



Level 6 Advanced Diploma in Project Management (889)
226 Credits






Unit: Advanced Project Management Skills	Total Qualification Time: 300
Exam Paper No.: 1	Number of Credits: 30
Prerequisites: Project Management knowledge and management experience.	Corequisites: A pass or better at Level 5 Diploma level.
<p>Aim: Project management separates management of a project from specialist contributions. It is not prescriptive (how things should be done) but descriptive (what need needs to be done). In organisations, there are two competing vital behaviours: business operations (day-to-day operations) and business changes (transforming business operations into survive and compete in future). This course looks at predictive implementation of projects as opposed to adaptive. In predictive approach, planning is core. Everything is planning upfront and team produce requirements by following the plan. The course focus two different things: 1) understanding how to be a project manager by producing different documentation and following processes 2) how predictive project management system works. This course takes over from learner knowledge gained in Level 5 Project Management Skills and concentrates on practical operational and implementation of projects from Project Manager strategic project level view point.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires the use of project management software	
<p>Intended Learning Outcomes:</p> <p>1. Understanding the challenges between balancing maintaining business operations and transferring business operations.</p> <p>2. Understand how processes procedures and controls are implemented in a project.</p> <p>3. Understand the series of steps, actions and decisions in achieving successful project.</p>	<p>Assessment Criteria:</p> <p>1.1 Define project management</p> <p>1.2 Describe what project provides and cannot provide</p> <p>1.3 Describe Project Manager responsibilities</p> <p>1.4 Analyse project variables that needs to be controlled</p> <p>1.5 Demonstrate project justification</p> <p>1.6 Examine how lessons are sought and acted upon in a project</p> <p>1.7 Be able to analyse project stakeholders</p> <p>1.8 Describe project stages/lifecycles and the escalation process</p> <p>1.9 Describe project tailoring and the importance of focusing on product/output oriented than work oriented</p> <p>2.1 Describe the purpose of business case and products produced</p> <p>2.2 Demonstrate project roles, responsibilities and stakeholder engagement</p> <p>2.3 Describe components of quality in project management.</p> <p>2.4 Describe the importance of project plans</p> <p>2.5 Demonstrate identification, assessing and controlling uncertainty in a project</p> <p>2.6 Demonstrate identification, assessing and controlling issues in a project</p> <p>3.1 Describe progress control and monitoring in a project</p> <p>3.2 Describe the activities undertaken when project starts and by whom</p>

	3.3	Demonstrate the directing of a project
	3.4	Describe high-level plan and its purpose
	3.5	Describe activities undertaken during project stages/life cycle
	3.6	Describe the activities and monitoring during product delivery
	3.7	Describe project reviews and activities undertaken
	3.8	Describe closing a project activities
4. Different management products are used to assist project management in establishing baselines for progress control.	4.1	Describe contents of project plan document
	4.2	Be able to produce project product description
	4.3	Describe exception report
	4.4	Describe purpose of work packages
	4.5	Define a baseline
5. Being able to produce management products used in reviewing project progress and managing progress reporting is one of project manager responsibilities.	5.1	Be able to produce issue report/register
	5.2	Describe quality management approach and quality register
	5.3	Demonstrate risk management approach and risk register
	5.4	Describe content and purpose of checkpoint report
	5.5	Describe content and purpose of highlight report
	5.6	Describe content and purpose of exception report
	5.7	Describe content and purpose of end stage/project report
6. Mechanism to judge if project is desirable and viable, and also governance and change control; a number of documents are produced.	6.1	Describe the content of business case
	6.2	Describe the content of benefit management approach
	6.3	Describe the content of communication management approach
	6.4	Describe the content of change control
	6.5	Be able demonstrate communication tools and methods
	6.6	Be able to prioritise change requests based on severity
7. The purpose of pre-projects is to ensure project fits properly with organisation and clear objectives.	7.1	Be able to identify documents required to ensure objectives and project approaches are consistent with organisation social responsibility directive
	7.2	Be able to define choice of solution to be used
	7.3	Be able to describe project needs to be achieved
	7.4	Be able to produce project management team structure
	7.5	Be able to describe how project products will be controlled and protected
	7.6	Describe how project objectives will be achieved
	7.7	Be able to demonstrate project-level controls

Methods of Evaluation: A 3-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Advanced Project Management Skills with a weighting of 100%.

Recommended Learning Resources: Advanced Project Management Skills

<p>Text Books</p>	<ul style="list-style-type: none"> • Project Management: Planning and Control Techniques by Rory Burke. ISBN-10: 1118561252 • Study Guide on the Project Management Body of Knowledge by Robert P. Nathan. ISBN-10: 0692157476 • Managing successful projects with PRINCE2 by Axelos. ISBN-10: 0113315333 • Project Management Paperback by Harvey Maylor. ISBN-10: 9781292237060
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>

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