

Unit Title: **Project Management**



Unit Credit Value:	4
Unit Level:	Three
Unit Guided Learning Hours:	23
Ofqual Unit Reference Number:	K/505/1592
Unit Review Date:	31/12/2016
Unit Sector:	15.4 Marketing and Sales

Unit Summary

The purpose of this unit is to provide learners with an understanding of the principles of project management and how projects are planned. Learners will develop their skills in using management tools to plan, monitor and review projects.

Unit Information

It is expected that before the unit is delivered, the tutor will have read the Qualification Specification to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled. Additional guidance is available below as Assessment Guidance for Learning Outcomes and Assessment Criteria in **bold**.

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand why organisations use project management	1.1. Explain the difference between routine and project work 1.2. Describe the elements of project work 1.3. Outline the benefits of project management to an organisation
2. Be able to plan projects	2.1. Define clear goals for a project 2.2. Describe project resource requirements 2.3. Use project planning tools 2.4. Create a project schedule 2.5. Identify project communication needs 2.6. Assess potential risks to the successful completion of a project 2.7. Explain actions to minimise risk

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Be able to review projects at all stages	3.1. Describe different methods for monitoring projects 3.2. Outline reasons for reviewing projects during and after completion 3.3. Monitor a project against plan 3.4. Amend a project plan in response to monitoring activity 3.5. Review a project plan

Assessment Guidance

Learning Outcome 1

1.2 Elements: temporary, set budget, set scope, terms of reference, defined outcome, unique team and communication structure, viability, risk and issues management.

Learning Outcome 2

LO2 could be evidenced through one planning document.

2.3 Project planning tools: the learner is expected to be able to use appropriate tools for a project such as; editorial calendars, project planning software, Gantt charts, collaborative technologies (e.g. Google drive, Evernote, Dropbox, cloud services etc.). They do not need to use every possible available tool but they should use tool that enable them to collaborate, communicate, share, and schedule.

2.4 Schedule: timeline, deadlines, milestones, activities.

Learning Outcome 3

3.1 Methods: progress reports, team meetings, budget monitoring, GANTT charts, use of relevant and current project software packages.

3.3 Monitor: updating task status, re-scheduling uncompleted tasks, updating project tasks.

Delivery Requirements

Appropriate physical resources will be required in order to deliver and assess this unit.

Evidence Requirements

Evidence of practical ability must be demonstrated.