

SEVERN BUSINESS COLLEGE

Qualifi Level 7 Diploma in Project Management

Course Handbook

Qualification
Qualifi Level 7 Diploma in Project Management

Ofqual Number
610/1342/0

Level
7

Total Qualification Time
2400

Credit Value
240

Aim of the Course
The Qualifi Level 7 Diploma in Project Management aims to give learners the opportunity to apply theoretical understanding of management to complex and current business issues with a view to improving business practice; reflect critically upon leadership skills and there by allow learners to prepare for senior roles of Project Management within their organization; develop a lifelong learning altitude to education and training; gain a critical insight into contemporary research and leading-edge practice within the field of project management; develop considerable autonomy in their learning and enhance their ability to plan and implement consultancy projects in a group context; generate originality and enterprise in approaching complex PR issues; demonstrate self-direction, initiative and autonomy in research and scholarship towards a new contribution to knowledge in a chosen field of management.

Assessment
Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

Course Structure

Qualifi Level 7 Diploma in Project Management			
Unit number	**Units**	**Unit level**	**Unit credit**
J/650/3755	Planning, Controlling and Leading a Project	7	20
L/650/3757	Procurement Risk and Contract Management	7	20
R/650/3759	Project and Logistics Management	7	20
A/650/3760	Operations and Information Management for Project Managers	7	20
D/650/3761	Research Methods for project management	7	20
K/651/6509	Finance for Project Managers	7	20

Assessment Grades

Grade	**Marking Criteria**
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

UNIT SPECIFICATIONS

Unit Title
Planning, Controlling and Leading a Project

Level
7

Learning Time Hours
200

Credit Value
20

Unit aim
This unit will introduce learners to the reality of project development and management. It will also introduce learners to the difficulties of project management in the global corporate environment. Its goal is to encourage critical thinking regarding project management as complex, process-based cultural systems that are always evolving thanks to the efforts of high-performing

teams. Understanding effective project management is becoming increasingly important as a growing number of businesses engage in project development and management operations. The duties and responsibilities of project team members will be taught to students. The study of various levels of management abilities will focus on success factors, monitoring, and control.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Be aware of the concept and principles of project management in the workplace.	1.1 Evaluate project management's role in accomplishing business goals. 1.2 Analyse how to apply important project management concepts and principles in various business settings. 1.3 Evaluate business objectives to identify viable projects.
2. Be able to create methods and plans for launching, managing and leading initiatives.	2.1 Evaluate major project management leadership and management theories. 2.2 Define the project manager's position and responsibilities for a project. 2.3 Create a project organ gram that identifies important project team members' roles. 2.4 Determine the financial resources available for a project. 2.5 Determine whether a proposed project is feasible. 2.6 Create a detailed project plan that includes high-level time, resource, and cost estimates that fulfil agreed-upon milestones.
3: Be able to assess the effectiveness of project management team communication.	3.1 Evaluate the major aspects of a project communication plan. 3.2 Assess the benefits of a project communication plan to project stakeholders. 3.3 Analyse the factors that can influence communication over the life of a project.
4. Be able to create project monitoring and management procedures.	4.1 Assess risk factors that may obstruct project completion. 4.2 Create procedures and measurements to track and evaluate a project's status and development. 4.3 Create contingency plans to assist reduce unexpected project delays.
5. Understand how to close and review the completion of a project.	5.1 Analyse the project's final stages. 5.2 Evaluate the value of project evaluation.

Suggested Resources

- Cerner, H. (2017). Project Management: a systems approach to planning, scheduling, and controlling. Hoboken, New Jersey: John Wiley & Sons, Inc.
- Burke, R. (2013). Project Management: planning and control techniques. Hoboken, N.J.: Wiley; Chichester.
- Meredith, J.R., Shafer, S.M. and Mantel, S.J. (2019). Project Management: a managerial approach. Milton Old: John Wiley & Sons Australia, Ltd.

