
provided and taught at

Meritum International, London & Belgrade

In partnership with
Institute of leadership & Management

Module Guide 2010

Programme Code: PM 001 – 2010

Title of Module:

Full: Project Management

Short: PM

Credit Points:

Level: 3

Module leader: Professor Dr Miodrag S. IVANOVIC

Other contributing staff: Anthony Myhill, Lecturer

Module Aims:

The aims of this module are to enable students to: (1) understand the abilities and functions of the project manager, and (2) demonstrate project auditing & monitoring skills

Learning Outcomes:

Knowledge and Understanding

Successful students will typically be able to: (1) be able to define the relevance and importance of project management in today business environment and (2) understand the role of the project manager in the development process

Skills and Attributes

Successful students will typically be able to: (1) demonstrate the ability to apply and evaluate project management techniques in the context of the public sector, and (2) be able to synthesise management skills in a project setting

Contact time:	3 Days	5 Days
Lecture	12	20
Seminar/Tutorial	8	10
Independent Study Time	60	90
Total Study Time	80	120

Module Content:

This programme examines the importance and relevance of project management in public sectors organisations, and functions of the project manager and the appointment of the development team. The programme will comprise the study of the following four areas of study:

1. Define and understand the abilities and skills required of project managers

Examine the abilities of project managers such as leadership, communication, problem solving, managing teams & stress etc. Interpret the project manager's duties & how best the project team should be integrated with the client's organisation.

2. Understand the role of the project manager in the development process

Understand the stages of the development process such as defining, planning, implementing & completing & the roles of the project manager within this project life cycle. Understand roles such as advising on funding arrangements, project planning & control, auditing & feedback monitoring.

3. Evaluate project management techniques

Evaluate project planning techniques such as work breakdown structures, risk management strategies, linear responsibility chart & decision making models. Understand and apply PRINCE 2 methodology in simple and complex situations.

4. Synthesis management skills in a project setting

Students will be given the opportunity to compare, eliminate & merge information in the context of a project case study typically making oral & written presentations.

Location/Campus

Meritum International, Belgrade or Client's premises

Programme will be run at the end of 2010

Pre and Co-Requisites and prohibitive combinations: None

Note

All aspects of the module are potentially examinable.

The information given in this handbook guide is believed correct at the time of going to press, but the Meritum International reserves the right, at its discretion, and for any reason, to make changes to the guide without prior notice and in particular: (1) to make changes to syllabuses and modules for reasons including meeting technological or academic developments, and (2) employer's requirements particularly in specialist options.

Assessment Details:

The course work will take the form of an assignment which will be worth 100 %

Summary of Assignment Details

The assignment will typically include you in undertaking primary & secondary research into current project management issues within the public sector or alternative industry sector.

COPYING AND PLAGIARISM

You are reminded that copying and plagiarism are forbidden. Evidence of copying and plagiarism in an assessed piece of work will be treated severely in line with the Merit International plagiarism policy in the Student Handbook.

Students with extenuating circumstances seeking an extension should speak to their Programme lecturer in the first instance.

Reading and other Resources

Main Reading

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1. Andersen, E.S., (2008), Rethinking Project Management, an organisational perspective, FT & Prentice Hall, London
 2. Burke, R (2003), Project Management: Planning and Control Techniques, John Wiley and Sons Ltd, London
 3. The Association for Project Management – APM, (2009), APM Body of knowledge, 5th edition, APM, High Wycombe,
 4. Watson, M (2002), Managing Smaller Projects, a practical guide, Project Manager Today Publications, Hampshire.

Further Reading

1. Managing Successful Projects – PRINCE2 Manual
2. Fewings., P (2008), Construction project management, an integrated approach, Taylor & Francis, London

Essential

It is essential that you keep up to date by using the Web (details of useful web sites will be distributed throughout the course), quality newspapers as well as regularly consulting relevant journals such as: APM Journal - www.apm.org.uk

www.meritum-international.org – will be used extensively throughout this module by regular and updating blogs, news, video-cast and pod-cast. Students must ensure that they check it on a regular basis. Further advice will be given during the programme.

