

Week 1 Module Introduction and Project Set-Up

Project Management

Contents of Week 1

- Module overview
- Assessment overview
- What is a project?
- The project lifecycle
- Group formation and project set-up
- Blog 1 guidance

Module overview: ten-week teaching plan

Week	Main Focus	Assessment Link
1	Module introduction, project overview, group formation, project idea	Blog 1
2	Project initiation, scope, aims and objectives, iron triangle	Blog 2
3	Stakeholder analysis and communication	Blog 3
4	WBS and Gantt chart	Blog 4
5	Risk analysis and reflection	Blog 5
6	Monitoring and evaluation; project tools recap	Blogs submission
7	Self-reflection, lessons learned, presentation preparation and practice	Presentation (Preparation)
8	Group presentations	Presentation
9	Report structure and report writing guidance	Report
10	Report workshop and one-to-one support	Report submission

Assessment 1

ASSESSMENT

Assessment Component 1 (Tick one)

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Written exam

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Coursework

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Practical

Mode of assessment	Volume	Weighting
Blogs A group presentation of a Project Plan in response to a project scenario	5 blogs per person totalling 1000 words looking at progress of project implementation, plus 5 minutes individual contribution, as a part of a group presentation	50%

Blog	Main focus	What students should write about
Blog 1	Project introduction + team role	Introduce the project, name the sponsor, briefly explain the project idea, explain what skills the student can contribute, and reflect on their Belbin / team role. The guidance also says they should include a critical point about why Belbin does not always work perfectly.
Blog 2	Project initiation, scope, aims and objectives	Explain the project aim and objectives, what the project is trying to achieve, and how the group began to define the scope. This can also include the iron triangle if you want to link time, cost and quality early. This fits the Week 2 content on initiation, scope and the iron triangle.
Blog 3	Stakeholder analysis and communication	Identify the main stakeholders, explain their interests and influence, and discuss how the group plans to communicate with them. This fits the stakeholder analysis and communication materials.
Blog 4	Planning tools: WBS and Gantt chart	Explain how the group broke the project into tasks, planned deliverables, and organised the timeline. Students can evaluate whether WBS and Gantt chart were useful and what difficulties they found.
Blog 5	Risk + self-evaluation / development	The formal brief says the fifth blog must critically evaluate the student's own ability to manage the project and include a self-development plan. You can also allow students to refer briefly to risks or challenges they faced, but the main emphasis should be on reflection, strengths, weaknesses and future improvement.

Week 1-6

Week	Main topic	First half of class: what I teach	Second half of class: what students do	Weekly output	Assessment link
1	Module introduction + What is a project?	Module overview, assessment overview, what a project is, project lifecycle, team formation, sponsor / project idea / basic aim and objectives	In groups, students agree one shared project, identify a possible sponsor, and draft a basic project idea	Group project idea + team agreement	Blog 1
2	Project initiation + Scope + Iron Triangle	Project initiation, project scope, in-scope / out-of-scope, iron triangle, role of the project manager	In groups, students refine their aim, objectives, scope and key constraints	Shared project brief	Blog 2
3	Stakeholder analysis + Communication	Stakeholders, stakeholder analysis, power-interest grid, internal / external stakeholders, communication planning	In groups, students produce a stakeholder table / map and discuss communication methods	Stakeholder analysis	Blog 3
4	WBS + Gantt Chart	Work Breakdown Structure, deliverables, tasks, sequencing, Gantt chart	In groups, students create a WBS and a project timeline / Gantt chart	WBS + Gantt chart	Blog 4
5	Risk analysis + Reflection	Risk types, likelihood / impact, mitigation, plus reflection on individual contribution and project experience	In groups, students complete a risk grid; individually, they begin planning their reflective writing	Risk analysis + reflection notes	Blog 5
6	Blog consolidation + Project review	Review of key tools, check progress, explain how blog material connects to presentation	In groups, students organise all project materials and complete / submit their blogs	All 5 blogs completed	Blogs submission stage

General Rules of the Blogs

- *The blogs are **individual**, even though the project is group-based*
- *The five blogs total 1000 words, so roughly **200 words each***
- *Students should support them **with sources and references***
- *The blogs should be **informative, linked to the project**, and may include **images or visuals** where useful*

Assessment 2

Assessment Component 2

(Tick one)

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Written exam

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Coursework

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Practical

Mode of assessment	Volume	Weighting
Written report	2000 words	50%

Assessment 2: report

- critically assess **project management tools** and techniques for managing a project within an organisation
- critically discuss, **using examples from the project, how a range of tools and techniques were used** to plan and implement the project
- critically discuss **how the project plans were communicated** to appropriate stakeholders
- draw a conclusion identifying areas for **future improvement** in managing a project within an organisation

Recommended Structure

- Executive summary
- Contents page
- 1. Introduction
- 2. Findings
 - 2.1 Critical discussion of project management **tools and techniques** in general
 - 2.2 Critical discussion of **how those tools were used** in the project
 - 2.3 Communication and **stakeholders**
- 3. Conclusion
- 4. future improvement

Week 1: Module Introduction and Project Set-Up

Week	Main topic	First half of class: what I teach	Second half of class: what students do	Weekly output	Assessment link
1	Module introduction + What is a project?	Module overview, assessment overview, what a project is, project lifecycle, team formation, sponsor / project idea / basic aim and objectives	In groups, students agree one shared project, identify a possible sponsor, and draft a basic project idea	Group project idea + team agreement	Blog 1 preparation

What is a project?