UNIT SPECIFICATIONS

Unit Title

Procurement Risk and Contract Management

Level

7

Learning Time Hours

200

Credit Value

20

Unit aim

This unit aims to help learners understand the fundamentals of procurement as well as the importance of detecting and managing procurement and contract management risks. Learners will also get a critical grasp of diverse procurement legislation frameworks and evaluate risk assessment frameworks in the procurement environment.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria

1. Understand the fundamentals of contract management and procurement.	1.1 Define contract management and procurement. 1.2 Analyse procurement and contract management principles as they apply to a major multinational corporation. 1.3 Assess the significance of environmentally friendly procurement.
2: Be able to assess the procurement operating environment and legislation critically.	2.1 Evaluate the impact of legislative frameworks on public and private sector procurement. 2.2 Evaluate the European Union's procurement function. 2.3 Assess the significance of creating "Contract Procedure Rules" and adhering to financial restrictions.
3: Understand how procurement activities are managed.	3.1 Evaluate the fundamental concepts and applications of category management. 3.2 Evaluate the influence of technology on procurement operations critically. 3.3 Analyse the usage of electronic contract opportunities advertising and electronic tendering. 3.4 Analyse the numerous hazards that come with e-tendering.
4. Understand the procurement and contract management risk management processes.	4.1 Assess the procurement and contract management risk management variables. 4.2 Assess risk assessment frameworks in relation to procurement

Suggested Resources

- Carter, R., Kirby, S. and Oxen bury, A. (2012). Practical contract management. Cambridge: Cambridge Academic.
- Crocker, B., Bialy, P.J.H., Farmer, D. and Jessop, D. (2015). Procurement principles and management. Harlow, United Kingdom: Pearson Education.
- Lysons, K. and Farrington, B. (2016). Procurement and supply chain management. Boston: Pearson.

UNIT SPECIFICATIONS

Unit Title
Project and Logistics Management

Level
7

Learning Time Hours
150

Credit Value
15

Unit aim
The aim of this unit is to teach learners about portfolio management and the features that go with it. The need of having a Project Management Office will also be discussed, as well as the stages of developing a successful project management office. The supply chain ecosystem will also be examined, as well as IT frameworks appropriate for logistics and supply chain difficulties.

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Identify the characteristics and goals of project, program, and portfolio management.	1.1 Evaluate the characteristics and goals of program and project management. 1.2 Define portfolio management principles. 1.3 Analyse the distinctions between programs and portfolios. 1.4 Assess the relationship between portfolio management and corporate strategy. 1.5 Assess the effectiveness of different portfolio selection tools and techniques.
2 Be able to evaluate the necessities for establishing a Project Management Office.	2.1 Evaluate the Project Management Office's advantages. 2.2 Evaluate the deployment of a project management office structure with different levels. 2.3 Evaluate the stages of developing and implementing the Project Management Office.
3: Understand the global supply chain ecology.	3.1 Define the ecosystem of the global supply chain. 3.2 Analyse how to create a map of the global supply chain ecosystem. 3.3 Analyse how the ecosystem framework is applied to supply chain analysis. 3.4 Evaluate the relationship between modern production and services.

4: Understand the importance of information technology in logistics and supply chain management.	4.1 Evaluate the logistics and information systems interaction. 4.2 Evaluate critical success factors (CSF) for logistics IT integration. 4.3 Create a framework that integrates information technology into the total logistics system.

Suggested Resources

- Ayers, J.B. (2010). Supply chain project management: a structured collaborative and measurable approach. Boca Raton: Crc Press.
- Christopher, M. (2011). Logistics & Supply Chain Management. Harlow: Financial Times Prentice Hall.
- Cousins, P. (2008). Strategic Supply Management: Principles, Theories and Practice. Harlow: Financial Times Prentice Hall.
- Coyle, J.J., Langley Jr., C.J., Gibson, B.J., Novack, R.A. and Bardi, E.J. (2013). Supply Chain Management: A Logistics Perspective. 9th Edition., South-Western Aus.: Cengage Learning.
- Mangan, J. and Lalwani, C. (2016). Global logistics and supply chain management. Chichester: John Wiley & Sons, Inc.

