

A. Programme Specification

Programme Title: MSc Project Management (Malawi Institute of Management)

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|---|---|-----------------------|---------------------|
| Awarding Institution: | University of Bolton | | |
| Teaching Institution: | University of Bolton Malawi Institute of Management (MIM) | | |
| Division and/or Faculty/Institute: | Off Campus Division | | |
| Professional accreditation | Professional body | Professional body URL | Status of graduates |
| | | | |
| Final award(s): | MSc Project Management | | |
| Interim award(s) | | | |
| Exit or Fallback award(s) | PG Diploma Project Management PG Certificate Project management | | |
| Programme title(s) | MSc in Project management | | |
| UCAS Code | | | |
| JACS Code | N213 – Project management | | |
| University Course Code(s) | | | |
| QAA Benchmark Statement(s) | <p>1. Being able to think critically and be creative: manage the creative processes in self and others; organise thoughts, analyse, synthesise and critically appraise. This includes the capability to identify assumptions, evaluate statements in terms of evidence, detect false logic or reasoning, identify implicit values, define terms adequately and generalise appropriately</p> <p>2. Being able to solve complex problems and make decisions: establish criteria, using appropriate decision-making techniques including identifying, formulating and solving business problems; and the ability to create, identify and evaluate options; the ability to implement and review decisions</p> <p>3. The ability to conduct research into business and management issues either individually or as part of a team.</p> | | |
| Other internal and external reference points | <p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p> | | |

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| Language of study | English |
| Mode of study and normal period of study | Full Time 12 Months / Part Time 24 Months |
| Admissions criteria Bachelors Degree in a business related subject, or Any Bachelors degree with one years experience of working on projects evidenced via a CV and a summary of job role in the project. | |
| Additional admissions matters As per english requirements for a Masters degree at University of Bolton. | |
| Fitness to practise declaration Not applicable | |
| Aims of the programme | |
| The principal aims of the programme are: 1. To equip project management professionals with knowledge of tools to enable better management of projects 2. To develop ability to evaluate various risks that will emanate from project tasks and be able to develop ways to manage and mitigate such risks 3. To identify and develop leadership skills to motivate and manage project team members through available communication mediums on a project 4. To enable you to identify the Quality aspects of a project and manage its constituent elements to contribute to the successful outcome of a project. | |
| Distinctive features of the programme Ability to develop project management skills using Microsoft project software Develop key skills to manage projects Develop competencies related to quality provision on a project. | |
| Programme learning outcomes | |
| K. Knowledge and understanding On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of: | |
| 1. Project management tools for applicability to a project | |
| 2. The effect of risk on the different stages of a project's implementation | |
| 3. Triple constraints and their effects on the project budget and customer acceptance | |
| 4. Quality issues and how they can affect the final specification. | |
| C. Cognitive, intellectual or thinking skills On completion of the programme successful students will be able to demonstrate the ability to: | |
| 1. Conduct a risk analysis of a project | |
| 2. Evaluate the factors affecting quality outcomes of a project | |
| 3. Use problem solving methodologies in a project context | |
| 4. Motivate project teams towards successful outcomes of a project. | |
| P. Practical, professional or subject-specific skills On completion of the programme successful students will be able to demonstrate the ability to: | |
| 1. Manage projects successfully | |
| 2. Drive quality focused teams | |
| 3. Employ problem solving tools to overcome issues in project management | |

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| 4. Manage change management issues emanating from implementation of a project. |
| T. Transferable, key or personal skills On completion of the programme successful students will be able to demonstrate the ability to: |
| 1. Lead project teams |
| 2. Influence project teams to decision making |
| 3. Take decisions at critical points in the projects. |
| Programme structure |

| Module Code | Module title | Core/ Option/ Elective (C/O/E) | Credits | Length (1, 2 or 3 periods) |
|-------------|---|---|---------|-------------------------------|
| EBU4029 | Project Management | C | 20 | 1 |
| EBU4027 | Quality Management for Projects | C | 20 | 1 |
| ACC 4019 | Risk and Decision Management | C | 20 | 1 |
| EBU4010 | Research Skills for Business and Management | C | 20 | 1 |
| | Strategic Leadership | O | 20 | 1 |
| EBU4011 | Problem Solving and Innovation Management | C | 20 | 1 |
| EBU4012 | Procurement and Operations Management | O | 20 | 1 |
| EBU5000 | Dissertation | C | 60 | 3 |