- A project is a temporary piece of work that is carried out to achieve a specific goal or outcome.

What is a Project: characteristics of a project

- A project is a **temporary piece** of work with a clear goal
- It has a **beginning and an end**
- It involves **tasks, people, resources and planning**
- It is designed to **achieve a specific outcome**
- It is **different from routine everyday work**

Key characteristics of a project

- Temporary — they do not go on forever
- Goal-focused — they are trying to achieve something
- Planned — they need structure and coordination
- Unique — even if similar projects exist, each project has its own context
- Resource-limited — time, money and people are limited
- Uncertain — there is usually some risk or challenge involved

What is not a project?

These are usually not projects:

- *everyday routine work*
- *a regular weekly task with no clear end point*
- *something vague with no aim, no audience and no final outcome*
- *“just doing something” **without a plan***
- **For example:**
- *“answering emails every day” is not a project*
- *“running a one-off networking event” is a project*

Good examples of projects

- Example 1: Organising a networking event
 - *Goal: bring students and local employers together*
 - *Start and end: plan it, deliver it, evaluate it*
 - *Tasks: marketing, invitations, room booking, speakers, refreshments, feedback*
 - *Stakeholders: students, staff, employers, sponsor*

- Example 2: A charity fundraising event
- *Goal: raise money for a specific cause*
- *Tasks: choose the event, promote it, organise roles, collect donations, review the outcome*
- *Stakeholders: organisers, participants, sponsor, charity, community*

- Example 3: A social media campaign for a small organisation
- *Goal: increase awareness or attract more people*
- *Tasks: identify audience, create content, schedule posts, track engagement*
- *Stakeholders: organisation, audience, project team, sponsor*
- *This is a good option if you want something simpler and easier to manage.*

Project Examples

Project example	Why it is a project	
Organising a charity event	It has a goal, budget, timeline and team	
Creating a new university app	It has users, technical tasks, risks and deadlines	
Renovating a classroom	It has a clear output, cost, time limit and stakeholders	
Launching a student mental health campaign	It has objectives, activities, target audience and evaluation	
Opening a small coffee shop	It involves planning, resources, suppliers, marketing and launch	
Digitising a city library service	It has stakeholders, technology, risks, training and outcomes	

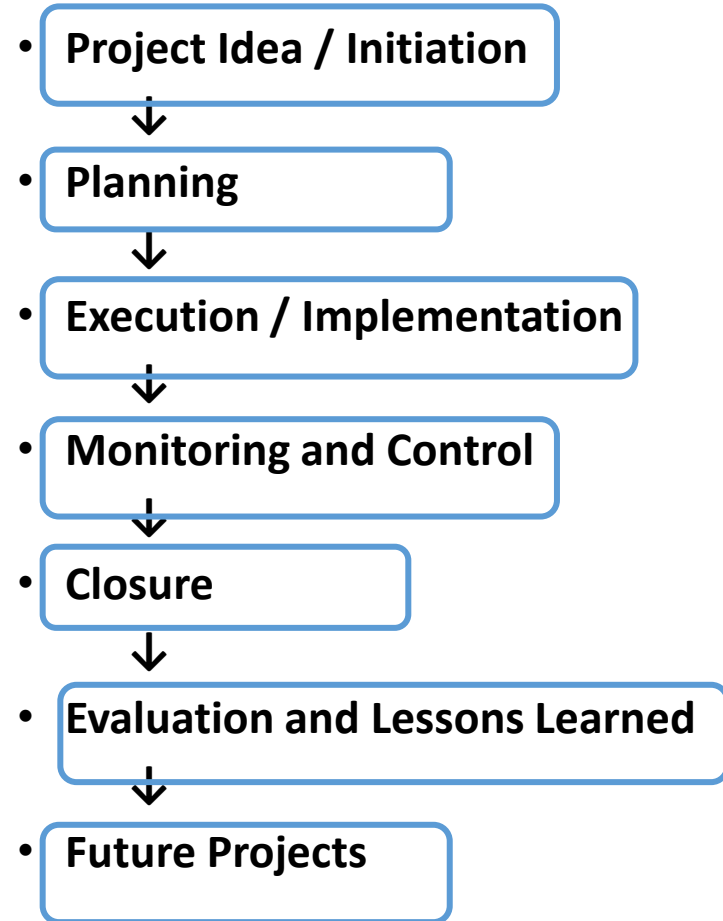
What Is the Project Cycle?

- The Project Cycle refers to the stages that a project goes through from the beginning to the end.
- It shows how a project starts as an idea, moves into planning and implementation, and finishes with closure and evaluation.
- A project is not just “doing tasks”. It is a structured process with clear stages, decisions, responsibilities and outcomes.

