

<b>Unit Title: Information Systems Project Management</b>	<b>Unit Code: ISPM</b>
<b>Level: 5</b>	<b>Learning Hours: 160</b>
<b>Learning Outcomes and Indicative Content:</b>	
Candidates will be able to:	
<ol style="list-style-type: none"> <li><b>1. Discuss the term 'project', explain the benefits of handling some specific business activities as projects, and identify the major tasks associated with effective project management.</b> <ol style="list-style-type: none"> <li>1.1 Define the term project and provide examples of business activities that are suitable to be managed as projects.</li> <li>1.2 Identify in general terms the success criteria for a project and provide examples of project successes and failures.</li> <li>1.3 Recognise the complex features in many projects which necessitate effective planning and control measures.</li> <li>1.4 Identify the main activities in the management of a project.</li> </ol> </li> <li><b>2. Identify the common ways in which projects may be initiated and formally launched.</b> <ol style="list-style-type: none"> <li>2.1 Explain how pursuing the objectives of an organisation can inspire new ideas for projects.</li> <li>2.2 Identify the major roles, responsibilities and influences within an organisation that would affect decisions regarding the initiation of a project.</li> <li>2.3 Explain how initial ideas may lead to a specification of requirements and then to firm proposals for a new project.</li> <li>2.4 Describe the importance of a feasibility study in determining the viability of a proposed project.</li> </ol> </li> <li><b>3. Explain the concept of the project life cycle and describe the project management activities within the cycle.</b> <ol style="list-style-type: none"> <li>3.1 Identify the typical stages in the life cycle of a project.</li> <li>3.2 Compare and contrast alternative project life cycle models.</li> <li>3.3 Describe the roles and responsibilities generally associated with the delivery of a project.</li> <li>3.4 Explain the process of identifying and mitigating any risks that might have an impact on the success of a project.</li> </ol> </li> <li><b>4. Explain how the work content of a project may be estimated for tendering and contractual purposes.</b> <ol style="list-style-type: none"> <li>4.1 Identify the main tasks associated with the process of estimating.</li> <li>4.2 Perform a preparatory analysis of the effort needed in a project using a work breakdown structure.</li> <li>4.3 Prepare a total cost estimate for a project.</li> <li>4.4 Explain how the tendering process can lead to a formal contract.</li> </ol> </li> </ol>	

- 5. Describe the methods by which a detailed project plan can be created and maintained.**
  - 5.1 Create an appropriate structure for supervising and administering the project.
  - 5.2 Schedule the project activities by means of a bar chart or network and establish the critical path.
  - 5.3 Explain the need to modify schedules in the interests of making best use of resources.
  - 5.4 Describe the contents of a typical project plan.
- 6. Explain how to monitor and control the progress of a project.**
  - 6.1 Identify common problems which can affect the progress of a project.
  - 6.2 Describe the methods by which a project manager can obtain information on the status of a project.
  - 6.3 Summarise the actions a project manager can take in order to ensure that disturbances to planned progress are rectified.
- 7. Identify the major factors in team organisation and management that would contribute to a successful project.**
  - 7.1 Compare and contrast alternative structures for project teams.
  - 7.2 Explain the importance of motivating team members.
  - 7.3 Summarise guidelines for the successful leadership and management of project team members.
- 8. Assess the importance of quality management, especially in software projects.**
  - 8.1 Explain the term 'quality' and describe general methods of reviewing the quality of products.
  - 8.2 Analyse the problems of quality specific to software products.
  - 8.3 Recommend techniques for promoting the quality of software products.
- 9. Examine the reasons for effecting changes to project plans and describe the consequent need for a method of configuration control.**
  - 9.1 Discuss the types of changes which may be required in a project.
  - 9.2 Explain why a positive procedure for change is essential in a project.
  - 9.3 Propose a simple configuration change control procedure.

**10. Discuss the activities needed in the closure and review of a project.**

- 10.1 Explain the factors to be considered in the final stages of a project.
- 10.2 Construct a list of actions appropriate for a project manager preparatory to closing down a project.
- 10.3 Recommend the contents of a project manager's final report following the review of a completed project.

**11. Assess the value of employing software packages in support of project management activities.**

- 11.1 Describe the typical facilities available in a project management software package.
- 11.2 Itemise the main reports the software package is likely to offer.
- 11.3 Discuss the main benefits, and any drawbacks, in employing a software package to support the management of complex projects.

**Assessment Criteria:**

- Assessment method: written examination
- Length of examination: three hours
- Candidates should answer four questions from a choice of eight, each question carrying equal marks.

**Recommended Reading**

Nokes S, *The Definitive Guide to Project Management: The fast track to getting the job done on time and on budget* (2007), Pearson Education Ltd  
ISBN: 0273710974

Field M, Keller L, *Project Management* (1997), Cengage Lrng Business Press  
ISBN: 1861522746