

# Programme Specification

## PRO-2018: Project Management

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LU Foundation Degree in Science awarded by Lancaster University (FHEQ Level 5)

LU Bachelor of Science with Honours (Top-up) awarded by Lancaster University (FHEQ Level 6)

Programme Status: Approved | Version: 1

## Introduction

This programme specification provides a summary of the main features of the Project Management programme and the learning outcomes that you as a student might reasonably be expected to achieve and demonstrate on successful completion of the programme.

Further detailed information related to this programme and the College can be found in the following resources:

- Programme Handbook
- B&FC Student Handbook
- B&FC Admissions Policy
- Work based and placement learning handbook (for foundation degrees)
- Student guide to assessment and feedback

## Key Programme Information

<b>Programme Code</b>	PRO-2018
<b>Programme Title</b>	Project Management
<b>Teaching Institution</b>	Blackpool and The Fylde College
<b>Professional, Statutory and Regulatory Body (PSRB) Accreditation</b>	Association for Project Management (APM)
<b>UCAS Code</b>	
<b>Language of Study</b>	English
<b>Version</b>	1
<b>Approval Status</b>	Approved
<b>Approval Date</b>	27 February 2018
<b>JACS Code</b>	
<b>Programme Leader</b>	Andrew Smith

## Programme Awards

<b>Award</b>	<b>Award Type</b>	<b>Level</b>	<b>Awarding Body</b>
LU Foundation Degree in Science	Foundation Degree (240 credits)	Level 5	Lancaster University
LU Bachelor of Science with Honours (Top-up)	Honours Top-up Degree (120 credits)	Level 6	Lancaster University

## Programme Overview

The Centre of Excellence in Project Management at Blackpool and the Fylde College is committed to providing a highly responsive curriculum that is employment and future-focused and will enable you to develop the essential knowledge and skills that will prepare you for future success in work and life.

The Foundation Degree in Project Management and BSc Hons Top-Up in Project Management programme is designed and updated in close collaboration with large local and national employers such as BAE Systems, Rolls Royce, Rhead Group and the APM (Association for Project Management) to meet the Project Control and Management needs of industry locally, regionally and nationally. Such has been its success that in 2016 it was awarded the highly prestigious 'Queen's Anniversary Prize Award for Higher and Further Education Excellence' and the programme team designated as a 'Centre of Excellence in Project Management'.

The current programme has been tried and tested over 10 years with a very high level of success. The ethos behind the programme is that it offers you the opportunity to study tools and techniques and management practices that are intrinsic to the project management environment. Several employers have formally articulated the beneficial impact that the programme has provided to their employees and organisations in terms of project success, knowledge transfer and stakeholder feedback.

This fully APM accredited programme offers you the opportunity to study in a variety of modes from two years full-time on the Foundation Degree and one year full-time on the BSc (Hons) Top-Up, to three years part-time on the Foundation Degree and two years part-time on the BSc (Hons) Top-Up. There are also flexible learning approaches designed to meet the diverse requirements of the individual or employer.

One of the key features of the programme is that it allows an element of networking to occur creating an environment for cross pollination of working practices and ideas from an array of working backgrounds to strengthen your understanding of the dynamic role of working and practicing project managers.

## **Admission Criteria**

A minimum of 80 UCAS points (excluding Functional Skills) in an appropriate discipline. You should hold an appropriate Diploma/Extended Diploma, A-levels or an equivalent qualification along with a minimum of level 2 GCSE English and Mathematics. Applicants who are able to demonstrate relevant work/life skills or knowledge will also be considered on an individual basis.

To proceed onto the BSc (Hons) Top-Up requires successful completion of the FdSc Project Management with a Pass classification or above.

**Degree Apprenticeship Entry Requirements:** Whilst entry requirements are a matter for individual employers, typically an apprentice might be expected to have achieved appropriate level 3 qualifications on entry e.g. 3 GCE 'A' Levels at Grades A to C, or a vocational equivalent. Apprentices are also expected to have typically achieved Maths and English at Level 2 prior to starting the apprenticeship.

## **Career Options and Progression Opportunities**

Project management is in high demand across many industries and sectors, and as such, the career prospects for competent project professionals is excellent and typically attracts higher than average salaries compared to other management disciplines.

This programme allows you to acquire a range of specific and transferable skills, knowledge and competencies aligned to and accredited by the project management professional body, APM, assuring employers and prospective employers that you have been educated to the most appropriate outcomes for industry and the wider project management discipline.

This programme was developed in direct partnership with industry and provides you with the assurance that your journey to graduate level is fully compliant with industry requirements and current thinking.

Graduates of the programme are appropriately positioned to become a project professional and continue their development to excel in project manager roles and/or professional management roles within a range of industries that apply project management tools, techniques and philosophies. Many of our graduates have progressed into senior project management roles across the UK, dealing with multi-million pound projects around the globe.

