### **Scheme of Work**

**COURSE:** ABE Level 4 Project Management UPM

| **Element, LO and AC** | **Session title** | **Topics covered** | **Approx.****duration** | **Session Plan** | **Resource** | **Formative Activity** |
| --- | --- | --- | --- | --- | --- | --- |
| Element 1LO 1 1.1 | **The project life cycle** | Introduction to Project ManagementThe Iron Triangle conceptThe Project Life Cycle conceptHuman Resource options on projects | 4-5 hours | SESSION 1  | 4UPM Tutor Presentation E1 | E1 LO1 Activity 1 E1 LO1 Activity 2  |
| Element 1LO11.2 | **The project business case** | Introduction to the concept of a business caseDefining a table of year by year cash flows for a projectApplying metrics (Return on Capital, Payback, NPV) to the net cash flows in the tableWorking through realistic examples – the Credit card business case | 4-5 hours | SESSION 2  | 4UPM Tutor Presentation E1 | E1 LO1 Activity 3 E1 LO1 Activity 4  |
| Element 1LO11.3 | **Work Breakdown Structures** | Introduction to the concept of a WBSThe Software project WBS slide with hierarchy and man-hours shownThe Sports Centre WBS exerciseThe Nuclear WBS exercise | 5-6 hours | SESSION 3  | 4UPM Tutor Presentation E1 | E1 LO1 Activity 5 E1 LO1 Activity 6 E1 LO1 Activity 7 |
| Element 1LO11.4 | **Managing risks on projects** | Introduction to the concept of risks, capturing them in a risk log, assessing the impact and likelihood – and thereby prioritising riskDeveloping a coherent response to each riskThe police radio projectThe IT Project risks exercise | 5-6 hours | SESSION 4  | 4UPM Tutor Presentation E1 | E1 LO1 Activity 8E1 LO1 Activity 9 |
|  |  |  |  |  |  |  |
| Element 2LO22.1, 2.2, 2.3, 2.4 | **Project planning and critical path analysis** | A worked example to explain network analysisCritical Path Analysis (CPA)Developing Gantt chartsBlitz Tutorial Exercises | 5-6 hours | SESSION 5  | 4UPM Tutor Presentation E2 | E1 LO2 Activity 1 E1 LO2 Activity 2 E1 LO2 Activity 3 |
| Element 4LO44.3 | **Finding ways to recover lost time** | *(Note that this topic is being taught out of sequence with the syllabus as it is relevant here).* Theoretical background to saving time by analysing the project network diagram (critical path)Saving time when a project is in progress and time savings need to be found by the project managerThe Football Stadium exercise  | 4-5 hours | SESSION 6  | 4UPM Tutor Presentation E2 | E1 LO2 Activity 4  |
|  |  |  |  |  |  |  |
| Element 3LO33.1, 3.2, 3.3 | **Project resourcing and budgets** | Theoretical background to resources, costs and budgetsExamples of creating a budget for a task followed by project level resource/costsThe Mobile Phone project Salcomba Construction Ltd activity | 4-6 hours | SESSION 7  | 4UPM Tutor Presentation E3 | E1 LO3 Activity 1 E1 LO3 Activity 2  |
| Element 3LO33.4 | **Finding ways to save money** | Saving money – before and during the execution of a projectRevisit the Training Task exampleHurricane Tutorial Exercise | 4-6 hours | SESSION 8  | 4UPM Tutor Presentation E3 | E1 LO3 Activity 3  |
|  |  |  |  |  |  |  |
| Element 4LO44.1 | **Tracking project progress with Gantt charts** | Theory behind project tracking and controlDeriving planned progress from a Gantt chartDeriving planned progress from a Gantt chartNGL Plant Tutorial Exercise (part 1) | 4-6 hours | SESSION 9  | 4UPM Tutor Presentation E4 | E1 LO4 Activity 1  |
| Element 4 LO44.2, 4.4(*See Element 2 for 4.3*) | **Comparing planned and actual progress** | Theory behind planned and actual progress comparisonsDeriving planned % progress from a Gantt chart – and comparing with Actual % progress on the same chartDeriving planned % progress from a Gantt chart – and comparing with Actual % progress on the same chartNGL Plant Tutorial Exercise (Part 2)Project management software | 4-6 hours | SESSION 10  | 4UPM Tutor Presentation E4 | E1 LO4 Activity 2  |