Learning and teaching strategies

Using contemporary case studies to analysis causes of success and failure of projects.

A variety of teaching and learning methods are employed throughout the programme in order to ensure the acquisition and development of appropriate concepts, knowledge and skills. Some of these you will experience during formally timetabled workshops with a Module Tutor or Local Tutor. Others you may adopt personally to facilitate your own learning. Learning and Teaching Approaches include the following:

- Workshops delivered by Module and Local Tutors contain a mixture of lectures and seminar type delivery. Active learning is encouraged through discussions and group exercises which encourage participation and a sharing of experiences.
- Significant use of the moodle VLE is also made to extend the classroom and create a community of learning/practice with your fellow students. Some modules will require you to participate in online discussions to develop your understanding and reflect on your own experience.

An emphasis is placed on creating a learning environment that reflects on your own work experience and local/regional background of the economy and its effects on a project.

It is important to realise that the time spent with a tutor during formally timetabled classes is only a small part of the learning time identified for a module. In addition to the contact time with lecturers, a significant amount of personal study should be undertaken. Each module (20 credits) should equate to approximately 200 learning hours. This personal study time should be spent, for example, engaging in general background reading, preparing for seminar/online activities and working on assignments.

Learning activities (KIS entry)

Part Time

| | Year | |
|---|------|-----|
| | 1 | 2 |
| Scheduled learning and teaching activities | 18% | 5% |
| Guided independent study | 82% | 95% |

Full Time

| | Year |
|---|------|
| | 1 |
| Scheduled learning and teaching activities | 12% |
| Guided independent study | 88% |

Assessment strategy

The overall assessment strategy is designed to support student learning, measure achievement against learning outcomes and maintain standards. Two types of assessment are designed into the Programme:

- **Summative Assessment** is used to measure the extent of your success in meeting the intended learning outcomes of a module and contributes to your final grade.
- **Formative Assessment** has a developmental purpose and is designed to help you learn more effectively by giving you feedback on your performance and on how it can be improved and/or maintained.

The University defines Masters level as the 'display of mastery of a complex and specialized area of knowledge and skills, employing advanced skills to conduct research or advanced technical and professional activity and accepting accountability for all related decision making'. The primary purpose of Summative Assessment is to enable you to demonstrate that you have fulfilled the objectives of the Masters programme in relation to the specific learning outcomes of each module. Learning outcomes can be found in the Module Specifications.

A wide range of methods are used to assess your learning including essays, case studies, reports, online activities, presentations and the production of a dissertation. This intentional variety of assessment methods results in the production of versatile and flexible graduates who can make an immediate contribution to an organization.

You will be provided with detailed feedback on your Summative Assessments within 20 working days of submission. The purpose of feedback is to both evaluate the quality of your work and to assist you in improving quality in future.

Where more than one Summative Assessment is used to measure your performance in a module, scheduling is such

that adequate time can be dedicated to each task. You will be given an Assignment Brief for each module which will contain information relating to assignment instructions, assessment criteria and hand-in dates.

Formative Assessment is also used to help you to assess your progress and to help your tutors provide guidance for improvement. At least two formative assessments will be set by your Module Tutor/Local Tutor in each module. These will be aligned to your Summative Assessments and enable you to extend your knowledge and/or practice assessment methods. Whilst the mark you achieve for these will not contribute to your final grade, you are expected to complete these tasks.