It is also possible for students who successfully complete the BSc (Hons) Top-Up (subject to

meeting Lancaster University's entry criteria) to progress onto the MSc in Project Management currently offered by Lancaster University.

## **Programme Aims**

### Foundation Degree Project Management

- To provide the opportunity for students to gain skills, knowledge and confidence to apply proven project management principles, techniques, applications and methods in the workplace.
- To explore contemporary issues and new developments in the field of project management to enable students to become proficient project managers with a robust foundation and framework in this discipline.
- To acquire knowledge, analyse and evaluate new approaches to project management and to apply these appropriately within their specific context.
- To provide students with the opportunity to gain transferable knowledge and skills to enable them to engage fully within a private, public or third sector environment.

### BSc (Hons) Project Management

- To produce professional project managers who have the capacity to work at high levels within the sector, producing sustainable outcomes for the success of industry and to take responsibility for lifelong learning for successful career development.
- To provide students with the opportunity to gain a critical and informed awareness of contemporary issues, legislation, problems and opportunities afforded by a focus upon project management in recognition of the impact of the demands of industry
- To provide academic, professional and personal development through a variety of learning experiences, in particular, the development of communication skills and capability of critical analysis, problem solving, the presentation and justification of rational argument and alternative courses of action.
- To facilitate the opportunity to pursue the level of study which will enable students to critically review, consolidate and extend a systematic and coherent body of knowledge, by utilising specialised skills across an area of study. In the process student will be able to critically evaluate concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgement in a range of situations; accepting accountability for determining and achieving personal and/or group outcomes.

## **Programme Learning Outcomes**

### Level 5

Upon successful completion of this level, students will be able to:

1. Apply project management tools and techniques within a project management context.
2. Evaluate and apply theories and models that inform personal behaviours and develop an effective and professional approach to the management of projects.
3. Communicate with a variety of stakeholders at various levels within the context of project management.
4. Propose solutions to a variety of project-based problems, and evaluate their appropriateness.

5. Evaluate and apply models and theories that inform effective group working and team dynamics in project contexts.
6. Negotiate and resolve conflicts within a project context using appropriate strategies and theoretical models.
7. Contextualise issues around how projects are defined, planned, monitored and controlled to deliver agreed benefits.
8. Deliver projects and apply a systematic project ethos which ensures reflective learning takes place (lessons learned).
9. Demonstrate a proactive and consolidatory approach to continuous personal and professional development.

## **Level 6**

Upon successful completion of this level, students will be able to:

10. Analyse and critique the key competencies of project management.
11. Interrogate contemporary issues, problems and opportunities facing project managers working in a dynamic business environment.
12. Critically evaluate emerging methodologies within project management.
13. Employ an array of skills necessary to handle the intricacies involved in project planning, including technical, soft, analytical, social and political.
14. Synthesise sound theoretical concepts with practical understanding surrounding organisational behaviours.
15. Identify complex project-based problems and create coherent solutions within the frameworks of project management.
16. Critically evaluate and conceptualise ideas, plans and project activity through dissertation projects, demonstrating independence of thought and ability to undertake research and work unsupervised.
17. Apply basic philosophies and methods that allow design and effective conduct of robust and ethical research focused activities.

## Programme Structure

Module	Level	Credits	%	Category	Description	Length/Word Count	Grading Method
<b>Stage 1</b>							
B4PMPRO: Introduction to Academic Study (Mandatory)	4	20	60%	Coursework: Other	Written piece and reflection	2000	Letter Grade
			40%	Practical: Other	Case study, analysis, interpretation and poster presentation	15	Letter Grade
PRO401: Methods and Principles of Project Management (Mandatory)	4	20	60%	Coursework: Essay	n/a	3000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade
PRO402: Tools and Techniques of Project Management (Mandatory)	4	20	20%	Coursework: Evaluative/ Reflective Report	Personal Reflection	1000	Letter Grade
			40%	Coursework: Group Project	Reflective diary of personal experience of linking theory to practice	2000	Letter Grade
			40%	Coursework: Other	Timed Knowledge Assessment	120	Letter Grade
PRO403: Project Team Dynamics (Mandatory)	4	20	80%	Coursework: Report	n/a	3000	Letter Grade
			20%	Coursework: Evaluative/ Reflective Report	Personal Reflection	1000	Letter Grade
PRO405: Project Environment (Mandatory)	4	20	60%	Coursework: Report	n/a	3000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade
PRO406: Managing Finance within Projects (Mandatory)	4	20	10%	Coursework: Other	Reflection on applying Investment Appraisal technique	1000	Letter Grade
			50%	Coursework: Other	Analytical study	2500	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade
<b>Stage 2</b>							
PRO501: Contemporary Issues within Project Management (Mandatory)	5	20	40%	Coursework: Essay	n/a	1500	Letter Grade
			60%	Coursework: Critical Review	Critical Literature Review	3000	Letter Grade
PRO502: Organisational Strategy and Principles of Risk (Mandatory)	5	20	60%	Coursework: Report	n/a	3000	Letter Grade

