

PROJECT MANAGEMENT

TVET CDACC UNIT CODE: ME/CU/BJ/CR/11/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency: Plan and Manage Project Journalism Project

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to plan and manage journalism project. It involves determining project plan, reviewing pertinent literature, developing project design, preparing budget, developing data collection tools, collecting project data, presenting project data, analyzing and interpretations of data, documenting project finding conclusions and recommendations and writing project report.

Summary of Learning Outcomes

	Elements	Duration (Hrs)
1	Determine project plan	5
2	Review pertinent literature	8
3	Develop project design	8
4	Prepare project budget	4
5	Develop data collection Tools	8
6	Collect project data	20
7	Present project data	8
8	Analysis and interpretation of data	15
9	Document project findings, conclusions and recommendations	12
10	Write project report	12
	TOTAL	100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Determine project plan	1.1 Importance of research in media 1.2 The research processes 1.3 Challenges in the research process 1.4 Qualities of a good	• Observation • Written tests • Assignments • Supervised exercises

	research title 1.5 Selecting a research title	
2. Review Pertinent Literature	2.1 Meaning of statement of a problem 2.2 Identifying the research problem 2.3 Stating a research problem 2.4 Research problem in media 2.5 Importance of literature review 2.6 Sources of literature of review 2.7 Searching for literature 2.8 Evaluating literature 2.9 Writing the literature review 2.10 Referencing styles and citation 2.11 Plagiarism	• Observation • Written tests • Assignments • Supervised exercises
3. Develop project Design	3.1 Types of research design 3.2 Selecting research design 3.3 Developing research design	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
4. Prepare project budget	4.1 Determining research population 4.2 Reviewing sampling methods 4.3 Determining sample size 4.4 Applying sampling techniques 4.5 Choosing sample size 4.6 Identifying the budget items in the research	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises

	4.7 Identifying sources of funding 4.8 Drawing research budget 4.9 Justifying the research budget 4.10 Accounting for research expenditures	
5. Develop data collection tools	5.1 Types of data collection tools 5.2 Rationale of choosing research instruments 5.3 Developing research instruments 5.4 Reasons for piloting research instruments 5.5 Methods of administering research instruments	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
6. Collect project data	6.1 Recruiting research assistants 6.2 Training research assistants 6.3 Carrying out field work 6.4 Dealing with research subjects 6.5 Handling field work challenges 6.6 Storing and retrieving data	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
7. Present project data	7.1.Reviewing the data analysis process	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
8. Analysis and interpretation of data	8.1.Choosing appropriate qualitative data analysis tools 8.2.Choosing appropriate quantitative data analysis tools	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises

	8.3.Dealing with challenges in data analysis 8.4.Interpretation of data	
9. Document project findings, conclusions and recommendations	9.1 Presenting the finding 9.2 Drawing research conclusions 9.3 Making recommendations	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
10. Write project report	10.1 Reviewing types of research reports 10.2 Planning the structure of research report 10.3 Writing the research report 10.4 Packaging the research report 10.5 Submitting the research report 10.6 Emerging trends in media research	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises

Suggested Methods of Instruction

- Group discussions and presentation
- Demonstration by trainer
- Practical work by trainee
- Exercises

Recommended Resources

- Wireless microphones
- Video cameras
- Tablets
- Smart phones
- Laptops
- SD cards and card readers
- TFT screens
- Drone cameras
- Recorders