



**DSITANCE LEARNING CENTRE
AHMADU BELLO UNIVERSITY
ZARIA, NIGERIA**

COURSE MATERIAL

FOR

Course Code & Title: Project Management, LIBS 823

Programme Title: Masters in Information Management

ACKNOWLEDGEMENT

We acknowledge the use of the Courseware of the National Open University of Nigeria as the primary resource. Internal reviewers in the Ahmadu Bello University who extensively reviewed and enhanced the material have been duly listed as members of the Courseware development team.

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First published 2018 in Nigeria.

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COURSE STUDY GUIDE

i. COURSE INFORMATION

Course Code:LIBS 823

Course Title: Project Management

Credit Units: 3

Semester: One

ii. COURSE INTRODUCTION AND DESCRIPTION

Introduction:

Libs 823 – Project Management is a semester course work of two-credit units. It is available to all students taking the MPA programme in the School of Business and Human Resources Management.

Description:

The course consists of 16 sessions covering the entire facets of project management. The course involves visits to organisations, mostly government parastatals. The idea is to enable you have first-hand knowledge of how project management is carried out in practice.

The course guide tells you what the course Libs 823 is all about, the materials you will need and how to make use of the materials to ensure good study. Other information contained in the course guide includes information on self-Assignment Question. There will be tutorial classes.

iii. COURSE PREREQUISITES

You should note that although this course has no subject pre-requisite, you are expected to have:

1. Satisfactory level of English proficiency
2. Basic Computer Operations proficiency
3. Online interaction proficiency
4. Web 2.0 and Social media interactive skills

iv. COURSE LEARNING RESOURCES

i. Course Textbooks

Belbin, R.M. (1996). *Management Teams: Why They Succeed or Fail*.
Oxford: Butterworth-Heinemann.

Central Computer and Telecommunications Agency (CCTA) (1997).

An Outline. London: The Stationery Office.

Morris, P.W.G. (1997). *The Management of Projects*. London: Thomas Telford.

Wearne, S. (1993). *Principles of Engineering Organisation*. London:
Thomas Telford.

v. COURSE OBJECTIVES AND OUTCOMES

After studying this course, you should be able to:

The aim of this course is to expose you to the knowledge of project management. It also aims to enrich your skills in the management of various projects. The aims will be achieved by:

1. Explaining the nature of project management
2. Identifying the key functions in project management
3. Describing the key processes in project management

4. Explaining project implementation
5. Visits to organisations to have practical experience.

vi. ACTIVITIES TO MEET COURSE OBJECTIVES

Specifically, this course shall comprise of the following activities:

1. Studying courseware
2. Listening to course audios
3. Watching relevant course videos
4. Field activities, industrial attachment or internship, laboratory or studio work (whichever is applicable)
5. Course assignments (individual and group)
6. Forum discussion participation
7. Tutorials (optional)
8. Semester examinations (CBT and essay based).

vii. TIME (TO COMPLETE SYLABUS/COURSE)

To cope with this course, you would be expected to commit a minimum of 3hours Weekly for the Course.

viii. GRADING CRITERIA AND SCALE

Grading Criteria

A. Formative assessment

Grades will be based on the following:

Individual assignments/test (CA 1,2 etc)	20
Group assignments (GCA 1, 2 etc)	10
Discussions/Quizzes/Out of class engagements etc	10

B. Summative assessment (Semester examination)

CBT based	30
Essay based	30
TOTAL	100%

C. Grading Scale:

A = 70-100

B = 60 – 69

C = 50 - 59

D = 45-49

F = 0-44

D. Feedback

Courseware based:

1. In-text questions and answers (answers preceding references)
2. Self-assessment questions and answers (answers preceding references)

Tutor based:

1. Discussion Forum tutor input
2. Graded Continuous assessments

Student based:

1. Online programme assessment (administration, learning resource, deployment, and assessment).

ix. LINKS TO OPEN EDUCATION RESOURCES

[OSS Watch](#) provides tips for selecting open source, or for procuring free or open software.

[SchoolForge](#) and [SourceForge](#) are good places to find, create, and publish open software. SourceForge, for one, has millions of downloads each day.

[Open Source Education Foundation](#) and [Open Source Initiative](#), and other organisation like these, help disseminate knowledge.

[Creative Commons](#) has a number of open projects from [Khan Academy](#) to [Curriki](#) where teachers and parents can find educational materials for children or learn about Creative Commons licenses. Also, they recently launched the [School of Open](#) that offers courses on the meaning, application, and impact of "openness."