PRO502: Organisational Strategy and Principles of Risk	5	20	40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade
PRO503: Negotiation and Conflict Resolution (Mandatory)	5	20	50%	Coursework: Essay	Guide to solving project-based conflict situations	2500	Letter Grade
			50%	Practical: Presentation	Presentation to stakeholder group - 20 minutes with 1500 word handout	1500	Letter Grade
PRO504: Legal, Ethical and Professional Issues within Project Management (Mandatory)	5	20	40%	Coursework: Essay	n/a	2500	Letter Grade
			20%	Coursework: Evaluative/ Reflective Report	Personal Reflection	1000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	1500	Letter Grade
PRO505: Major Project (Mandatory)	5	40	10%	Coursework: Evaluative/ Reflective Report	Personal Reflection	1000	Letter Grade
			70%	Coursework: Live Project	Project Report	5000	Letter Grade
			20%	Practical: Presentation	Project Planning Presentation	20	Letter Grade
<b>Stage 3</b>							
PRO601: Project Management Professional (Mandatory)	6	20	40%	Coursework: Evaluative/ Reflective Report	Critical Reflective Log	1500	Letter Grade
			20%	Practical: Presentation	Professional Review	1000	Letter Grade
			40%	Coursework: Evaluative/ Reflective Report	Critical Reflective Log	1500	Letter Grade
PRO602: Defining Projects for Success (Mandatory)	6	20	60%	Coursework: Essay	n/a	3000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade
PRO603: Leadership of Teams (Mandatory)	6	20	40%	Coursework: Essay	n/a	2500	Letter Grade
			20%	Coursework: Evaluative/ Reflective Report	Personal Reflection	1000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	1500	Letter Grade
PRO604: Complex Project Environment (Mandatory)	6	20	60%	Coursework: Report	n/a	3000	Letter Grade
			40%	Coursework: Other	Reflection on Forum Discussions	2000	Letter Grade

PRO605: Dissertation Work Project (Mandatory)	6	40	80%	Coursework: Dissertation	Dissertation Report	10000	Letter Grade
			20%	Practical: Presentation	n/a	30	Letter Grade

### Course Options

There are no optional modules as the module selection for this programme is tried and tested and is recognised by both industry and the professional body (APM) as the best educational approach in support of a project management career.

### Study Workload

On average per week a full-time student on the programme will spend 12 hours per week in lectures, workshops and seminars and 24 hours in independent study (work placement hours will occur in year two).

Part-time students can expect an average of 6 hours per week in lectures, workshops and seminars and 12 hours in independent study (work placement hours will occur in year three unless already in project-based employment).



## Programme Delivery: Learning and Teaching

The strategy for Teaching, Learning and Assessment has been shaped in response to 10 years of delivery and also most importantly taking in to consideration the needs requirements and feedback from the students. For instance, the learning and teaching strategies are designed to be as informal as possible and are based on interactive lecture and seminar sessions and inclusivity of the Virtual Learning Environment platform as an appropriate blending learning medium.

At this stage in the students' learning, they will be required to be autonomous learners in many respects, and this will certainly apply to the major project module and work-based learning and the dissertation module in particular. Both formal and informal formative and summative assessments will require students to demonstrate advanced study skills and to use them in the critical analysis and synthesis of information from a variety of sources. Various modes of assessment will be used in different modules to ensure all aspects of learning are assessed and that students are engaged in different forms of assessment, covering their diversity of learning needs.

Modes of assessment may be drawn from the following for example:

- Essays will allow the students to explore the theoretical context.
- Literature review - students learn how to use existing literature to help solve a problem, win support, or determine what further research needs to be conducted.
- Results reported in written form, in poster form, or as multimedia presentation.
- Individual reports encourage independent study through a structured framework
- Pre-seen and unseen written assessments and examinations add academic rigor.
- Presentations and structured debates develop communication skills and teamwork.
- Short exercises involving data analysis promote statistical research skills.
- Portfolio work develops appropriate methodologies and reflective practice. They will facilitate reflective practice, including critical self and peer evaluation, enabling students to chart their own developmental progress both academically and professionally.
- Tasks aimed at the assessment of specific skills (eg. research skills, statistical presentation skills).

Learner progress will be reviewed on a regular basis extra support offered to those with academic or personal difficulties. This additional support is a College-wide resource available through the Partners for Success service. All students will be advised regularly of the confidential service that is offered by HELMs (Higher Education Learning Mentors).

