

Project Management - Level 3 Course

Key Information

Course Format:
Paper Based Course Materials

Price:
£312.00

Assessment:
Written Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
120 Hours of Self Study

Initial Payment of
£153.00

Approximate Delivery Time:
1-2 Working Days (Courier Service)

Followed by 3 payments of:
£53.00



The **Project Management - Level 3 Course** will take you step-by-step through the thought and learning processes involved in being a Project Manager.

The course covers a wide range of subject areas from management strategies, quality, finance, health & safety, planning and personal development to name but a few - all of the elements needed to be a good project manager.

In a highly structured and clear manner, you will gain a wealth of information and learn important skills needed to execute your project on time, to specification and within budget.

On successful completion of this course students will receive an accredited Level 3 Certificate of Achievement.

The course consists of the following 13 Units:

- **Unit One – What is Project Management?**

This Unit contains the following topics: Why use project management?, Benefits of project management and What do project managers actually do?

- **Unit Two – History of Project Management**

This Unit contains the following topics: Project management old and new, Modern scientific project management, Gantt charts, The Fayol management model, Network diagrams, Critical path method (CPM), Program evaluation and review technique (PERT),

- **Unit Three – Organisational Structure**

This Unit contains the following topic: The four basic organisational structures.

- **Unit Four – Project Life Cycle**

This Unit contains the following topics: The four stage project cycle model, Milestones and hold points, Project close-out.

- **Unit Five – Feasibility Studies**

This Unit contains the following topics: The Client's feasibility study, Stakeholders, The client, Define the constraints on the project, Value management and Financial models for project selection.

- **Unit Six – Project Estimating & Scope Definition**

This Unit contains the following topics: Ball-park cost estimate, Feasibility study, Costing, Initiation, Project charter, Defining the scope, Changing scope, Scope management, Project closeout, Project closeout report.

- **Unit Seven – Project Procurement Plan**

This Unit contains the following topics: What is required? Sourcing, Communication of requirements to potential suppliers, Evaluation & selection of supplier, Review & evaluate tenders, Manage the contract, Closeout.

- **Unit Eight – Work Breakdown Structure (WBS)**

This Unit contains the following topics: Presentation, Producing a WBS, WBS numbering system, WBS and costing, Further breakdown of WBS.

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- **Unit Nine – Critical Path**

This Unit contains the following topics: Network Diagrams; WBS & critical path, Logic, Generation of Logic, Activities: summing up.

- **Unit Ten – Resource Planning**

This Unit contains the following topics: Estimating, Forecasting, Resource availability - constraints of the project, Use of resources, Increasing project resources, Reducing resources.

- **Unit Eleven – Controlling the Project**

This Unit contains the following topics: Why control projects, Scope of control, Gathering information, Applying project control, Dealing with people.

- **Unit Twelve – Quality Management**

This Unit contains the following topics: Definitions, Cost of quality, Quality circles, Quality auditing, Quality control plans.

- **Unit Thirteen – Risk Management**

This Unit contains the following topics: Hierarchy of control, Controlling risk, Risk assessment.

Prerequisites:

There are no particular entry requirements.

Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

Assessment:

The course contains 4 tutor marked assignments which your tutor will mark and you will receive feedback on. The course also contains self-assessment exercises which are not returned for assessment but will help you to gauge your progress.

Certification:

At the end of this course successful learners will receive a Certificate of Achievement from ABC Awards and Certa Awards and a Learner Unit Summary (which lists the components the learner has completed as part of the course). The course has been endorsed under the ABC Awards and Certa Awards Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet defined quality criteria. The completion of this course alone does not lead to a regulated qualification* but may be used as evidence of knowledge and skills gained. The Learner Unit Summary may be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this subject. To this end the learning outcomes of the course have been benchmarked at Level 3 against level descriptors published by Ofqual, to indicate the depth of study and level of demand/complexity involved in successful completion by the learner. Information on level descriptors can be found on the Ofqual's level descriptors page. We provide a link to this on each course page of our website. The course itself has been designed by Kendal Publishing to meet specific learners' and/or employers' requirements which cannot be satisfied through current regulated qualifications. ABC Awards & Certa Awards endorsement involves robust and rigorous quality audits by external auditors to ensure quality is continually met. A review of courses is carried out as part of the endorsement process.

ABC Awards and Certa Awards have long-established reputations for providing high quality vocational qualifications across a wide range of industries. ABC Awards and Certa Awards combine over 180 years of expertise combined with a responsive, flexible and innovative approach to the needs of our customers. Renowned for excellent customer service, and quality standards, ABC Awards and Certa Awards also offer regulated qualifications for all ages and abilities post-14; all are developed with the support of relevant stakeholders to ensure that they meet the needs and standards of employers across the UK.

*Regulated qualification refers to those qualifications that are regulated by Ofqual / CCEA / Qualification Wales