

Module Title:	Project Management and Presentation Techniques	Level:	5	Credit Value:	20
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Module code:	ENG543	Is this a new module?	NO	Code of module being replaced:	
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Cost Centre:	GAME	JACS3 code:	F311
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Trimester(s) in which to be offered:	1, 2 & 3	With effect from:	September 16
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School:	Applied Science, Computing & Engineering	Module Leader:	T. Bobby Manesh
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Scheduled learning and teaching hours	30 hrs
Guided independent study	120 hrs
Placement	50 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered	Core	Option
FdEng Industrial Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-requisites
None

Derogations
A derogation from regulations has been approved for this module which means that whilst the pass mark is 40%, each element of assessment requires a minimum mark of 30% for the module to be passed overall.

Office use only

Initial approval June 16

APSC approval of modification August 20

Change from core to optional module

Have any derogations received SQC approval?

Version 2

Yes No

Module Aims

The module aims to deliver knowledge of the essential principles, applications, terminology and theory of project management, related to the principles and theory of engineering. Also, presentation skills should be enhanced and polished with a view to enabling the student to deliver presentations in a professional manner to professional audiences.

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to

Key Skills

At the end of this module, students will be able to		Key Skills	
1	Apply management techniques to projects to ensure targets, quality, and specifications are adhered to;	KS1	KS2
		KS3	KS10
2	Demonstrate the necessity of due consideration regarding ethics, professionalism and environmental aspects when dealing with projects;	KS2	KS7
3	Produce and present reports, or other documentation, to a professional standard and within prescribed formats/templates;	KS1	KS3
		KS4	KS5
		KS8	KS9
4	Demonstrate verbal presentation skills along with proficient use of software to enhance the presentation visual aspects.	KS1	KS4
		KS8	

Assessment:

Assessment 1 - Presentation:- This covers two aspects, one is a verbal presentation utilising software (PowerPoint for example) and other visual aids to enhance the presentation which should be delivered in a concise manner with structure and flow.

The second aspect should cover report writing presentation which should examine layout, structure, use of (and correct labelling) diagrams, flow charts, tables, graphs or plots, etc. and general overall presentation and 'readability'. Marks should not be allocated for report content but be limited to overall presentation and the skills demonstrated in the production of the report.

Both aspects of the presentation should be based upon the student's IE project module (which should be about 4000 words or equivalent) and combined will form 50% of the allocated in course mark.

Assessment 2 - The portfolio will be the cumulative result of directed private study, where key topics will have been discussed and the student being directed towards further research and investigations within their workplace.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	3&4	Presentation	50%	15 Minutes	
2	1&2	Portfolio	50%		2000

Learning and Teaching Strategies:

Directed Private Study – This will allow the student to gain a breadth of knowledge through wide ranging investigative studies. The student should be able to analyse the information, form opinions and produce documentation to be presented within a portfolio. It should enable the student to acquire detailed knowledge about the given topics relative to the student's place of work, thus giving depth to the learning process.

There will be dedicated sessions at the University for guidance and monitoring of progress augmenting the mentoring system that will also be in place.

Syllabus outline:

- Methods of defining project scope, exclusions and desired outcomes in measurable terms, whilst assessing and mitigating risk;
- Develop an understanding of the methods involved in producing a project business case, inclusive of defining benefits, costs, investment appraisal;
- Identifying NOPs (network of participants) other stakeholders and methods of facilitating input from key personnel;
- Contractors and contractual issues, including; handover, commissioning, trial period;
- Procurement procedures, cost estimating methods, tracking and control;

- Documentation required for system / process development and future maintenance of systems / processes;
- Assessing quality issues and achieving customer acceptance;
- Utilising planning techniques for a project, inclusive of mapping timescale, key stages and budget control;
- Organising and presentation of records of work, lessons and issues logs, schedules and Gantt charts;
- Development of skills relating to software presentation tools;
- Organising and structuring project presentation material;
- Develop skills for verbally presenting project proposals or outcomes.

Bibliography:

Essential reading

Tonchia, S. &Cozzi, F. (2010) *Industrial Management: Planning, Design, and Construction*, Springer

Other indicative reading

Gurak, L.J. (1999) *Oral Presentations for Technical Presentation*, Longman
Kerzner, H. (2009) *Project Management: a Systems Approach to Planning, Scheduling, and Controlling*, 10thEdn., John Wiley & Sons