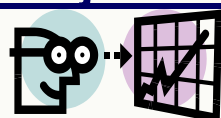


Project Management Course (PM@5pm)



Course Timetable:

Week	Day	Exercises for Portfolio
Week One – Introduction 6th-10th October	Day 1 – Introduction	None
	Day 2 – What is a project? (Briefing)	Reading
	Day 3 – Buddy group icebreaker	Icebreaker
	Day 4 – What makes a good project manager? [individual exercise]	Individual task
	Day 5 – Catch-up day	None
Week Two – Planning a project 13th-17th Oct	Day 6 – Introduction to Time, Quality & Money (TQM) Approach to Project Management (Briefing)	Reading
	Day 7 –Introduction to the course assignment including project scenario	Reading & Reflection
	Day 8 – Project teams and project boards	Reading & individual task

	<p>Day 9 – Time, Quality and Money in more detail (3 linked briefings)</p> <p>Day 10 – Catch-up day</p>	<p>Buddy group task</p> <p>None</p>
<p>Week Three – 20th- 24th Oct</p> <p>Project management techniques and methodologies</p>	<p>Day 11 – Project management techniques briefing</p> <p>Day 12- Virtual project meeting 1</p> <p>Day 13- Catch-up day</p> <p>Day 14 – PRINCE 2- mini-briefing</p> <p>Day 15 – Personal experience of PRINCE and applicability to library projects</p>	<p>Reading</p> <p>Buddy group task</p> <p>None</p> <p>Reading</p> <p>Group discussion</p>
<p>READING WEEK 27th- 31st Oct</p>	<p>Optional Competition & reading of additional two briefings from Day 9 (TQM)</p>	<p>None</p>
<p>Week Four – 3rd-7th Nov</p> <p>Project pitfalls and solutions</p>	<p>Day 16 – Minimising risk- Cost, Time and Quality</p>	<p>Buddy group task</p> <p>Reading and</p>

	<p>Day 17 – Guided reading</p> <p>Day 18 – Quiz</p> <p>Day 19 – Communication problems exercise</p> <p>Day 20 – Virtual project meeting 2</p>	<p>reflective exercise</p> <p>Quiz</p> <p>Individual task</p> <p>Buddy group task</p>
<p>Week Five – 10th-14th Nov</p> <p>Projects in the real world</p>	<p>Day 21 – Project management software (Briefing)</p> <p>Day 22 – Case study- Interview with Nicola Walsh</p> <p>Day 23 –Project management troubleshooting</p> <p>Day 24– Virtual project meeting 3</p> <p>Day 25- Catch-up day</p>	<p>Reading</p> <p>Listening/reading</p> <p>Group discussion</p> <p>Buddy group task</p> <p>None</p>

Week Six –	Day 26 –Bibliography	Reading
Conclusion	Day 27 – Competition answers	None
	Day 28 – Quiz answers	None
17th-21st Nov	Day 29 – Summary of course and self-reflective exercise	Self-reflective exercise
	Day 30 – Conclusion of the Course	Evaluation
Portfolio Submission	Portfolio preparation	Submission on 5 th December 2008-08-13