Reflective practice has been identified as an increasingly important element and has been incorporated within the Foundation Degree and BSc (Hons) Top-Up programme. More specifically it has been incorporated within a number of modules and in particular the BFC401-E: Academic & Digital Literacy (Humanities) and PRO505: Major Project.

The use of reflection and reflective practice is a valuable tool for initial and continuing learning and as a method for bridging the theory-practice gap. It enables both students and staff to achieve high order learning known as praxis (put simply putting learning into practice and critically understanding why).

Reflective practice has become an essential component of training for any profession seeking to enhance practice, based on evidence. It is anticipated that by the use of reflective activities students on the course will be enabled to systematically chart their development, action plan for future development, improve their decision making abilities and demonstrate evidence of the use of knowledge in action.

## Programme Delivery: Assessment

Assessments totalling on average 4000 words or equivalent will be carried out per module with assessments consisting of a combination of elements such as assessed workshop, coursework and/or exam.

Assessments are selected by the module tutor to ensure suitability in meeting learning outcomes with the assessments over the module structured to ensure formative feedback can be given. The academic rigor and topic suitability of all assessments is checked through application of the appropriate college and university assessment policies and procedures.

Within our grading criteria for written work for instance we look for key performance criteria connected to critical thinking:

- Identifies and summarizes (and appropriately reformulates) the problem, question, or issue.
- Identifies and considers the influence of context (cultural/social, educational, technological, political, scientific, economic, ethical, or experiential) and assumptions.
- Develops, presents, and communicates individual perspective, hypothesis, or position.
- Presents, assesses, and analyses appropriate supporting data/evidence.
- Integrates issue using other disciplinary perspectives and positions (to qualify analysis).
- Identifies and assesses conclusions, implications, and consequences.
- Communicates effectively.

Various forms of assessment are employed, for instance the project portfolio which can offer an authentic learning experience in and of itself, replicating many of the reporting processes that occur in real-world situations where project workers are required to evaluate various problem-solving approaches and justify their final choices. Evidence can be included in the portfolio that demonstrates the student's proficiency on a number of areas representing achievement:

- Communicate concepts accurately.
- Write effectively using graphics as support.
- Relate principal concepts to real-world applications.
- Reflect on personal learning processes.
- Practice the professional presentation conventions of the discipline.
- Conduct effective self-assessment.
- Think critically while assembling and synthesizing pertinent ideas and information.

Flexibility in the modes of assessment is required to allow for the course to react to emerging issues in the changing world of project management and the fast-moving industries students are working in or hope to work in.

## **Programme Delivery: Work Based and Placement Learning**

Work based learning is heavily integrated into the FDS Sc Project Management programme, promoting and emphasising the professional ethics and systematic ability of a project manager across a broad spectrum of situations requiring project management processes and techniques. Students entering this foundation degree could be fully employed with a relevant project-based employer, or, carry out a work placement within a company operating project-based approaches whilst on programme (at the desired time within the level 5 delivery window). To ensure validity, currency and equivalence, full time students will require a project-based (or related) employer work placement that will demonstrate and provide the full scope of opportunities required to complete the work based learning aspect of the programme. This stakeholder involvement will be agreed between tutor, student and employer during the first two semesters on programme. The activities that fall within the work based learning remit will be monitored and assessed as per the formal processes dictated by the aims, outcomes and assessment strategies of the programme.

## **Programme Delivery: Graduate Skill Development**

Key graduate attributes, especially for employment are developed right across the programme. For instance, through the use of Personal and Professional Development Plans students develop their commitment to lifelong learning and career development. Several modules encourage collaborative teamwork and leadership skills through the use of group presentations, assessed group debates as well as group projects. The module 'Legal, Ethical and Professional Issues within Project Management' is a strong educational experience in producing ethical, social and professional understanding.

Communication is the cornerstone of Project Management and gets considerable coverage across both the foundation degree and the BSc Honours top-up modules as does research, scholarship and enquiry skills (resulting in our students regularly presenting at the British Conference for Undergraduate Research and receiving Undergraduate Awards).

With modern project management often requiring people to be able to work on transnational projects, global citizenship has quite a bit of attention paid to it across the programme whilst entrepreneurial awareness and capabilities are heavily cultivated through modules such as 'Complex Project Environment' and 'Defining Projects for Success'.

## **Study Costs: Equipment Requirements**

Resources required to achieve the learning outcomes of the programme are provided by the College. You should be aware that there may be additional minor costs to consider such as photocopying/printing.

## **Study Costs: Additional Costs**

As an enhancement to the programme there may be optional educational visits which will incur costs dependent on the location.

## **Related Courses**

It is also possible for students who successfully complete the BSc (Hons) Top-Up (subject to meeting Lancaster University's entry criteria) to progress onto the MSc in Project Management currently offered by Lancaster University.