Assessment methods (KIS entry)

Part Time

| | Year | |
|----------------------|------|-----|
| | 1 | 2 |
| Written exams | 25% | 0% |
| Coursework | 68% | 15% |
| Presentation | 7% | 25% |
| Dissertation | 0% | 60% |

Full Time

| | Year |
|----------------------|------|
| | 1 |
| Written exams | 21% |
| Coursework | 61 % |
| Presentation | 9% |
| Dissertation | 9% |

Assessment regulations

The programme adheres to the Assessment Regulations for Postgraduate Modular Programmes

[http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/AssesRegs-PGMProg-main2009\(ExExam\).pdf](http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/AssesRegs-PGMProg-main2009(ExExam).pdf)

Grade bands and classifications

(for information only at this stage – the Assessment regulations are being revised for September 12.)

| Grade Description | | | Hons Degree Classification |
|-----------------------------|--------|-------|----------------------------|
| Work of exceptional quality | High | 80+ | i |
| | Middle | 75-79 | I |
| | Low | 70-74 | i |
| Work of very good quality | High | 67-69 | ii.i |
| | Middle | 64-66 | ii.i |
| | Low | 60-63 | ii.i |

| | | | |
|------------------------------|--------|----------|-------|
| Work of good quality | High | 57-59 | ii.ii |
| | Middle | 54-56 | ii.ii |
| | Low | 50-53 | ii.ii |
| Work of satisfactory quality | High | 47-49 | iii |
| | Middle | 44-46 | iii |
| | Low | 40-43 | iii |
| Fail | | Below 40 | |

A student shall be recommended for the award of Masters Degree with Distinction if (a) their overall average mark for the taught modules and dissertation/project contributing to the required 180 credits is at least 70% and (b) the dissertation/project mark is at least 70%.

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Support for student learning

- The programme is managed by a programme leader
- Induction programme introduces the student to the University and their programme
- Each student has a personal tutor, responsible for support and guidance
- Personal Development Planning (PDP) integrated into all programmes
- Feedback on formative and summative assessments
- A Student Centre providing a one-stop shop for information and advice
- University support services include housing, counselling, financial advice, careers and a disability
- A Chaplaincy
- Library and IT services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- The opportunity to develop skills for employment.

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Students surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES)
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports.

Other sources of information

Student portal (<http://www.bolton.ac.uk/Students/Home.aspx>)
 Students Union (<http://www.ubsu.org.uk>)
 Programme Handbook
 Module database (http://data.bolton.ac.uk/academicaffairs/view_modulelist.asp)
 External examiners reports <http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>
 Malawi Institute of Management
<http://www.mim.org>

Document control

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| Author(s) | Dr.Alfred Chinta |
| Approved by: | Dr Julian Coleman |
| Date approved: | 19/03/12 |
| Effective from: | October 2012 |
| Document History: | |

Learning outcomes map

| Module title | Mod Code | Status C/O/E | K1 | K2 | K3 | K4 | C1 | C2 | C3 | C4 | P1 | P2 | P3 | P4 | T1 | T2 | T3 |
|---|----------|--------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Project Management | EBU4029 | C | A | D | A | | D | D | D | D | T | T | T | D | D | D | D |
| Quality Management for Projects | EBU4027 | C | A | D | D | A | | A | | | T | A | | D | D | | |
| Risk and Decision Management | ACC4019 | C | D | A | | | A | | D | | T | D | | | D | T | A |
| Research Skills for Business and Management | EBU4010 | C | | | | | D | D | D | | D | D | D | | D | D | D |
| Problem Solving and Innovation Management | EBU4007 | C | D | D | | | D | | T | | T | D | A | T | D | D | D |
| Strategic Leadership | EBU4026 | O | | | | | | D | | A | T | T | | A | T | T | D |
| Dissertation | EBU5000 | C | | | | | | D | D | | D | D | D | D | D | D | D |
| Procurement and Operations Management | EBU4013 | O | D | D | | D | A | | D | | T | D | | A | D | D | D |

