### **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** |
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| Element 1  LO 1  1.1 | **The project life cycle** | Introduction to Project Management  The Iron Triangle concept  The Project Life Cycle concept  Human Resource options on projects | 4-5 hours | SESSION 1 | | 4UPM Tutor Presentation E1 | E1 LO1 Activity 1  E1 LO1 Activity 2 |
| Element 1  LO1  1.2 | **The project business case** | Introduction to the concept of a business case  Defining a table of year by year cash flows for a project  Applying metrics (Return on Capital, Payback, NPV) to the net cash flows in the table  Working 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 1  LO1  1.3 | **Work Breakdown Structures** | Introduction to the concept of a WBS  The Software project WBS slide with hierarchy and man-hours shown  The Sports Centre WBS exercise  The 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 1  LO1  1.4 | **Managing risks on projects** | Introduction to the concept of risks, capturing them in a risk log, assessing the impact and likelihood – and thereby prioritising risk  Developing a coherent response to each risk  The police radio project  The IT Project risks exercise | 5-6 hours | SESSION 4 | | 4UPM Tutor Presentation E1 | E1 LO1 Activity 8  E1 LO1 Activity 9 |
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| Element 2  LO2  2.1, 2.2, 2.3, 2.4 | **Project planning and critical path analysis** | A worked example to explain network analysis  Critical Path Analysis (CPA)  Developing Gantt charts  Blitz Tutorial Exercises | 5-6 hours | SESSION 5 | | 4UPM Tutor Presentation E2 | E1 LO2 Activity 1  E1 LO2 Activity 2  E1 LO2 Activity 3 |
| Element 4  LO4  4.3 | **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 manager  The Football Stadium exercise | 4-5 hours | SESSION 6 | | 4UPM Tutor Presentation E2 | E1 LO2 Activity 4 |
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| Element 3  LO3  3.1, 3.2, 3.3 | **Project resourcing and budgets** | Theoretical background to resources, costs and budgets  Examples of creating a budget for a task followed by project level resource/costs  The 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 3  LO3  3.4 | **Finding ways to save money** | Saving money – before and during the execution of a project  Revisit the Training Task example  Hurricane Tutorial Exercise | 4-6 hours | SESSION 8 | | 4UPM Tutor Presentation E3 | E1 LO3 Activity 3 |
|  |  |  |  |  | |  |  |
| Element 4  LO4  4.1 | **Tracking project progress with Gantt charts** | Theory behind project tracking and control  Deriving planned progress from a Gantt chart  Deriving planned progress from a Gantt chart  NGL Plant Tutorial Exercise (part 1) | 4-6 hours | SESSION 9 | | 4UPM Tutor Presentation E4 | E1 LO4 Activity 1 |
| Element 4  LO4  4.2, 4.4  (*See Element 2 for 4.3*) | **Comparing planned and actual progress** | Theory behind planned and actual progress comparisons  Deriving planned % progress from a Gantt chart – and comparing with Actual % progress on the same chart  Deriving planned % progress from a Gantt chart – and comparing with Actual % progress on the same chart  NGL Plant Tutorial Exercise (Part 2)  Project management software | 4-6 hours | SESSION 10 | | 4UPM Tutor Presentation E4 | E1 LO4 Activity 2 |