Numerous open or open educational resource databases and search engines exist. Some examples include:

- [OEDb](#): over 10,000 free courses from universities as well as reviews of colleges and rankings of college degree programmes
- [Open Tapestry](#): over 100,000 open licensed online learning resources for an academic and general audience
- [OER Commons](#): over 40,000 open educational resources from elementary school through to higher education; many of the elementary, middle, and high school resources are aligned to the Common Core State Standards
- [Open Content](#): a blog, definition, and game of open source as well as a friendly search engine for open educational resources from MIT, Stanford, and other universities with subject and description listings
- [Academic Earth](#): over 1,500 video lectures from MIT, Stanford, Berkeley, Harvard, Princeton, and Yale
- [JISC](#): Joint Information Systems Committee works on behalf of UK higher education and is involved in many open resources and open projects including digitising British newspapers from 1620-1900!

Other sources for open education resources

Universities

- [The University of Cambridge's](#) guide on Open Educational Resources for Teacher Education (ORBIT)
- [OpenLearn](#) from Open University in the UK

Global

- Unesco's [searchable open database](#) is a portal to worldwide courses and research initiatives
- African Virtual University (<http://oer.avu.org/>) has numerous modules on subjects in English, French, and Portuguese
- <https://code.google.com/p/course-builder/> is Google's open source software that is designed to let anyone create online education courses
- Global Voices (<http://globalvoicesonline.org/>) is an international community of bloggers who report on blogs and citizen media from around the world, including on open source and open educational resources

Individuals (which include OERs)

- [Librarian Chick](#): everything from books to quizzes and videos here, includes directories on open source and open educational resources
- [K-12 Tech Tools](#): OERs, from art to special education
- [Web 2.0: Cool Tools for Schools](#): audio and video tools
- [Web 2.0 Guru](#): animation and various collections of free open source software
- [Livebinders](#): search, create, or organise digital information binders by age, grade, or subject (why re-invent the wheel?)

x. ABU DLC ACADEMIC CALENDAR/PLANNER

	PERIOD											
Semester	Semester 1				Semester 2				Semester 3			
Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Registration	■	■	■	■	■	■	■	■	■	■	■	■
Resumption		■			■				■			
Late Registrn.		■	■			■	■		■	■		
Facilitation		■	■	■	■	■	■	■	■	■	■	■
Revision/ Consolidation					■			■				■
Semester Examination					■	■			■	■		■

N.B: - All Sessions commence in January

- 1 Week break between Semesters and 6 Weeks vocation at end of session.

- Semester 3 is **OPTIONAL (Fast-tracking, making up carry-overs & deferments)**

xi. COURSE STRUCTURE AND OUTLINE

Course Structure

WEEK	MODULE	STUDY SESSION	ACTIVITY
Week 1	STUDY MODULE 1	Study Session 1: The Nature and Purpose of Project Management Pp.24	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2HjoWzI) 5. View referred Animation (Address/Site https://bit.ly/2Lxpu8i)
		Study Session 2 Project Management Organisation Pp.33	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2UrSqiA) 5. View referred Animation (Address/Site https://bit.ly/2GjHH4I)
Week 2		Study Session 3 Administration Functions in Project Organisation Pp.40	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2UrSqiA) 5. View referred Animation (Address/Site https://bit.ly/2UrSqiA)
		Study Session 4 Project Definition Pp.48	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site

			https://bit.ly/2XI9vaa 5. View referred Animation (Address/Site https://bit.ly/2y5kZZz)
Week 3		Study Session 5 Project Team Building Pp.56	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2J0WeX3) 5. View referred Animation (Address/Site https://bit.ly/2YifDZQ)
Week 4	STUDY MODULE 2	Study Session 1 Cost Estimates – Definitions and Principles Pp.67	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2EY1re5) 5. View referred Animation (Address/Site https://bit.ly/32PRI3w)
		Study Session 2 Cost Estimates – Practical Estimation Pp.76	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2J3kHee) 5. View referred Animation (Address/Site https://bit.ly/32FyRb9)
Week 5		Study Session 3 Title: Financial Project Appraisal Pp.84	1. Read Courseware for the corresponding Study Session. 2. View the Video(s) on this Study Session 3. Listen to the Audio on this Study Session 4. View any other Video/U-tube (address/site https://bit.ly/2IZpNZ1)