

## Pre-Enrolment Information for 71353 Project Management

Thank you for your interest in 71353 Project Management. Further to the course description outlined on our website, this document clarifies some of the key requirements and criteria for this course.

This is a Level 7 paper and it is offered as a blended course, where all the course material is available online and the course readings will be made available to students in printed form as well.

### PRE-REQUISITES

It is mandatory that students complete a Level 6 paper before enrolling in 71353 Project Management. If you do not have this pre-requisite, then contact the Course Leader prior to enrolment.

A working knowledge and access to a project management software is required prior to enrolment (refer to software requirements section below).

### ASSESSMENT STRUCTURE

There are three in-course assessments, and there is no exam for this course.

### COURSE REQUIREMENTS

#### A. Software requirements:

- *Project Management Software:* You must have a working knowledge and access to a project management software. This course teaches the techniques for managing projects and does NOT teach students how to use a project management software application. The Open Polytechnic recommends Microsoft Project for this course.

**Note:** Microsoft Project is a PC-based application. If you are a Mac user or plan to use software other than Microsoft Project, then please contact the Course Leader.

- *Adobe Acrobat Reader:* In order to access some of the resources in the learning material, you will need Adobe Acrobat Reader. This is freely available on the Internet.

#### B. Project requirements:

This course recommends students to think of a real live project. Past students have found this to be beneficial for their learning. The project can be of any kind irrespective of the industry or sector. Below are examples of projects used by students in the past:

- Renovations or extensions of a building/house
- Organising an event
- Implementing a Local Area Network
- Converting a paper based company to an automated web-based company
- Developing a new training or human resource programme internationally

Although each project is unique, we require your project to have the following three characteristics:

1. *Project team:* You need to be managing at least three people. Hired contractors within the organisation can be considered as part of this figure.
2. *Project budget:* The project should have a budget. Fictitious figures can be used if information is considered confidential.
3. *Project timelines:* The project timeline should fit within the duration of the study period. The assessment due dates will provide you the precise time window for planning purposes. Large projects that do not fit into the study period window can still be used for this course if a logical sub-phase can be used as your project.

Once you are enrolled, discuss your proposed project with the Course Leader to confirm its suitability. If you are unable to find a suitable real live project, then we can offer a selection of simulated projects to choose from.

We hope the above information is useful in helping you prepare for the course.

If you have any questions, please contact the Course Leader or Customer Services (email: [Customer.Services@openpolytechnic.ac.nz](mailto:Customer.Services@openpolytechnic.ac.nz) or ring toll free on 0508 650 200).