

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 creating what 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 a communication management plan.

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 apply these in a realistic 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

Unit 28 Business Project Management Edexcel

Arthur James Wells



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Business Essentials BPP Learning Media,2010-11-01 This title provides a comprehensive introduction to the subject of financial management including sources of finance working capital management evaluation of financial performance Cost analysis budgeting pricing decisions and investment appraisal Features include summary diagrams worked examples and illustrations activities discussion topics chapter summaries and quick quizzes all presented in a user friendly format that helps to bring the subject to life

BTEC National IT Practitioners Alan Jarvis,2003 This text provides all the necessary underpinning knowledge for the BTEC National IT Practitioners qualification It offers case studies to enable students to apply theory to vocational practice portfolio builders providing activities and guidance and IVA Advice on completing assignments

Edexcel GCSE (9-1) Business, Second Edition Ian Marcouse,2017-05-08 Exam Board Edexcel Level GCSE Subject Business First Teaching September 2017 First Exam June 2019 Endorsed for Edexcel Let Ian Marcouse successfully steer you through the new specification with his proven and popular approach to Business clear content coverage is enhanced by numerous real life examples to create a course that engages motivates and develops every student Breaks down the content of the 2017 specification into clear accessible explanations of important concepts and theories Helps students apply their knowledge to a range of real business examples issues and contexts supported by Talking Points that encourage critical and commercial thinking Improves quantitative investigative analytical and evaluation skills through end of chapter exercises Builds students confidence approaching their exams as they practise calculation short answer and extended writing questions with stimulus materials Boosts students vocabulary and supports revision with definitions of key terminology for each topic

GCE AS Level Applied Business Double Award for Edexcel Robert Dransfield,2005 Exactly what you need for the new AS level GCE in Applied Business These brand new books have been written to match the specifications of this new qualification and provide all the information needed whether it is a single award or double award with Edexcel or OCR Four separate books ensure that students receive exactly the right support with no redundant material Lots of activities add interest and give students the opportunity to work outside the classroom in the real business world This helps to emphasise the vocational nature of the qualification Case studies with questions give students real life perspectives on business and the issues surrounding it Marginal notes draw attention to key points and suggest relevant activities

Management in Further Education Harriet Harper,2018-05-11 Originally published in 1997 This book provides people moving into management roles in Further Education with an understanding of management theory applied specifically to Further Education colleges Good management skills have been identified by the inspectorate as crucial to the future of this sector and this text tackles the unique problems of management in FE colleges The author discusses the interrelated topics of People Operations Resources and Information using examples and case studies from colleges to demonstrate the implications of putting theories into practice

Routledge Library Editions: Education Management Various,2021-07-29 Reissuing works

originally published between 1975 and 1997 this collection includes books covering all aspect of managing schools from primary to further education With an international selection of authors some volumes present case studies while others address wider areas of concern in the management of educational institutions Individual volumes concern special schools and specific types such as the grant maintained system in the UK Topics cross over from finance to staff development to politics and governance to innovation This is an excellent varied set for any education management bookshelf **Teacher Support Pack Edexcel** Richard Barrett,2003 Written specifically for Edexcel Centres this pack provides advice and assistance on how to approach this new qualification The packs include information on how to prepare students for external assessment and how to assist them in preparing their portfolios *People Management* ,1999 **The British National Bibliography** Arthur James Wells,2007 **Highways and Transportation** ,1998 *The Times Index* ,2006 Indexes the Times Sunday times and magazine Times literary supplement Times educational supplement Times educational supplement Scotland and the Times higher education supplement *Who's who in Finance and Business* ,2008 **People of Today** ,2006

Project Management For Business And Technology Principles And Practice John M. Nicholas,2004 **Project Management** Bennet Lientz,2017-09-16 An ideal course text that helps students to identify manage and solve problems that arise during the lifecycle of projects This problem based approach encourages students to develop analytical and problem solving skills and to get a more complete understanding of the factors that contribute to project success Project Management for Business, Engineering, and Technology John M. Nicholas,Herman Steyn,2008 Appropriate for classes on the management of service product and engineering projects this book encompasses the full range of project management from origins philosophy and methodology to actual applications Business Project Management Harvey Maylor,University of Lincolnshire and Humberside,2000 *Project Management* Roel Grit,2021-07-07 Project Management introduces business and management students to project based working as a means to tackle projects successfully in a unique and accessible way Not only in business circles but also in the field of education increasingly more activities are performed using a project based approach Consider for example comprehensive study assignments internal projects and projects during work placements and the final stages of a degree This book s line of approach is practice oriented Based on assignments groups of two to three students work on a project plan and an executive summary Students can also opt for a real assignment for a company or for one of the cases of the accompanying website Added to this fifth edition are examples and illustrations new sections about various subjects and a chapter about the flexible project approach Scrum **Project Management** JEFFREY K. PINTO,2019-05-09 This print textbook is available for students to rent for their classes The Pearson print rental program provides students with affordable access to learning materials so they come to class ready to succeed For project management courses Project management fundamentals with broad applications In its 5th Edition Project Management Achieving Competitive Advantage takes a contemporary decisive and business oriented approach to teaching and learning

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Table of Contents Unit 28 Business Project Management Edexcel

1. Understanding the eBook Unit 28 Business Project Management Edexcel
 - The Rise of Digital Reading Unit 28 Business Project Management Edexcel
 - Advantages of eBooks Over Traditional Books
2. Identifying Unit 28 Business Project Management Edexcel
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Unit 28 Business Project Management Edexcel
 - User-Friendly Interface
4. Exploring eBook Recommendations from Unit 28 Business Project Management Edexcel
 - Personalized Recommendations

- Unit 28 Business Project Management Edexcel User Reviews and Ratings
- Unit 28 Business Project Management Edexcel and Bestseller Lists
- 5. Accessing Unit 28 Business Project Management Edexcel Free and Paid eBooks
 - Unit 28 Business Project Management Edexcel Public Domain eBooks
 - Unit 28 Business Project Management Edexcel eBook Subscription Services
 - Unit 28 Business Project Management Edexcel Budget-Friendly Options
- 6. Navigating Unit 28 Business Project Management Edexcel eBook Formats
 - ePub, PDF, MOBI, and More
 - Unit 28 Business Project Management Edexcel Compatibility with Devices
 - Unit 28 Business Project Management Edexcel Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Unit 28 Business Project Management Edexcel
 - Highlighting and Note-Taking Unit 28 Business Project Management Edexcel
 - Interactive Elements Unit 28 Business Project Management Edexcel
- 8. Staying Engaged with Unit 28 Business Project Management Edexcel
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Unit 28 Business Project Management Edexcel
- 9. Balancing eBooks and Physical Books Unit 28 Business Project Management Edexcel
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Unit 28 Business Project Management Edexcel
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Unit 28 Business Project Management Edexcel
 - Setting Reading Goals Unit 28 Business Project Management Edexcel
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Unit 28 Business Project Management Edexcel
 - Fact-Checking eBook Content of Unit 28 Business Project Management Edexcel

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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