

## Unit 28:

## Business Project Management

Unit code:

KN50075459

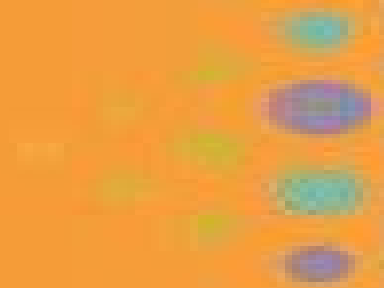
QCF Level 3:

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 planning a project. The administrative functions inevitably involved when there has 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 a structured reporting system.

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

# Unit 28 Business Project Management Edexcel

**Ian Marcouse**



## **Unit 28 Business Project Management Edexcel:**

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

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 **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 **People Management** ,1999 **The British National Bibliography** Arthur James Wells,2007 *Highways and Transportation* ,1998

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