



**Level 6 Advanced Diploma in Project Management (889)**  
**226 Credits**



<b>Unit:</b> Project Management Tools & Techniques	<b>Guided Learning Hours:</b> 300
<b>Exam Paper No.:</b> 6	<b>Number of Credits:</b> 30
<b>Prerequisites:</b> Project Management knowledge and management experience.	<b>Corequisites:</b> A pass or better at Level 5 Diploma level.
<p><b>Aim:</b> The tools outlined in this course are applicable to any project management environment; hence suitable for holders on any project management qualification. Projects have fixed timeframes. To achieve this, a project manager needs tools planning tools and techniques to help analyse, develop ideas, communicate, implement, measure and review progress. A Project Manager is like a ship's captain responsible for both voyage, vessel and cargo aspects. Projects are complicated; so too are human beings; hence stakeholders and project team bring more complexity to the project. Using tools to helps to reduce project complications by visualising, assessing and anticipating the environment to effective identify, define, plan, implement, monitor and review project flow, requirements and deliverables. Project techniques include: expert judgement, parametric, decision making, inspection, project reporting etc. The course will cover the purpose and uses of different project tools, namely:</p> <ul style="list-style-type: none"> <li>• Project Designing tools</li> <li>• Project Planning tools</li> <li>• Project Implementation tools</li> <li>• Project Review and Lessons Learned tools</li> <li>• Project Closure tool.</li> </ul>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The unit requires the use of project management software	
<p><b>Intended Learning Outcomes:</b></p> <p>1 Understanding the phases a project goes through and important control points; including the tools and techniques required.</p> <p>2 Understanding the different tools and techniques used designing a project to build an overview, effectiveness, project logic and intentions.</p> <p>3 Understanding tools and techniques used in project planning in order to accurately identify project costs, scope, activities and issues.</p> <p>4 Role clarification, identification and resolving issues and change management are</p>	<p><b>Assessment Criteria:</b></p> <p>1.1 Describe how projects are managed</p> <p>1.2 Identify responsibilities of Project Manager</p> <p>1.3 Explain stages of project life cycle</p> <p>1.4 Develop approaches and disciplines to manage project activities</p> <p>1.5 Demonstrate project scope</p> <p>1.6 Be able to identify project resources.</p> <p>2.1 Be able to demonstrate root cause of a problem</p> <p>2.2 Be able to design a problem tree</p> <p>2.3 Explore how objective tree helps to define different ways of solving a problem.</p> <p>2.4 Demonstrate how an objective tree works</p> <p>2.5 Describe a logframe</p> <p>2.6 Be able to design a logframe</p> <p>2.7 Describe a project charter and its implementation</p> <p>3.1 Describe a budget</p> <p>3.2 Be able to use budgets</p> <p>3.3 Be able to assess the components of a Work Breakdown Structure (WBS)</p> <p>3.4 Be able to design a network diagram</p> <p>3.5 Describe a Gantt Chart</p> <p>3.6 Explain process of identifying project risks</p> <p>3.7 Be able to implement a Project Plan</p> <p>4.1 Describe why projects are complex</p> <p>4.2 Describe RACI matrix</p> <p>4.3 Be able to design a RACI matrix</p>

ways of implement a project using tools and techniques.	4.4 Describe an issue log 4.5 Describe purpose of change control 4.6 Demonstrate how to use change control.
5 Understanding how and when the project tools and techniques would be used throughout the project life cycle.	5.1 Identify tools and techniques that help define needs assessments and project environment analysis 5.2 Describe tools used in authorising project and identifying stakeholders 5.3 Describe tools and techniques to help develop deliverables 5.4 Describe tools and techniques used in managing teams 5.5 Describe tools and techniques that help project closure transitioning.
6 Understanding the importance of learning from project through analysis of things that worked and those didn't for purpose of future lessons.	6.1 Describe organisational learning 6.2 Demonstrate lessons learned review meeting 6.3 Be able to design an After Action Review document 6.4 Identify tools and techniques used in After Action Reviews 6.5 Be able to identify how and when After Action Reviews are used.
7 Understanding the process and reasons for completing project closure checklist in order to confirm project obligations are met.	7.1 Describe the purpose of checklists 7.2 Assess the areas Project Closure Checklist should cover 7.3 Be able to construct a Project Closure Checklist 7.4 Identify who should use a Project Closure Checklist 7.5 Identify tools and techniques that help in designing Project Closure Checklist.
<b>Methods of Evaluation:</b> A 3-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Project Management Tools & Techniques with a weighting of 100%.	

### Recommended Learning Resources: Project Management Tools & Techniques

<b>Text Books</b>	<ul style="list-style-type: none"> <li>Fundamentals of Project Management: Tools and Techniques by Rory Burke. ISBN-10: 0958273367</li> <li>Project Management ToolBox: Tools and Techniques for the Practicing Project Manager by Russ J. Martinelli and Dragan Z. Milosevic. ISBN-10: 1118973127</li> <li>Project Management Tools and Techniques for Success by Christine B. Tayntor. ISBN-10: 0367384035</li> </ul>
<b>Study Manuals</b> 	BCE produced study packs
<b>CD ROM</b> 	Power-point slides
<b>Software</b> 	None