

Unit 28:

Business Project Management

Unit code:

ICN00375459

QCF Level 3:

RTSC National

Credits value:

10

Guided learning hours: 60



■ Aim and purpose

The aim of this unit is for learners to understand the stages involved in preparing, planning, managing, and evaluating the outcomes of a project. Learners will carry this out by developing a project plan for a selected organisation.

■ Unit Introduction

The first part of this unit introduces the learner to the techniques involved in planning and planning a project. The administrative function involves activities which have to be completed within a defined scope, resources and budgets. There are numerous projects and can include planning a conference, setting up new administrative systems or organising the introduction of a new line in. The language of project management has become everyday business language. All projects have a defined life cycle, although the boundaries between the stages are not always clear. As projects develop there are many opportunities. That leads principles of project planning include defining and agreeing project deliverables and outcomes, setting milestones for performance and quality, introducing and maintaining of measurable key elements.

The second part of the unit introduces the learner to a range of techniques which are used to ensure effective project management. There are various accepted techniques to support the management of projects, including Gantt charts, critical path analysis, risk assessments and contingency planning. Learners will have the opportunity to work these in a practical setting. Supporting projects requires excellent communication and time management skills for a project manager. Managing a project budget, solving problems during the project implementation stage and reporting project outcomes.

■ Learning outcomes

On completion of this unit a learner should:

1. Understand the purpose, aims and objectives of a project
2. Be able to prepare a project plan
3. Be able to run a project
4. Be able to report project outcomes

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