



# Principles of project management

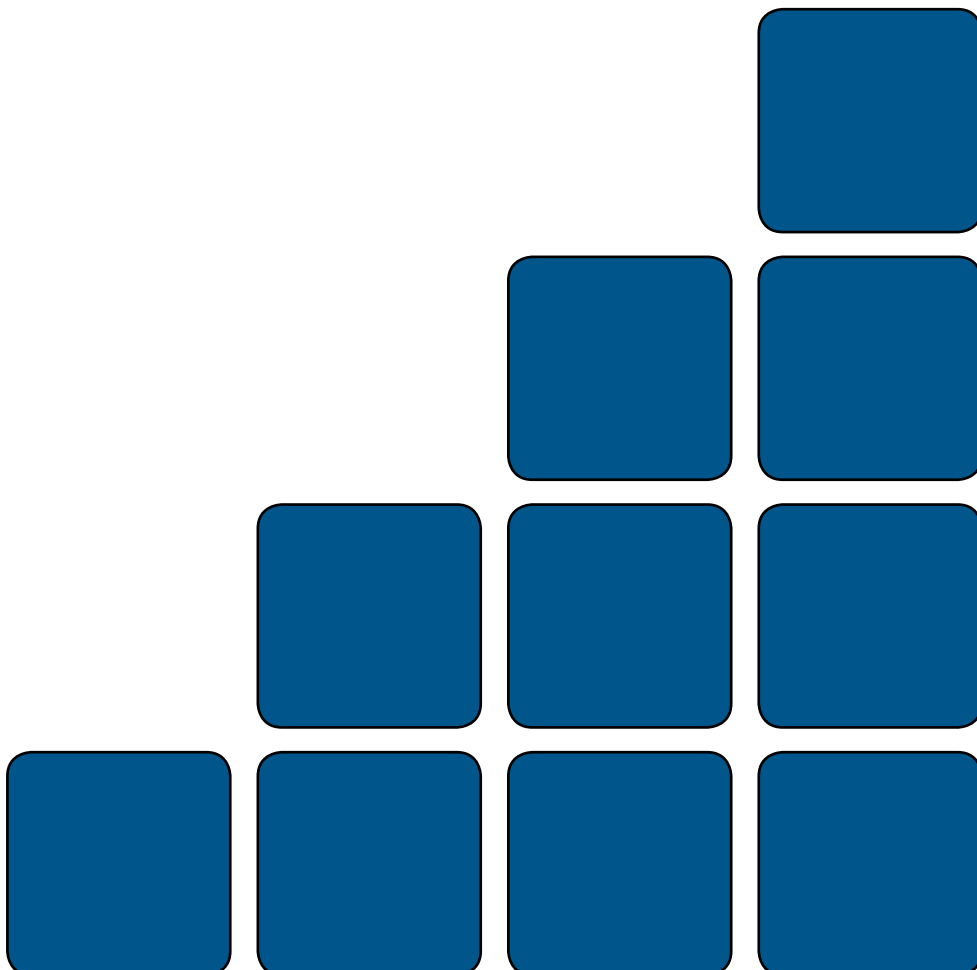
UV41336

L/602/0457

Learner name:

Learner number:

VRQ





# UV41336

## Principles of project management

The aim of this unit is to develop your knowledge and understanding of the principles of project management. You will learn how to effectively plan, manage and implement projects to completion.

Level

**4**

Credit value

**3**

GLH

**30**

Observation(s)

**0**

External paper(s)

**0**



# Principles of project management

## Learning outcomes

On completion of this unit you will:

1. Understand how to plan projects
2. Be able to implement projects
3. Understand how to manage projects to conclusion

## Evidence requirements

1. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. You are encouraged to produce evidence which is applied to realistic work environments either your own or one of your choice. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*  
There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below\*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*\*This is not an exhaustive list.*

# Knowledge



## Learning outcome 1

### Understand how to plan projects

You can:	Portfolio reference
a. Describe the responsibilities attached to the role of a project manager	
b. Discuss how to agree the terms of reference for projects	
c. Explain how to plan projects using appropriate techniques	



## Learning outcome 2

### Be able to implement projects

You can:	Portfolio reference
a. Identify the resources required for projects	
b. Allocate responsibilities to members of project teams	
c. Implement projects using appropriate techniques	





## Learning outcome 3

### Understand how to manage projects to conclusion

You can:	Portfolio reference
a. Explain how to monitor projects by using agreed performance criteria	
b. Explain how to review project progress against project plans	
c. Explain how to keep projects on track	
d. Explain how to evaluate projects at their conclusion	

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Learning outcome 1: Understand how to plan projects

**Project manager:** Role and responsibilities of the project manager, managing project teams.

**Agreeing terms of reference:** Project terms of reference, project objectives, project definition, features of a project, project feasibility, agreeing terms of reference with stakeholders, stakeholder needs, cost-benefit analysis, risk assessment, identification of stakeholder needs.

**Planning techniques:** Phases of a project; life cycles of projects, project implementation strategy, initiation stage, planning stage, implementing stage, controlling stage, planning techniques, scheduling; work breakdown structures, use of Gantt charts, network diagrams, critical path analysis, milestones.

## Learning outcome 2: Be able to implement projects

**Resources identification:** Human, financial and physical resources, estimating, budgeting.

**Allocating responsibilities:** Allocating responsibilities, identifying and matching work to individuals, individual and team responsibilities, gaining commitment, team development.

**Techniques:** Plan workflows, set objectives, co-ordinating activities, controlling activities, monitoring activities, use of the project management tools, Microsoft Project, dealing with uncertainty and risk.

## Learning outcome 3: Understand how to manage projects to conclusion

**Monitor and review:** Project reporting systems, information collection and recording methods, milestones and targets.

**Project tracking:** Change control, variance analysis, cost control, progress meetings and reporting.

**Evaluation:** Methods of evaluation (project and team), taking corrective action, project completion and handover procedures, evaluation of quality of project against criteria and standards.