Professional Project Management

This document gives a range of useful information for this course including general information, a course schedule, assessment information and how to get help. Ready to enrol? Take the next step at uconline.ac.nz/online-courses/professional-project-management.

General Information

Item	Description
Course Length	The course runs over nine weeks of study (with a one-week study break in the middle of the term), followed by two-week period for marking and feedback.
Course Description	Learn how to ensure project success with practical project management consultant, Sean Whitaker. Learn the skills you need to deliver projects on-time and on-budget, with positive stakeholder engagement.
	In this course, you'll explore the tools and techniques you need to successfully lead projects and develop teams. You'll learn how to best start, select and close projects, use scoping processes, estimate cost and time, undertake risk analysis, manage quality, prepare for change management, and understand project management maturity.
	Exploring case studies from a range of industries, you'll learn how you can apply project management skills to grow your career in any field where you'll be leading people and projects.
Learning Outcomes	Once you've successfully completed this course, you'll be able to:
	• Explain the process of project selection, initiation and closure • Create a work breakdown structure, and define the scope of a project • Apply tools and techniques of estimating and managing project costs and time, and measuring project benefits and risks • Recognise the importance of governance and sponsorship, effective tīma (team) development, project leadership and communication • Apply change management processes and project quality assurance • Assess organisational project management maturity
Learning Impact	Achievement of this short course shows you can: • Navigate the stages of project selection, initiation, and closure, demonstrating an ability to see projects through from conception to completion • Show your ability to keep projects on track and within budget • Embrace leadership and team dynamics • Manage change processes and ensure project quality • Evaluate organisational project maturity
Delivery	This course is 100% online, which means you can log on when it suits you each week to fit learning into your life, so long as you meet the assessment deadlines.
	You will need to work through the course materials and assessments in the relevant weeks, as outlined below in the course schedule.

Estimated hours per week	We estimate your engagement will be about 6-8 hours a week over the eight learning weeks (excluding the one-week study break).
Qualification	Short course: This is a standalone course that recognises the achievement of specific skills, experience, or knowledge.
	Upon successful completion of the course you will be issued a digital badge to recognise your learning achievements. This can take up to 2 months to be delivered after the marking and feedback period.
Academic points	Being a short course, there are no specific academic points associated with this course.
Recommended prior learning	There are no prerequisites for this course. It's for anyone who wants to explore professional project management principles and techniques.
Who is this course for?	• Anyone looking to improve their project management skills • Project managers and consultants • Any professionals managing projects and portfolios across marketing andcommunications, construction, engineering, health, IT and more • People managers and team leaders
Technology Requirements	• We recommend a laptop or desktop computer and a reliable internet connection. • A PDF reader (like Adobe Acrobat Reader DC) to download PDFs with assessment instructions. • Word processing software (like Microsoft Word or Google Docs) to complete your assignments.
How the course works	You'll need to work through this course sequentially. It's divided into eight modules that run over nine weeks (excluding the one-week study break). Use the navigation block on the left to move from one module to another. Each module includes the following material: • Specific **learning objectives** and module **introduction**. • **Topic content** using a range of media. • **Activities** to apply what you've learnt and/or discuss with your peers and facilitator. • A **quiz** to assess understanding of key concepts. • A **'temperature check' survey** to seek your feedback about your experience as a learner. You will gain access to the following module only if you complete content in the previous module. Learning online doesn't mean learning alone. Our courses have been designed to enable a cohort community so you can learn and grow from each other's experience. We also have a facilitator for each course who is there to offer support as you work through your learning, in addition to our Enrolment Advice and Online Learning Support teams.
Assessment	To receive a passing grade for this course, you need to have attempted all activities and to have received an overall grade of at least 50%. For more details see the assessment schedule below.

Pricing	Domestic learners: **$297** incl. GST International learners: **$1280** incl. GST **Note:** GST is only applicable for learners living in New Zealand during their study.

Course schedule

Week	Module	Assessment
0-1	Getting started About this course	
1	Module 1: Introduction to project management, and project selection	Module 1 quiz Learning portfolio – Assessment activity 1
2	Module 2: Defining and managing project scope	Module 2 quiz Learning portfolio – Assessment activity 2
3	Module 3: Estimating and managing project costs	Module 3 quiz Learning portfolio – Assessment activity 3
4	Module 4: Developing a project schedule	Module 4 quiz Learning portfolio – Assessment activity 4
5	Study break	
6	Module 5: Risk management and change management	Module 5 quiz Learning portfolio – Assessment activity 5
7	Module 6: Team leadership and stakeholder engagement	Module 6 quiz Learning portfolio – Assessment activity 6
8	Module 7: Procurement and contracts	Module 7 quiz
9	Module 8: Organisational project management maturity	Learning portfolio – Final assessment activity

Assessment

There are 7 assessments in this course:

Assessment	Name	Weight	Due date	Feedback

1	Module 1 assessment (quiz and portfolio activity)	12%	End of week 1	Automated feedback and written feedback
2	Module 2 assessment (quiz and portfolio activity)	10%	End of week 2	Automated feedback and written feedback
3	Module 3 assessment (quiz and portfolio activity)	13%	End of week 3	Automated feedback and written feedback
4	Module 4 assessment (quiz and portfolio activity)	10%	End of week 4	Automated feedback and written feedback
5	Module 5 assessment (quiz and portfolio activity)	10%	End of week 6	Automated feedback and written feedback
6	Module 6 assessment (quiz and portfolio activity)	12%	End of week 7	Automated feedback and written feedback
7	Module 7 & 8 assessment (quiz and portfolio activity)	33%	End of week 8	Automated feedback and written feedback

Your course total grade is calculated based on the weighting of each assessment. To pass the course you need a course total of over 50 out of 100.

You may attempt each assessment up to two times. You do not need a passing grade for every single assessment, but you do need to engage with/complete all assessments.

You will find more information about each assessment, including instructions and submission links in the UC Online course (use the navigation block on the left to access the Assessment section).

How to get help

- For general help on how to use the Tuihono UC | UC Online learning environment, select Help at the top of the course screen.
- If can't find the answer that you are looking for, please email UC Online Learner Support: support@uconline.ac.nz.