INTERNATIONAL QUALIFICATIONS AND ASSESSMENT CENTRE (IQAC)

«Approved»

2025 y. «10» _____

Programme	**Level 5 Extended Diploma in Strategic Business Management (RQF)**		
Unit Number/ Unit Title	**UNIT 10 PROJECT MANAGEMENT**		
Cohort Code:	L05PRM-U10		
Unit Level	LEVEL 5		
Total GLH	Total qualification time 200/ Total Guided learning hours 90/ Self-guided learning hours 110		
Credits/Hours	20 CATS/ 10 ECTS		
Lecturer			
Start Date		**End Date**	

Unit Aims	This unit aims to provide students with the knowledge and tools to plan, execute, and manage projects effectively within scope, time, and budget constraints. Students will also be able to execute and monitor project progress as well as manage project teams and stakeholders.
Differentiation Strategies *(e.g. planned activities or support for individual learners according to their needs)*	Various approaches to addressing the various identified students' needs will be adopted throughout the lesson. Such will include: 1. Progressive tasks 2. Digital resources 3. Verbal support 4. Variable outcomes 5. Collaborative learning 6. Ongoing assessment 7. Flexible-pace learning

Equality & Diversity	Variety of teaching techniques will be employed to ensure that the needs of each individual learner are met.
Safeguarding & Prevent	Safeguarding policies and the Prevent duty are strictly observed to ensure the safety, well-being, and inclusivity of all students and staff.
Health & Safety	SIRM H&S policies will be maintained.
Learning Resources	**Teaching and Learning Materials**
	Schwalbe, K. (2018). "Information Technology Project Management." Cengage Learning. Kerzner, H. (2017). "Project Management: A Systems Approach to Planning, Scheduling, and Controlling." Wiley. Gray, C. F., & Larson, E. W. (2018). "Project Management: The Managerial Process." McGraw-Hill Education. Lock, D. (2017). "Project Management." Gower Publishing, Ltd. Heagney, J. (2016). "Fundamentals of Project Management." American Management Association.

Learning Outcome	Assessment Criteria
LO1. Learner will be able to understand project management principles.	AC 1.1: Define project management and its key principles. AC 1.2: Explain the role of project management in achieving organizational goals. AC 1.3: Analyse the importance of project management methodologies and frameworks.
LO2. Learner will be able to develop project plans and scope.	AC 2.1: Develop comprehensive project plans, outlining project scope, objectives, deliverables, and timelines. AC 2.2: Define project requirements and constraints effectively. AC 2.3: Utilize project management tools to create Gantt charts, work breakdown structures, and project schedules..
LO3. Learner will be able to execute and monitor project progress.	AC 3.1: Implement project plans, overseeing project execution and coordinating team efforts. AC 3.2: Monitor project progress, identifying and addressing potential risks and issues. AC 3.3: Utilize project management software to track tasks, timelines, and resource allocation effectively.
LO4. Learner will be able to manage project teams and stakeholders.	AC 4.1: Lead and manage project teams, fostering collaboration and effective communication. AC 4.2: Address conflicts and challenges within project teams proactively. AC 4.3: Engage and manage stakeholders, ensuring their involvement and satisfaction throughout the project lifecycle.
LO5. Learner will be able to control project costs and resources.	AC 5.1: Monitor and control project costs, ensuring adherence to budget constraints. AC 5.2: Optimize resource allocation and utilization to maximize project efficiency. AC 5.3: Evaluate the financial performance of the project against planned budgets and make necessary adjustments.
LO6. Learner will be able to evaluate project outcomes and perform post-analysis.	AC 6.1: Evaluate project outcomes against predefined success criteria. AC 6.2: Conduct post-project analysis, identifying lessons learned and areas for improvement. AC 6.3: Generate and present comprehensive project reports, summarizing achievements, challenges, and recommendations for future projects.

No	Learning Outcomes/Topic	Learning and Teaching Outcomes	Which assessment criteria does the session relate to?	Day/month/year/ signature
1.	Introduction to Project Management	Lecture: Definitions, principles, and lifecycle of project management Group Discussion: Projects vs operations Case Study: Real-world project success/failure	LO1, AC 1.1	
2.	Project Management in Organizations	Lecture: Project goals aligned with organizational strategy Activity: Map projects to strategic outcomes Discussion: Organizational structures for projects	LO1, AC 1.2	
3.	Methodologies and Frameworks (Agile, Waterfall, PRINCE2)	Lecture: Overview of Agile, Waterfall, PRINCE2 Workshop: Compare methods for different industries Case Study: Agile in a tech company	LO1, AC 1.3	
4.	Defining Project Scope and Objectives	Lecture: Writing clear scope and objectives Activity: Draft scope statement for a sample project Peer Review: Evaluate clarity and alignment	LO2, AC 2.1	
5.	Revision Class	• **Task 1: Project Initiation Report** Instructions: Write a report initiating a sample project with objectives, scope, and justification. Objective: Apply project initiation techniques. • **Task 2: Methodology Selection** Instructions: Justify the use of a specific project management methodology for a hypothetical case. Objective: Evaluate suitability of different methodologies.	LO1-LO2	

