



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

UNIVERSITY OF WALES: TRINITY SAINT DAVID

PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

# **BA Leadership and Management Skills for the Workplace**

**Faculty of Business and Management**

**Managing Projects in the Organisation - BMSK5004**

**MODULE CODE:** BMSK5004  
**TITLE:** Managing Projects in the Organisation  
**LEVEL:** 5  
**CREDITS:** 20

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### **AIM(S)**

- To develop the understanding and ability to manage projects within the workplace.
- To develop knowledge and understanding of project management tools & techniques.

### **LEARNING OUTCOMES**

Upon the successful completion of this module, the student should be able to demonstrate the ability to:

- critically assess the usefulness of project management tools and techniques for managing a project within an organisation;
- plan the implementation of a project of appropriate complexity within a workplace;
- critically evaluate their ability to manage a project.

### **INDICATIVE CONTENT**

- Project sponsors, stakeholders and scope.
- Tools & techniques of project management.
- Project communication methods.
- Benefits of project management.
- Characteristics of project managers.
- Organisational structures to support projects.
- Types of project; the project life cycle, PRINCE2.
- Risk management techniques.
- Appreciation of soft skills e.g. leadership, management and communication
- Stakeholder analysis e.g. fair-trade initiatives, a green agenda.

### **Learning and Teaching Strategy**

Through practical activities and seminar presentations, students will be introduced to appropriate theoretical models and methodological frameworks to inform personal experiences and examples drawn from the workplace. Critical reflection will be integral to each formative exercise which will challenge each student to demonstrate their knowledge and understanding in a variety of ways appropriate to the workplace.

## EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |
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| Does the module contribute to ESD?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Yes</b> |
| If yes please provide brief details (no more than 100 words):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |
| <p>Education for sustainable development is the process of equipping students with the knowledge and understanding, skills and attributes needed to work and live in a way that safeguards environmental, social and economic wellbeing, both in the present and for future generations.</p> <p>This module aims to develop the understanding and ability to manage projects within the workplace, including the knowledge and understanding of project management tools and techniques, with regard to sustainability issues within the context of the workplace. Sustainability in project management is about balancing or harmonizing social, environmental and economic interests in a project.</p> <p>Students will also be encouraged to actively implement or contribute to changes that promote sustainable development within the scope of their own learning experience and study environment and effectively engage with real-life problems relevant to sustainable development.</p> |            |

### Assessment Summary

| Activity type | Percentage  |
|---------------|-------------|
| Written       |             |
| Coursework    | 100%        |
| Practical     |             |
| <b>TOTAL</b>  | <b>100%</b> |

### ASSESSMENT - Coursework

**Essay or report format** (5,000 words or equivalent) 100%

Globalisation, increased competition and customer satisfaction remains some of the key drivers for change. New Graduates can be frequently involved in managing and contributing to Projects that introduce change. This module require student to engage in a workplace change with the application of project management tools and techniques to implement and evaluate a workplace change.

Within this module, the assessment requires the student to identify and agree a specific organisational context in which they can demonstrate the importance of managing projects in the organisation. The specific organisational context should be sufficiently complex so as to allow the student to demonstrate an evaluation of the agreed scenario.

### Exemplar: Student working in administrative capacity

A strategic decision has been taken to move the current activity with your department from a paper - based to a paperless system over a two year period, to support an agenda linked to sustainability and cost reduction. You have been asked to manage this particular project and prepare an action plan. Your action plan should also include a critical assessment of the usefulness of the various project management tools and techniques for managing a project within this context together with an evaluation of your own ability to manage the project

## READING LIST

|                       |                                                                                                                                                                                                                                                                                                                                          |                                     |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Module Code</b>    | <b>BMSK5004</b>                                                                                                                                                                                                                                                                                                                          |                                     |
| <b>Module Title</b>   | <b>Managing Projects in the Organisation</b>                                                                                                                                                                                                                                                                                             |                                     |
| <b>Classification</b> | <b>Reading List entry</b>                                                                                                                                                                                                                                                                                                                | <b>Electronic*</b>                  |
| Essential             | Berkun, S (2008) Making Things Happen: Mastering Project Management (Theory in Practice) O'Reilly                                                                                                                                                                                                                                        | <input type="checkbox"/>            |
| Essential             | Buttrick, R. (2009). The Project Workout: The Ultimate Handbook of Project and Programme Management. 4th ed. Harlow, England: Financial Times/Prentice Hall.                                                                                                                                                                             | <input type="checkbox"/>            |
| Essential             | Roberts, P. (2011). Effective project management. London, UK Philadelphia, PA: Kogan Page.<br><a href="http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/">http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/</a> (Accessed 26 November 2013)                                                                                        | <input checked="" type="checkbox"/> |
| Further               | Field, M. & Keller, L. Project Management, London: Open University / Thomson Learning, 1998.                                                                                                                                                                                                                                             | <input type="checkbox"/>            |
| Further               | Heagney, J. (2012). Fundamentals of project management. (Online) New York: American Management Association.<br><a href="http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/">http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/</a> (Accessed 26 November 2013)                                                                       | <input checked="" type="checkbox"/> |
| Further               | Heerkens, G. (2015). Project management (A briefcase book). New York: McGraw-Hill.                                                                                                                                                                                                                                                       | <input type="checkbox"/>            |
| Further               | Hughes, B. (2012). Project management for IT-related projects (2nd ed.). Swindon: BCS.                                                                                                                                                                                                                                                   | <input type="checkbox"/>            |
| Further               | Institute of Leadership and Management (2007). Managing projects. (Online) Elsevier/Pergamon Flexible Learning: Amsterdam: Published for the Institute of Leadership and Management. <a href="http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/">http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/</a> (Accessed 26 November 2013) | <input checked="" type="checkbox"/> |
| Further               | Leach, L. (2004). Critical chain project management [ebook] (2nd ed., Artech House effective project management series). Boston, Mass. ; London: Artech House.                                                                                                                                                                           | <input type="checkbox"/>            |
| Further               | Maylor, H. (2005). Project Management. 3rd ed. Harlow, England: FT Prentice Hall.                                                                                                                                                                                                                                                        | <input type="checkbox"/>            |
| Further               | Maylor, H. (2010). Project Management. 4th ed. Harlow : Financial Times Prentice Hall, 2010.<br><a href="http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/">http://www.tsd.ac.uk/en/lrc/onlineresources/e-books/</a> (Accessed 26 November 2013)                                                                                      | <input checked="" type="checkbox"/> |
| Further               | Meredith, J. & Mantel, S. (2009) Project Management: A Managerial Approach, Asia: John Wiley & Sons                                                                                                                                                                                                                                      | <input type="checkbox"/>            |
| Further               | Reiss, G. (2015). Project management demystified London: Routledge.                                                                                                                                                                                                                                                                      | <input type="checkbox"/>            |
| Further               | Watson, M. Managing Smaller Projects: a practical guide, Hook: Project Manager Today Publications, 2002.                                                                                                                                                                                                                                 | <input type="checkbox"/>            |
| Further               | Wysocki, R. K. et al. (2000). Effective Project Management 2nd ed. New York: Wiley.                                                                                                                                                                                                                                                      | <input type="checkbox"/>            |