UNIT SPECIFICATIONS

Unit Title
Operations and Information Management for Project Managers

Level
7

Learning Time Hours
150

Credit Value
15

Unit aim
The aim of this unit is to build a critical awareness of project management operations and information systems. The influence of modern circumstances on interrelationships within functional sectors will be investigated. Learners will analyse the importance of inventory management using information systems and inventory scheduling in connection to organizational strategy and capacity to plan for items.

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Be able to evaluate the role of operations management in a company.	1.1 Analyse the similarities and differences between production and service operations 1.2 Analyse the interactions between major organizational functional areas 1.3 Evaluate a variety of operations management theories. 1.4 Evaluate the operations function and the operations manager's responsibilities. 1.5 Evaluate current business concerns that affect operations management.
2 Understand product and service strategic capacity planning.	2.1 Evaluate the value of capacity planning. 2.2 Evaluate approaches to defining and assessing capacity. 2.3 Assess the elements to be taken into account when selecting whether to run in-house or outsource. 2.4 Analyse the steps involved in resolving constraint problems.
3 Understand the requirements for using information technology to manage inventory effectively.	3.1 Assess the importance and character of inventories. 3.2 Evaluate the need for efficient inventory management. 3.3 Assess the effectiveness of the AB-C inventory management method. 3.4 Analyse the Economic Order Quantity (EOQ) model's concepts and assumptions. 3.5 Evaluate the assumptions of the single period model.
4 Understand scheduling operations for project managers.	4.1 Evaluate what scheduling entails and its role and importance. 4.2 Evaluate the hierarchies of product and service scheduling. 4.3 Assess the methods for scheduling service systems. 4.4 Evaluate the effectiveness of ways of solving a variety of difficulties that arise in service systems.
5. Understand project quality management systems	5.1 Evaluate the effectiveness of resources, tools, and systems that can aid in the quality management of a project.

	5.2 Evaluate the application of quality assurance frameworks that could be used on a project.

Suggested Resources

- Stevenson, W.J., Mehran Hojati and Cao, J. (2022). Operations management. Whitby, Ontario: Mcgraw Hill Education
- Mcmanus, John and Wood-Harper, Trevor (2004) Information systems project management: methods, tools, and techniques. Pearson Education Financial Times Press. ISBN 0273646990
- Chapman, R. J. (2019). The rules of project risk management: Implementation guidelines for major projects. Routledge.
- Zwikael, O., & Smyrk, J. R. (2019). Project Management: A Benefit Realisation Approach. Springer

UNIT SPECIFICATIONS

Unit Title
Research Methods for Project Management

Level
7

Learning Time Hours
200

Credit Value
20

Unit aim
The unit's aim is to give learners the practical, technical, and methodological abilities they need to undertake independent research for their research project and management in general. The unit recognises that conducting research necessitates the development of both specific and generic research skills, such as an understanding of the research design process, different techniques for conducting research in business and management studies and an appreciation of the ethical and social implications of high-value research. As researchers and/or intendent practitioners, learners will be able to build critical awareness of key research abilities through this subject.

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Develop research methodologies in an environment that is appropriate for the task.	1.1 Evaluate relevant research issues. 1.2 Develop and justify acceptable research aims and objectives. 1.3 Analyse, choose and justify research methods.
2. Be able to conduct a critical review of literature on a business study topic.	2.1 Evaluate theoretical approaches to a research subject. 2.2 Conduct a thorough and structured critical literature review in accordance with the research plan.
3. Be able to create research methodologies that are suited for the situating.	3.1 Evaluate suitable research methodologies in order to reflect the study aims. 3.2 Develop a suitable approach for a given population in terms of study aims. 3.3 Within agreed-upon ethical norms, justify the approach chosen in terms of the study objectives.
4 Be able to write and present a research proposal.	4.1 Formulate a research question, conduct a literature evaluation, and develop a technique in accordance with the research plan. 4.2 Propose approaches for collecting and analysing quantitative and qualitative data that are appropriate to the research topic. 4.3 Use means to present the proposal that are appropriate to the research topic.

