项目管理

COMPUTING: Software Development

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会（SQA）
Scottish Qualifications Authority

Unit Student Guide

Project Management **DG8H 04**

中国时代经济出版社

SCOTTISH QUALIFICATIONS AUTHORITY

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项目管理

Project Management

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1 Introduction to the Scottish Qualifications Authority

This Unit DG8H 04 Project Management has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www. sqa. org. uk

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment

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of people taking SQA qualifications

- quality assure education and training establishments which offer SQA qualifications

- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the four Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills! required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

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2 Introduction to the Unit

2.1 What is the Purpose of this Unit?

This Unit is designed to develop a broad general knowledge and understanding of the theoretical concepts, principles, boundaries and scope of project management. The Unit provides candidates with the underpinning knowledge required for progression in training and education in project management. This Unit should also provide candidates with the broad background knowledge of project management required for working in a project team.

The Unit is primarily intended for candidates in the computing sector however, it may be used for disciplines where projects are undertaken, as required, by modern management. The Unit would also be relevant to candidates with appropriate work experience who hold positions such as team leaders or team members.

2.2 What are the Outcomes of this Unit?

On completion of the Unit candidates should be able to:

1. Establish organisational and individual factors influencing project development

2. Plan project development work

3. Schedule project development work, using Project Management software, to meet client needs

4. Estimate costs of project development using Project Management software.

2.3 What do I Need to be Able to do in Order to Achieve this Unit?

It is expected that you will already have good experience of using a personal computer or workstation as well as word-processing software. It would also be beneficial if you already had some experience of using project management software. However, as long as the software is a standard commercial package, for example Microsoft Project, there is enough class time available for you to learn it as you work on the various outcomes.

To achieve an overall pass for this Unit you must pass all four outcome assessments. The assessments for all outcomes are open book.

2.4 Approximate Study Time for This Unit

Each Unit is allocated a number of credit points set at a specific level. This Unit is a level eight Unit with level one being equal to ten hours of learning. This Unit therefore requires 40 hours of classroom-led teaching and 40 hours of non-contact time, or candidate-led study, to consolidate and reinforce learning.

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2.5 Equipment/ Material Required for this Unit

Outcome one and two, can be accomplished with the use of traditional writing materials and tools, i. e. pen, pencil, paper, and ruler. Outcome three and four will require access to a personal computer or workstation with a current version of commercially available project management and word-processing software installed.

Ideally, the personal computer or workstation should have at least a 17-inch monitor for viewing on-screen graphs that will be produced by the project management software. Although a mono-printer can be used, a good quality desktop colour printer for printing out the various charts will produce far better and more readable output.

2.6 Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. These tasks are not Outcome Assessments, they are exercises designed to consolidate learning or encourage thought in preparation for the Outcome Assessment (see Section 3 — Assessment Information for this Unit).

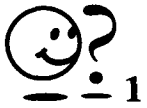
Activity

This symbol indicates an Activity (A) . Usually, activities are used to improve or consolidate your

understanding of the subject in general or a particular feature of it.

In this unit, you are asked to undertake activities that will involve you working as a member of a team and also on an individual basis. The activities will not serve their purpose if you refer to the responses prior to having attempted the Activity.

Self-Assessed Question



This symbol indicates a Self-Assessed Question. Using a Self-Assessed Question helps you check your understanding of the content that you have already covered. The Self-Assessed Questions in this guide will often take the form of multiple choices.

Everything is provided for you to check your own responses. Answers to the Self-Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to activities are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the activity.** The activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The activities will not serve this purpose if you

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look at the answers before trying the activity!

Self-Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self-Assessed Questions to see how you are progressing.

3 Assessment Information for this Unit

3.1 What Do I Have to Do to Achieve This Unit?

The Unit may be assessed by two short written assessments for Outcome 1 and one assessment for Outcome 2. Outcome 1 requires a single team assessment report to be submitted which will be created from the combined team member's reports. Outcome 3 and 4 will each be assessed by issuing you with user requirement details for the development of a project.

You will be expected to prepare a schedule of development work for that project, meeting the user's needs and the evidence requirements for those Outcomes. The resulting printouts should be representative of the evidence that would be presented to management decision makers in a real life situation.

All four assessments are open book.

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4 Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

In addition to this you will also be expected to carry out further research on agreed areas that will allow you to successfully complete the various Outcome assessments.

While studying a topic, you should allow time to complete any activities associated with that topic in the same study period.

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