Provider: Meritum International
Tutor Name: Dr Miodrag Ivanovic and Tony Myhill
Programme: Project Management
Assignment No: 1
Date Issued: Week commencing _____
To be submitted by: _____

Learning Outcomes:

Knowledge and Understanding

Successful students will typically be able to: (1) Be able to define the abilities of project managers, relevance and importance of project management in today business world, and (2) Understand the role of the project manager in the development process.

Skills and Attributes

Successful students will typically be able to: (1) Demonstrate the ability to apply and evaluate project management techniques in the context of the public sector, and (2) Be able to synthesise management skills in a project setting

This assignment is worth 100% of the overall coursework mark for this programme

(100% of the overall assessment of the programme)

Mark

IF YOU DO NOT SIGN THIS, YOUR WORK WILL NOT BE MARKED

I certify that this piece of assessment is my own work, that it has not been copied from elsewhere and that any extracts from books, papers, the internet or other sources have been properly acknowledged as references or quotations.

Student Name (PRINT): _____

(Student signature)

(Date) ____/____/____

Feedback Comments to Students:

Comments from IV:

	Print Name and Sign	Date
Assessor	Tony Myhill	
Internal verification		
ILM EV		

ASSIGNMENT BRIEF

The three days project programme:

1. Define and outline the main elements of the impute-output analysis with valid and relevant details supported by evidence, research and your experience.
2. Complete the value chain management analysis.
3. Explain an importance and complete the risk assessment of the project.
4. Outline the simple project plan activities in the form of Gant chart and network diagram.
5. Estimate the main element of the project in terms of cost, time and quality.
6. Understand and analyse the implications of stakeholder management. Complete a simple stakeholder analysis.

Your line manager ask you to reorganise and modernise IT department and procure the main IT equipments, including software and hardware. The budget is 100.000 Euros. Duration of the project is 20 weeks. The detailed scenario will be provided in due course.

Word Count: 2 000 words +/- 10%

The five days project programme:

1. Define and outline the main elements of the impute-output analysis with valid and relevant details supported by evidence, research and your experience.
2. Complete the value chain management analysis.
3. Explain an importance and complete the risk assessment of the project.
4. Outline the simple project plan activities in the form of Gant chart and network diagram.
5. Estimate the main element of the project in terms of cost, time and quality.
6. Understand and analyse the implications of stakeholder management. Complete a simple stakeholder analysis.

Your line manager ask you to reorganise and modernise IT department and procure the main IT equipments, including software and hardware. The budget is 1 000.000 Euros. Duration of the project is 30 weeks. The detailed scenario will be provided in due course and depended on target audience.

Word Count: 3000 words +/- 10%

GRADING CRITERIA

Any answer to a legal question/essay must contain authorities (generally cases or legislation but also the published views of other academic and practitioners) Marks are awarded for the correct citation and referencing of authorities and courts/tribunals. A list of cases alone is not enough. Answers demonstrate and build upon a full, extremely accurate and well-structured exposition of the subject area.

A (A1 77%+; A2 73-76%, A3 70-72%) = 9 (nine) and the above 80 % is mark 10 (ten)

It is extremely accurate and well-structured exposition of the subject area. Where appropriate the answer will contain sophisticated criticism or originality. There should be a clear and rigorous analysis of source materials and authorities, and a sustained, detailed consideration of the legal issues. Within the relevant word limit or time constraint the students work will therefore demonstrate an ability to be concise without losing detail.

- Comprehensiveness and accuracy
- Analysis and critical evaluation
- Clarity of argument and expression
- Integration and use of a wide range of materials
- Evidence of wider reading
- Insight into the theoretical issues

B (B1 67-69%, B2 63-66%, B3 60-62%) = 8 (eight)

It is a critical and perceptive piece of work with an extensive and authoritative deployment of source materials. A sustained developed of the question/s or analysis of the legal problem. Conclusions are reached by confident manipulation and synthesis of materials and authorities. It is evident a mature and developed style of writing with precise attention to details and physical presentation.