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing MSc Project Management (Malawi Institute of Management)

| Module title | Mod Code | New? ✓ | Level | Credits | Type | Core/Option/ Elective C/O/E | Pre-requisite module | Assessment 1 | | | Assessment 2 | | | Assessment 3 | | |
|---|----------|-----------|-------|---------|------|-----------------------------------|-------------------------|-----------------|--------------|---------------------|-----------------|--------------|---------------------|-----------------|--------------|---------------------|
| | | | | | | | | Assessment type | Assessment % | Add Y if final item | Assessment type | Assessment % | Add Y if final item | Assessment type | Assessment % | Add Y if final item |
| Project Management | EBU4029 | | 7 | 20 | STAN | C | - | CW | 50 | | CW | 50 | Y | | | |
| Quality Management for Projects | EBU4027 | ✓ | 7 | 20 | STAN | C | - | CW | 50 | | EX | 50 | Y | | | |
| Risk and Decision Management | ACC4019 | | 7 | 20 | STAN | C | - | CW | 50 | | EX | 50 | Y | | | |
| Research Skills for Business and Management | EBU4010 | | 7 | 20 | STAN | C | - | CW | 50 | | CW | 50 | Y | | | |
| Problem Solving and Innovation Management | EBU4011 | | 7 | 20 | STAN | C | - | CW | 60 | | PRE | 40 | Y | | | |
| Strategic | EBU4026 | ✓ | 7 | 20 | STAN | O | - | CW | 50 | | EX | 50 | Y | | | |

| | | | | | | | | | | | | | | | | |
|---------------------------------------|---------|--|---|----|------|---|---------|----|----|--|----|----|---|-----|----|---|
| Leadership | | | | | | | | | | | | | | | | |
| Procurement and Operations Management | EBU4012 | | 7 | 20 | STAN | O | - | CW | 50 | | EX | 50 | Y | | | |
| Dissertation | EBU5000 | | 7 | 60 | DISS | C | EBU4010 | IS | 60 | | CW | 15 | | PRE | 25 | Y |

Bolton Key Core Curriculum requirements

| Module Title | Module Code | C/O/E | Employability | | | | | | | | | | | Bolton Values | | |
|---|-------------|-------|---------------|---------------|-----------|-------------------------|----------|-----------------|----------------------------|-----------------|----------------|------------|------------------------------|-----------------------|------------------------------|----------------------------|
| | | | PDP | Communication | Team work | Organisation & Planning | Numeracy | Problem solving | Flexibility & adaptability | Action planning | Self awareness | Initiative | Personal impact & confidence | Inter-nationalisation | Environmental sustainability | Social, public and ethical |
| Project Management | EBU4029 | C | | TD | TD | TDA | TDA | TDA | | | | | | | | |
| Risk and Decision Management | ACC4019 | C | | D | D | D | T | D | D | | | D | D | D | T | T |
| Quality Management for Projects | EBU4027 | C | | T | D | D | | D | D | A | A | D | T | D | | T |
| Problem Solving and Innovation Management | EBU4011 | C | | D | D | D | TDA | TDA | DA | | | D | D | D | T | T |
| Research Skills for Business and Management | EBU4010 | C | | D | D | T | TD | DA | DA | D | D | D | DA | D | | T |

| | | | | | | | | | | | | | | | | |
|---------------------------------------|---------|---|-----|----|---|-----|-----|----|---|----|-----|---|----|-----|----|---|
| Procurement and Operations Management | EBU4012 | O | TDA | DA | D | D | TDA | DA | | | TDA | | | TDA | TD | D |
| Strategic Leadership | EBU4026 | O | TDA | T | D | D | | D | D | A | A | D | T | D | | T |
| Dissertation | EBU5000 | C | DA | D | | TDA | | DA | D | DA | | D | DA | D | | |

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)