Suggested Resources

- Bryman, Alan and Emma Bell (2015). Business Research Methods (4th ed.). Oxford: Oxford University Press
- Chilsa, B. (2012) Indigenous Research Methodologies. London: Sage
- Denzin, N.K., Lincoln Y.S., and Tuhiwai Smith, L. (2008, Eds.) Handbook of Critical and Indigenous Methodologies London: Sage
- Hantrais, Linda (2009). International Comparative Research: Theory, Methods and Practice. Basingstoke and New York: Palgrave
- Piekkari, R. and Welch, C. (2011, Eds.): Rethinking the Case Study in International Business and Management Research, Cheltenham, UK: Edward Elgar

- Marschan-Piekkari, R. and Welch, C. (2004, Eds.): Handbook of Qualitative Research Methods for International Business, Cheltenham, UK and Northampton, MA: Edward Elgar
- Neuman, W.L. (2011) Social research methods: qualitative and quantitative approaches. Boston and London: Pearson Education.

UNIT SPECIFICATIONS

Unit Title
Finance for Project Managers

Level
7

Learning Time Hours
100

Credit Value
10

Unit aim
This aim of this unit is to support learners in understanding and using financial information and data. This unit is important to learners as it support financial decision making and financial project management. By understanding the fundamental concepts of project management, the importance of financial management in ensuring project success, and the key roles within a project team, learners will be well equipped to manage the financial aspects of projects effectively. This knowledge is essential for making informed financial decisions and achieving successful project outcomes.

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Be able to evaluate the financial aspects of project management and their importance to project success.	1.1 Explain the key stages of the project management process 1.2 Analyse the key roles in and their impact on the project management process 1.3 Explore the financial aspects of project management 1.4 Evaluate the importance of financial management to the success of a project
2. Be able to analyse financial information and data.	2.1 Analyse different financial documents and information and formulate conclusions about financial performance levels and needs of stakeholders. 2.2 Conduct comparative analysis of financial information and data. 2.3 Critically review and question financial information and data.
3. Be able to assess budgets and their ability to support organisational objectives.	3.1 Identify how a budget can be produced taking into account financial constraints and achievement of targets and accounting conventions. 3.2 Be able to assess a budget. 3.3 Identify how a budget for a complex organization can support organizational objectives and targets whilst taking into account financial constraints and accounting conventions
4. Be able to evaluate financial proposals for expenditure provided by others	4.1 Identify criteria by which proposals can be judged. 4.2 Critically analyse the viability of a proposal for expenditure. 4.3 Identify the strengths and weaknesses of a proposal and give feedback on the financial proposal. 4.4 Analyse the viability of a proposal for expenditure.

Suggested Resources
- Introduction to bookkeeping and accounting Kindle Edition, by The Open University
- Accounting Paperback – 5 Apr 2013, by Michael J. Jones. This includes students on both accounting and non–accounting degrees and also MBA students.
- Project Management: A Systems Approach to Planning, Scheduling, and Controlling by Harold Kerzner.
- The Project Manager's Guide to Mastering Project Financials" by John Goodpasture.
- Financial Management for Public, Health, and Not-for-Profit Organizations by James L. Seabright.
- Project Finance: A Practitioner's Guide by David G. Lonsdale.
- Project Management Roles and Responsibilities by APM Body of Knowledge.
- Financial Management in Project-Based Organizations by David G. Lonsdale.

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