- Accurate as regards all key areas
- Reasonably comprehensive
- Well-ordered and structured
- Contains a sound grasp of basic principle
- Demonstrates a good understanding of relevant details
- Succinctly and cogently presented

C (C1 57-59%, C2 53-56%, C3 50-52%) = 7 (seven)

It is an accurate and ordered exposition of the subject area with proper use of source materials, both primary and secondary. It is logical development of the theme with conclusion which shows a clear understanding of the topic. It is consistent and correct use of authorities and sound physical presentations.

- Generally accurate
- Provides an adequate attempt to locate the subject within the legal field
- Clearly presented
- Little development of the issues
- Contains some errors/omissions

D (D1 47-49%, D2 43-46%, D3 40-42%) = 6 (six)

It is evident an adequate exposition of the subject area with either insufficient or partially inaccurate use of authorities. Poor structure and development of the theme is evident, with little or no criticism. Not always lucid. It is poor physical presentations and inattention to detail.

- Descriptive only
- Omits an attempt to answer some parts of the essay/problem
- Contains some important inaccuracies
- Covers material sparsely
- Makes some assertions which are unsupported by evidence



MARKING GRID

MODULE TITLE		Project Management	
STUDENT NAME		PROVIDER	
Learning Outcome descriptor		Comments	*Marks (Total 70%)
Knowledge & Understanding			
Learning outcome 1	Be able to define the importance and relevance of project management in today business environment.		/(20)
Learning outcome 2	Understand the role of the project manager in the development process.		/(20)
Skills & Attributes			
Learning outcome 1	Demonstrate the ability to apply and evaluate project management techniques in the context of public sector.		/(15)
Learning outcome 2	Be able to synthesise management skills in a project setting		/(15)

* Insert appropriate mark

Generic skill		Comments	Marks (Total 30%)
Description	Excellent research methods used to extract appropriate information from a wide range of secondary sources. The student has referred to a wide variety of relevant sources of information, and has fully complied with the conventions of handing reference material.		/(10)
Evaluation	Report is expertly organised and presents an exceptional wide ranging in-depth and thoughtful analysis of the subject. High level skills of sentence construction and vocabulary are evident throughout.		/(10)
Presentation	Excellent organisation of material and selection of style, that enables the meaning of the document to be clear.		/(10)
Overall Comments			Total marks (100%)

* Insert appropriate mark

Tutor Name	Miodrag Ivanovic & Tony Myhill	Tutor Signatures	
Internal Moderator Name		Internal Moderator Signature	

Day	Start	Content	Assessment
Project Management – 3 days programme			
1.		<p>The programme: Content, structure and assessment. Objectives and the main learning aims.</p> <p>Project management: Definitions, importance and the main approaches.</p> <p>Practical implications: Project methodology, Cost and Budget and efficiency.</p>	
2.		<p>The nature and content of the projects: Project life cycle; Project management techniques – Project planning Project Scheduling, Project delivery and controls; Risk Management.</p>	Assessment 1
3.		PRINCE 2 Methodology & Project Management Software	
Project Management – 5 days programme			
1.		<p>The programme: Content, structure and assessment. Objectives and the main learning aims.</p> <p>Project management: Definitions, importance and the main approaches.</p> <p>Practical implications: Project methodology, Cost and Budget and efficiency.</p>	
2.		<p>The programme: Content, structure and assessment. Objectives and the main learning aims.</p> <p>Project management: Definitions, importance and the main approaches.</p> <p>Practical implications: Project methodology, Cost and Budget and efficiency.</p>	Assignment 1
3.		PRINCE 2 Methodology & Project Management Software	
4.		<p>Project management techniques: Microsoft project, Mind manager, Decision tree analysis, Task analysis and estimating (cost, time and quality), SMART objectives.</p>	
5.		Project management – case study: PRACTICAL WORK	