Simple Definition of Project Cycle

- A project cycle is the **full journey of a project**, from the initial idea to final completion and evaluation. It helps project managers organise work, manage resources, monitor progress, and learn lessons for future projects.
- A project cycle tells us:
 - *What needs to be done*
 - *When it needs to be done*
 - *Who will do it*
 - *How progress will be checked*
 - *How success will be evaluated*

Project Cycle: *the full journey of a project, from the initial idea to final completion and evaluation.*



Stage 1 – Project Initiation

- Project Idea / Initiation is the starting point of a project. At this stage, the organisation identifies a problem, need, or opportunity.
- **The key question is:**
 - Why is this project needed?
- **Typical activities include:**
 - *Identifying the problem or opportunity*
 - *Clarifying the purpose of the project*
 - *Identifying key stakeholders*
 - *Checking whether the project is realistic and worthwhile*
 - *Defining the expected outcome*

Stage 2 – Planning (be specific)

- The key question is: **What exactly will we do, when, by whom, and with what resources?**
- Typical activities include:
 - *Setting project objectives*
 - *Creating a schedule*
 - *Allocating tasks and responsibilities*
 - *Estimating the budget*
 - *Identifying risks*
 - *Planning communication with stakeholders*
 - *Deciding how success will be measured*
- Example: for a university open day, the team plans the date, rooms, speakers, campus tour route, student ambassadors, marketing materials and budget.

Stage 3 – Project Execution

- Execution, or implementation, is the stage where the project plan is put into action.
- The key question is: How do we deliver the project outcome?
- Typical activities include:
 - *Carrying out planned tasks*
 - *Managing the project team*
 - *Using resources*
 - *Communicating with stakeholders*
 - *Solving practical problems*
 - *Producing project deliverables*

Stage 4 – Monitoring and Control

- Monitoring and control means checking whether the project is progressing as planned. This stage often happens at the same time as execution.
- The key question is:
 - Are we still on time, on budget, and meeting the project objectives?
- Typical activities include:
 - *Tracking progress*
 - *Checking deadlines*
 - *Monitoring costs*
 - *Assessing quality*
 - *Managing risks*
 - *Making adjustments when problems occur*
- Example:
 - If the software development is two weeks behind schedule, the project manager may add extra IT support or adjust the timeline.

Stage 5 – Closure

- Closure is the formal ending of the project. The key question is: **has the project been completed and properly handed over?**
- Typical activities include:
 - *Delivering the **final output***
 - *Confirming that objectives have been met*
 - *Handing over the project result*
 - *Closing the budget*
 - *Completing final documentation*
 - *Thanking or releasing the project team*

Stage 6 – Evaluation and Lessons Learned

- Evaluation is the stage where the project team reviews the project after completion. The key question is: what went well, what went wrong, and what can we improve next time?
- Typical activities include:
 - *Collecting feedback*
 - *Reviewing project outcomes*
 - *Comparing results with original objectives*
 - *Identifying problems and successes*
 - *Recording lessons learned*
 - *Making recommendations for future projects*
- Example: after a university open day, the team collects feedback from visitors. They find that the campus tour was successful, but the registration desk was too crowded. Next time, they will use more registration points.

Project Cycle

- The project cycle describes **the full journey of a project**. A project usually starts with an idea or a problem that needs to be solved. Then the project team develops a plan, carries out the work, monitors progress, closes the project, and finally evaluates the results.
- The reason we call it a cycle is that **the lessons learned from one project can be used to improve future projects**. For example, if a university organises an open day and finds that the registration desk was too crowded, this lesson can help the team design a better registration process next time.

Group formation and project set-up

- Task1: form the groups for this module
- Task 2: Project set-up

Project Set-up Sheet

Section	Your Group's Answer
Group members (4 students for each group)	
Possible project title	
Project idea	
Why is this project needed?	
Project aim	
2–3 project objectives	
Target users / beneficiaries	
Key stakeholders	
Expected outcome	
Possible risks or challenges	
Initial group roles	

What You Need to Submit Today:

- Group member/leader names
- One or two possible project ideas
- A short project aim
- Two or three initial project objectives
- Expected outcome
- Possible risks or challenges
- *This is a draft project setup, not the final project plan.*

Blog 1 Guidance

- The purpose of the first blog is to:
- *introduce the project*
- *explain who the project is for*
- *show your role in the team*
- *reflect on what you can contribute*
- *begin linking your project experience to project management ideas*

Suggested structure of blog 1 (200 words)

- Blog format:
- *Paragraph 1: Introduce yourself and the project*
- *Paragraph 2: Explain the sponsor, aim and project idea*
- *Paragraph 3: Explain your role, your skills and **your Belbin reflection***
- *Paragraph 4: Add one critical point and a short conclusion*

Recap: contents of Week 1

- Module overview
- Assessment overview
- What is a project?
- The project cycle
- Group formation and project set-up
- Blog 1 guidance

Cwestyniau/Questions?



Many Thanks

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