

Unit 28:

Business Project Management

Unit code:

KN50075459

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 managing a project. The administrative functions inevitably involved when there is 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 can 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 can be costly if it is not managed properly. Budget, setting priorities during the project implementation stage and meeting 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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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

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

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