



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

DSAW4076

An Introduction to Workplace Project Management

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Session Objectives

- By the end of this morning's session, you should:
 - have an understanding of the way the module will run;
 - complete all necessary paperwork for enrolment and registration.

Session Schedule

- During this morning's session, you will:
 - Complete any necessary registration/enrolment paperwork;
 - Meet your lecturer and know his/her contact details;
 - Discuss our hopes and fears for the module;
 - Learn the basic history of UWTSD, the Wales Institute of Work-based Learning, and the GWLAD Project;
 - Learn the basics of how to use:
 - your course Moodle page,
 - the GWLAD Learner Zone Moodle page,
 - the UWTSD Library page;
 - Go over the module and understand the aims, objectives, content, and assessments;
 - Receive basic information on plagiarism and extenuating circumstances;
 - Set the final submission dates for any module assignments.

Hopes and Fears

- What do you hope to get from the module as a learner?
- What do you fear in enrolling on the module as a learner?

Induction

- The University of Wales Trinity Saint David (UWTSD)
- The Wales Institute for Work-Based Learning (WIWBL)
- The Growing Workforces through Learning and Development (GWLAD) Project

All the sites you need!

- The UWTSD website
- 'Quick Links'
 - Email
 - Moodle
 - Library
- Moodle
 - Module Page
 - The GWLAD Learner Zone
- The Library website

As a UWTSD student...

- You are a member of the UWTSD Student Union – don't hesitate to get involved!
- You have access to:
 - Student Services
 - Student Well-Being
 - Mental Health Support
 - Disability Support
 - Mature Student Support
- You can find links to all your services and support offices on the Learner Zone Moodle page!

The Mentor-Lecturers

- GWLAD employ Lecturers with special experience and qualifications in guidance and support
- Mentor-Lecturers are available to help you manage your time, keep up with your assignments, and adjust to being a GWLAD learner
 - Julie Crossman – julie.crossman@uwtsd.ac.uk – 01267 225178
 - Joanna Blomfield – joanna.blomfield@uwtsd.ac.uk – 01267 225193

Programme Specifications

- DSAW4076
- 30 credits
- HE Level 4 (equivalent to Year 1 at University)
- 4 taught sessions
 - Day 1 – insert date
 - Day 2 – insert date
 - Day 3 – insert date
 - Day 4 – insert date
- 9:15 – 5:00

Module Aims and Outcomes

- The aims of DSAW4076 are:
 - To enable learners to understand the concepts and practices of project management.
 - To enable learners to adopt and apply the skillset in the design and management of projects in the workplace.
- Upon completion of DSAW4076, you should be able to:
 - identify and discuss the principles of project management;
 - discuss and apply appropriate tools and techniques for effective project management in different contexts;
 - evaluate relevant project management methods and methodologies for the workplace.

Topics

- Objectives and Principles of Project Management
- Scope-setting for Project Management
- Project Management tools
- Project Monitoring
- Progress Reporting
- Budget Control
- Change Management
- Stakeholder Management and Communication
- Risk Assessment and Management
- Overview, re-cap, and assessment guidance

Readings

- **Essential**

- Project Management Institute (2013) *A guide to the Project Management Body of Knowledge: (PMBOK guide)*. (5th ed) Newtown Square, PA: Project Management Institute.
- Watson, M. (2002) *Managing smaller projects: A practical guide*. (2nd ed) Hook: Project Manager Today.

- **Recommended**

- Bentley, C. (2010) *PRINCE2 a practical handbook*. (3rd ed) Amsterdam: Elsevier/Butterworth-Heinemann.
- Chin, G., and Books24x7, Inc. (2004) *Agile project management how to succeed in the face of changing project requirements*. New York: AMACOM.
- Keller, P. (2011) *Six sigma demystified*. (2nd ed) Maidenhead: McGraw-Hill Professional.
- Reiss, G. (2007) *Project management demystified*. (3rd ed) London: Taylor and Francis.
- Webster, G. (1999) *Managing projects at work*. Aldershot: Gower.

- **Websites**

- APMG International: <http://www.apmg-international.com/>
- Association for Project Management: <http://www.apm.org.uk>
- Project Management Institute: <http://www.pmi.org>
- Project Management Today: <http://www.pmtoday.co.uk>
- Project Smart: <http://www.projectsmaart.co.uk>

Websites - Essential

- **Websites**
- OECD Better Life Index: <http://www.oecdbetterlifeindex.org>
- Sustainable Development National Strategies: https://www.iisd.org/measure/gov/sd_strategies/national.asp
- UN Sustainable Development Goals (Post 2015): <https://sustainabledevelopment.un.org/post2015>
- Well-being of Future Generations (Wales) Act (2015): <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

Assessments

This module has two assessments:

- **Assessment Component 1 – 40%**
- Written Assessment (1,800 words or equivalent)
 - Devise a Project Initiation Document (PID) for a specific context.
- **Assessment Component 2 – 60%**
- Written Assessment (2,700 words or equivalent)
 - Reflect on the project management methodologies, identifying and justifying suitable methods that could be adopted by the workplace.

Drafts, submissions, and due dates

- For each assessment, you are allowed 'formative feedback'
 - You may receive formal, written feedback once
- We will set assessment due dates together now
 - Once decided, due dates are set in stone!
 - The due date for receiving formal, written formative feedback will be 3 weeks before the due date
 - You will receive your formative feedback within 2 weeks
 - You will receive your feedback, as well as your provisional mark, 4 weeks after the due date
- Your final work must be submitted on or before the deadline
 - **THERE IS NO SUCH THING AS AN EXTENSION**
 - If you miss the submission deadline, you must either:
 - apply for 'Extenuating Circumstances'
 - Submit late, for which your final mark is capped at the Pass Mark of 40%
 - Late submissions MUST be received within 4 weeks of the original submission deadline, otherwise you will receive a 0%

Plagiarism

- ‘Plagiarism’ is passing off, or attempting to pass off, another’s work as your own
- Plagiarism can happen intentionally or unintentionally
 - Plagiarism is one of the worst crimes in academic life, and the punishment for plagiarism can be severe
- It is perfectly OK to use words, images, ideas, or research from others, as long as it is properly cited
 - GWLAD use the Harvard referencing system
- For more detail on plagiarism and how to avoid it, see your hand-out

Extenuating Circumstances

- Remember, there is **NO SUCH THING AS AN EXTENSION**
 - Your lecturer has no right to grant you an extension on any of your assessments, and neither does anyone within GWLAD, so please don't ask
- As a lecturer, I cannot provide you with any guidance or advice on Extenuating Circumstances beyond the exact information available on your hand-out (or in the Academic Quality Handbook)
- If you have concerns, or feel you may be able to apply for Extenuating Circumstances, please contact Student Services

Lecturer's Expectations

- Learners will attend class sessions
- Learners who cannot attend class sessions will email/call
- Learners will do the essential reading
- Learners will contribute to classroom discussions
- Learners will feel free to ask questions and 'interrupt' sessions
- Learners will complete all assessments
- Learners will submit drafts for all assessments to receive feedback
- Learners will submit on time
- Employers and line managers will give learners the time and space to engage in the learning process at work
- Employers and line managers will respect the learning process

Student's Expectations

- ???