

## University of the West of Scotland

## Module Descriptor

Session: 2024/2025

<b>Title of Module: Project Management Fundamentals</b>			
<b>Code: QUAL11013</b>	<b>SCQF Level: 11 (Scottish Credit and Qualifications Framework)</b>	<b>Credit Points: 20</b>	<b>ECTS: 10 (European Credit Transfer Scheme)</b>
<b>School:</b>	School of Computing, Engineering and Physical Sciences		
<b>Module Co-ordinator:</b>	Dr. Gideon Ayim-Mensah/Dr Anupam Dey		
<b>Summary of Module</b>			
<p>This module provides a comprehensive introduction to the fundamental principles, concepts, and theories of project management for postgraduate students. Coverage is informed by the Association for Project Management (APM) project management body of knowledge and includes: project definition and stakeholder management, business strategy and investment appraisal, work breakdown, effort estimation techniques, risk management, network analysis, time and resource-limited scheduling, monitoring and schedule compression techniques, earned value analysis, and theories of organisational behaviour, motivation, teamwork, job design, and leadership. This works both as an introductory module for students taking the MSc in Project Management and as a summary of the topic for students on other degree courses.</p> <p>Worked examples will be provided and exercises will be undertaken throughout to enable students to develop critical thinking and practical skills using key numerical and analytical techniques.</p> <p>Students will be assessed by means of a class test and collaborative project planning coursework.</p> <p>Undertaking this module should develop a range of graduate attributes. Students will be encouraged to further develop their research and critical faculties by researching topics of interest. As part of the coursework, students will also have an opportunity to work together to solve problems and build on their communication skills.</p>			

<b>Module Delivery Method</b>					
<b>Face-To-Face</b>	<b>Blended</b>	<b>Fully Online</b>	<b>HybridC</b>	<b>Hybrid 0</b>	<b>Work-Based Learning</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>See Guidance Note for details.</b>					

Campus(es) for Module Delivery						
The module will <b>normally</b> be offered on the following campuses / or by Distance/Online Learning: (Provided viable student numbers permit) (tick as appropriate)						
Paisley:	Ayr:	Dumfries:	Lanarkshire:	London:	Distance/Online Learning:	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TNE: LUBM

Term(s) for Module Delivery					
(Provided viable student numbers permit).					
Term 1	<input checked="" type="checkbox"/>	Term 2	<input checked="" type="checkbox"/>	Term 3	<input checked="" type="checkbox"/>

Learning Outcomes: (maximum of 5 statements) These should take cognisance of the SCQF level descriptors and be at the appropriate level for the module. At the end of this module the student will be able to:	
L1	Demonstrate an understanding of the background, body of knowledge, and current developments within project management.
L2	Define a project and determine the project scope, stakeholders, feasibility, and risk ownership.
L3	Develop a critical understanding of the project life-cycle, its phases, processes, tools, and techniques.
L4	Give a critical evaluation of the human, motivational and organizational issues of project management.
L5	Identify project risks and procurement routes to manage them.

Employability Skills and Personal Development Planning (PDP) Skills	
<b>SCQF Headings</b>	During completion of this module, there will be an opportunity to achieve core skills in:
Knowledge and Understanding (K and U)	<p><b>SCQF Level 11</b> Gain a critical knowledge and understanding of development of project management, bodies, standards, methodologies, and research topics.</p> <p>Achieve a detailed knowledge and understanding of project scope and objectives (cost, time, quality, sustainability, and safety), stakeholder needs, WBS, quantitative and non-quantitative feasibility techniques, such as project return on capital, payback period, break-even, and DCF techniques such</p>

	<p>as NPV, IRR and AEC as well as time value of money such as PV, FV and annuity.</p> <p>Demonstrate knowledge and understanding of the project life cycle, project planning using alternative diagrammatic techniques, Gantt charts, critical path calculations and cumulative resource needs; resource scheduling and costing; project management software.</p> <p>Achieve knowledge and understanding of project risk categories, procurement routes, main types of contracts and their approaches to risk apportionment.</p> <p>Critically demonstrate knowledge and understanding of motivation theories and project organization types and team working; concepts such as KPIs, best practice, re-engineering, value engineering and analysis; project portfolio management; earned value analysis.</p>	
Practice: Applied Knowledge and Understanding	<p>SCQF Level 11</p> <p>Develop the outline, feasibility, and costs for a new project.</p>	
Generic Cognitive skills	<p>SCQF Level 11</p> <p>Ability to examine dynamic problems in the abstract and thus analyse them and obtain a planned and controlled solution.</p>	
Communication, ICT and Numeracy Skills	<p>SCQF Level 11</p> <p>Numeracy skills developed by means of various project management techniques</p>	
Autonomy, Accountability and Working with others	<p>SCQF Level 11</p> <p>Develop individual and group autonomy, time management, initiative, and self-learning.</p>	
<b>Pre-requisites:</b>	Before undertaking this module, the student should have undertaken the following:	
	<b>Module Code:</b>	<b>Module Title:</b>
	<b>Other:</b>	
<b>Co-requisites</b>	<b>Module Code:</b>	<b>Module Title:</b>

\*Indicates that module descriptor is not published.

