1. **Title of the module**

BUSN9189 (CB9189): Project Management Office

1. **Division or partner institution which will be responsible for management of the module**

Kent Business School

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 7

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTS)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Spring

1. **Prerequisite and co-requisite modules**

None

1. **The programmes of study to which the module contributes**

MSc Project Management

1. **The intended subject specific learning outcomes.**

**On successfully completing the module students will be able to:**

* 1. Develop and apply Project Management Methodologies
  2. Demonstrate the best-practices Project, Programme, and Portfolio Maturity Models
  3. Demonstrate comprehensive understanding of the control and governance mechanisms to improve organisations competitive advantage
  4. Demonstrate in-depth understanding of different project management software applications (project, programme, and portfolio)

1. **The intended generic learning outcomes.**

**On successfully completing the module students will be able to:**

* 1. Demonstrate effective evidence-based decision making
  2. Demonstrate a comprehensive understanding of how to improve creativity and originality in selecting and applying appropriate governance mechanisms for problem formulation and solving;
  3. Apply the systematic use of latest technologies in the project management field
  4. Demonstrate Intercultural and ethical competency

1. **A synopsis of the curriculum**

Project Management Office (PMO) is a group or department within the organisation whose job it is to define and maintain the standards for project management within that business. This module is aligned with P3O ® guidance and gives hands on training on The Portfolio, Programme, and Project Management Maturity Model (P3M3). An advanced Project Management Office may have wide-ranging responsibilities for the setting up and development of the project management function within the organisation and this module will delve into how processes, procedures and other mechanisms are developed, implemented, monitored and communicated to enable the operation of common standards of project management within all projects undertaken by the organisation. This module will help learners to develop their PMOs. Students will study different real life case studies on successful PMOs in different international contexts.

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Axelos (2013), *Portfolio, Programme and Project Offic*es, 2nd Edition, The Stationery Office Ltd, UK

Duggal (2018), *The DNA of Strategy Execution: Next Generation Project Management and PMO*, John Wiley & Sons, UK

Kerzner (2017), *Project Management Metrics, KPIs, and Dashboards: A Guide to Measuring and Monitoring Project Performance*, 3rd edition, John Wiley & Sons

Project Management Institute (2016), *Governance of Portfolios, Programs, and Projects: A Practice Guide*, PMI Publications, US

1. **Learning and teaching methods**

Total contact hours: 24

Private study hours: 126

Total study hours: 150

1. **Assessment methods**
   1. Main assessment methods

Portfolio Assessment report (briefs and final framework) (3000 words) (60%)

VLE test (40%)

13.2 Reassessment methods

100% coursework (100%)

1. **Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 8.4 | 9.1 | 9.2 | 9.3 | 9.4 |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |
| **Private Study** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Lecture | **X** | **X** | **X** | **X** |  |  |  | **X** |
| Seminars | **X** | **X** |  |  | **X** | **X** | **X** | **X** |
| **Assessment method** |  |  |  |  |  |  |  |  |
| Portfolio Assessment Report | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| VLE test | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** |

1. **Inclusive module design**

The Division recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Medway

1. **Internationalisation**

Case studies on international Project Management Offices will be used to help students operate in an international context and global organisation. Students will have the opportunity to develop the ability to think globally.

**DIVISIONAL USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
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