6.	Developing Project Plans and Deliverables	Lecture: Key components of a project plan Workshop: Build a simple project plan template Discussion: Plan completeness checklist	LO2, AC 2.2	
7.	Identifying Requirements and Constraints	Lecture: Gathering requirements and identifying constraints Activity: Role-play requirement interviews Case Study: Scope creep and its impact	LO2, AC 2.2	
8.	Tools: Gantt Charts and WBS	Lecture: Creating Gantt charts and WBS Hands-on: Use Excel or online tools to create charts Group Task: Break down a sample project	LO2, AC 2.3	
9.	Project Scheduling and Milestones	Lecture: Developing schedules and critical paths Workshop: Timeline and milestone planning Activity: Estimate task durations	LO2, AC 2.3	
10.	Revision Class	Revision Class	LO1-LO2	
11.	Project Execution and Team Coordination	Lecture: Project execution strategies Simulation: Project kickoff meeting Group Discussion: Team roles and coordination	LO3, AC 3.1	
12.	Project Execution and Team Coordination	Lecture: Project execution strategies Simulation: Project kickoff meeting Group Discussion: Team roles and coordination	LO3, AC 3.1	
13.	Monitoring Progress and Risk Management	Lecture: Monitoring techniques and KPIs Workshop: Create a project dashboard Case Study: Risk log and mitigation planning	LO3, AC 3.2	
14.	Project Management Software Tools	Lecture: Overview of tools (Trello, MS Project, Asana) Activity: Practice with a chosen software tool Task: Set up a mock project	LO3, AC 3.3	

15.	Team Dynamics and Communication	Lecture: Team communication frameworks Role-Play: Manager resolving team friction Group Discussion: Virtual vs in-person teams	LO4, AC 4.1	
16.	Midterm	• Assessment of theory and practical concepts	LO1-LO2-LO3	
17.	Feedback & Reflection	• Reflective discussion on project planning and risk • Instructor and peer feedback • Course evaluation	LO1-LO2-LO3	
18.	Conflict Resolution in Project Teams	Lecture: Conflict management models Activity: Analyze conflict scenarios Simulation: Resolving a team conflict	LO4, AC 4.2	
19.	Stakeholder Identification and Engagement	Lecture: Stakeholder mapping and engagement strategies Workshop: Create stakeholder engagement plans Activity: Simulate stakeholder interviews	LO4, AC 4.3	
20.	Budgeting and Cost Estimation	Lecture: Creating and tracking budgets Activity: Draft a budget using sample data Case Study: Cost overruns and prevention	LO5, AC 5.1	
21.	Controlling Costs and Managing Resources	Lecture: Managing limited resources Group Task: Resource allocation for a project Workshop: Use of RACI matrix	LO5, AC 5.2	
22.	Review Class/Presentation of cases	**Task 1: Project Management Plan Presentation** Instructions: Present a complete plan including initiation, planning, risk, communication, and quality sections. Objective: Integrate and communicate all project management elements. **Task 2: Agile Sprint Simulation Report** Instructions: Document and reflect on an Agile planning	LO1-LO2-LO3-LO4-LO5	

		simulation. Objective: Demonstrate adaptive planning and teamwork.		
23.	Financial Performance Evaluation	Lecture: Budget vs actual tracking Activity: Analyze budget performance data Discussion: Making financial adjustments	LO5, AC 5.3	
24.	Project Outcome Evaluation	Lecture: Defining and measuring success Group Task: Success metrics for various project types Activity: Project health review simulation	LO6, AC 6.1	
25.	Post-Project Analysis and Lessons Learned	Lecture: Conducting lessons-learned reviews Activity: Post-project reflection and documentation Case Study: Lessons learned from a failed project	LO6, AC 6.2	
26.	Review	covering Weeks 11–25 (theory and applied elements)	LO1-LO2-LO3-LO4-LO5-LO6	
27.	Report Writing and Presenting Results	Lecture: Report writing structure and best practices Workshop: Draft project reports Activity: Present key findings to stakeholders	LO6, AC 6.3	
28.	Emerging Trends in Project Management	Lecture: New tech and trends in project management (AI, hybrid models) Group Research: Explore a current trend Presentation: Future skills for project managers	LO6, AC 6.3	
29.	Final Exam Preparation	• Review session: Summary of key project management topics • Q&A and sample mock exam		
30.	Final Exam	• Comprehensive exam covering all learning outcomes		