<b>Learning and Teaching</b>	
<p><b>In line with current learning and teaching principles, a 20-credit module includes 200 learning hours, normally including a minimum of 36 contact hours and maximum of 48 contact hours.</b></p> <p>The Learning &amp; Teaching Strategy for this module is based on the general strategy for the MSc Project Management.</p> <p>Classes are delivered on a weekly basis. Lectures will introduce and exemplify key theoretical and critical concepts. Tutorial sessions will be given to further develop students' understanding. Students will be given sufficient time and support to work on the coursework and prepare for the class test.</p> <p>For Distance Learning students and hybrid/blended deliveries, full use will be made of the VLE. That is, all teaching material will be made available on-line and students will be guided through the material. Email and videoconferencing will be used to support students. The class test will need to take place at a designated remote site under UWS protocols.</p>	
<p><b>Learning Activities</b> During completion of this module, the learning activities undertaken to achieve the module learning outcomes are stated below:</p>	<p><b>Student Learning Hours</b> (Normally totalling 200 hours): (Note: Learning hours include both contact hours and hours spent on other learning activities)</p>
Lecture/Core Content Delivery	24
Tutorial/Synchronous Support Activity	12
Independent Study	164
	Hours Total 200
<b>**Indicative Resources: (eg. Core text, journals, internet access)</b>	
<p>The following materials form essential underpinning for the module content and ultimately for the learning outcomes:</p> <p>Graham, N. (2023) Project Management for Dummies, 3<sup>rd</sup> ed., Wiley, UK.</p> <p>Heagney, J. (2022) Fundamentals of Project Management, 6<sup>th</sup> ed., HarperCollins Leadership, UK.</p> <p>Lewis, C. M. (2022) Microsoft Project. Step by Step (Covering Project Online Desktop Client). Pearson Education, Inc. US.</p> <p>Verzuh, E. (2021) The Fast Forward MBA in Project Management, 6<sup>th</sup> ed., Wiley, UK.</p> <p>Haniff, A. and Salama, M. (2016) Project Management, Goodfellow Publishers Ltd, UK.</p> <p>Heldman, K. (2018) Project Management JumpStart, 4th ed., Sybex, UK.</p> <p>Meredith, J. and Mantel, S. (2015) Project Management: A Managerial Approach, 9th ed., Wiley, UK.</p>	

APM Body of Knowledge (2019) 7th edition, Princes Risborough: Association for Project Management, UK. International Journal of Project Management, Elsevier.

(\*\*N.B. Although reading lists should include current publications, students are advised (particularly for material marked with an asterisk\*) to wait until the start of session for confirmation of the most up-to-date material)

### Attendance and Engagement Requirements

In line with the [Student Attendance and Engagement Procedure](#): Students are academically engaged if they are regularly attending and participating in timetabled on-campus and online teaching sessions, asynchronous online learning activities, course-related learning resources, and complete assessments and submit these on time.

For the purposes of this module, academic engagement equates to the following:

**Prompt Attendance of Lectures-** Students are expected to attend scheduled lectures promptly and actively participate by taking notes, asking questions, and contributing to discussions.

**Prompt Attendance of Tutorials-** Students are expected to attend tutorials on time, prepared with any assigned readings or tasks. Active participation in tutorial discussions and activities is strongly encouraged.

**Weekly Access to Materials on Aula-** Students are required to access Aula on a weekly basis to stay informed about updates, download lecture slides or readings, and engage with any online activities or discussions.

### Equality and Diversity

The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: [UWS Equality, Diversity and Human Rights Code](#).

Aligned with the University's commitment to equality and diversity, this module supports equality of opportunity for students from all backgrounds and learning needs. Using the VLE, material will be presented electronically in formats that allow flexible access and manipulation of content. This module complies with university regulations and guidance on inclusive learning and teaching practice. Specialist assistive equipment, support provision and adjustment to assessment practice in accordance with the University's policies and regulations. More information on the University's EDI policies can be accessed at: <https://www.uws.ac.uk/about-uws/uws-commitments/equality-diversity-inclusion/>

(N.B. Every effort will be made by the University to accommodate any equality and diversity issues brought to the attention of the school)

## Supplemental Information

<b>Divisional Programme Board</b>	Engineering
<b>Assessment Results (Pass/Fail)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>School Assessment Board</b>	Civil Engineering and Quality Management
<b>Moderator</b>	Rehab Iftikhar
<b>External Examiner</b>	L Supramaniam
<b>Accreditation Details</b>	This module is part of a degree programme accredited by APM: Association for Project Management
<b>Changes/Version Number</b>	2.16

<b>Assessment: (also refer to Assessment Outcomes Grids below)</b>
Assessment 1 – A 2-hour class test (50%).
Assessment 2 – A planning document for a business project (50%). Students must achieve a minimum 50% aggregated mark and at least 40% in each of the two elements of assessment (exam and planning document).
(N.B. (i) <b>Assessment Outcomes Grids</b> for the module (one for each component) can be found below which clearly demonstrate how the learning outcomes of the module will be assessed. (ii) An <b>indicative schedule</b> listing approximate times within the academic calendar when assessment is likely to feature will be provided within the Student Module Handbook.)

**Assessment Outcome Grids (See Guidance Note)**

<b>Component 1</b>							
<b>Assessment Type (Footnote B.)</b>	<b>Learning Outcome (1)</b>	<b>Learning Outcome (2)</b>	<b>Learning Outcome (3)</b>	<b>Learning Outcome (4)</b>	<b>Learning Outcome (5)</b>	<b>Weighting (%) of Assessment Element</b>	<b>Timetabled Contact Hours</b>
Class Test (written)	✓	✓	✓	✓	✓	50	2

<b>Component 2</b>							
<b>Assessment Type (Footnote B.)</b>	<b>Learning Outcome (1)</b>	<b>Learning Outcome (2)</b>	<b>Learning Outcome (3)</b>	<b>Learning Outcome (4)</b>	<b>Learning Outcome (5)</b>	<b>Weighting (%) of Assessment Element</b>	<b>Timetabled Contact Hours</b>
Coursework	✓	✓	✓	✓	✓	50	0
<b>Combined Total for All Components</b>						<b>100%</b>	<b>2 hours</b>