

PRPF C7004: Technical Documentation

| Module Details | |
|--------------------------|---|
| Module Code: | PRPF C7004 |
| Full Title: | Technical Documentation APPROVED |
| Valid From:: | Semester 1 - 2019/20 (June 2019) |
| Language of Instruction: | English |
| Duration: | 1 Semester |
| Credits:: | 5 |
| Module Owner:: | Philip Scanlon |
| Departments: | Unknown |
| Module Description: | Students completing this module will understand the importance of reading technical documents and interpreting the content correctly. They will develop the skills necessary to produce and present in a precise and accurate manner a complete commercial tender proposal. |

| Module Learning Outcome | |
|--|---|
| On successful completion of this module the learner will be able to: | |
| # | Module Learning Outcome Description |
| MLO1 | Acquire a skill set to accurately research, record, correlate and present technical subjects. |
| MLO2 | Interpret the contents of a technical tendering document. |
| MLO3 | Employ the various stages of project management; Scope Statement; Objective Setting; Work Breakdown; Milestone Setting; Deliverables |
| MLO4 | Prepare a well-structured Tender response documentation, written in clear and concise language, which communicates effectively and coherently |
| MLO5 | Illustrate an understanding of the formatting and style requirements of different communication mediums |
| MLO6 | Produce, present, discuss and defend their project in an oral/practical presentation. |
| Pre-requisite learning | |
| Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i> | |
| No recommendations listed | |

| |
|---|
| Module Indicative Content |
| Understanding Technical Writing The main types; purpose; how is technical writing different; how to write clearly; grammar and style; preparation of a professional constructed documents. |
| Research methods Primary and secondary research; identify stakeholders and experts; qualitative and quantitative techniques, when and how to use them; Questionnaire design and tools for data collection; Analysis and presentation of research results. |
| Project management Utilising tools such as MS Project; Trello or other suitable applications to manage the project phases. Prepare and present a portfolio of project documentation. |
| Tendering Process Using the Irish Government tendering process identify a suitable tender invitation and prepare a complete tender response. |

| Module Assessment | |
|---------------------------|---------|
| Assessment Breakdown | % |
| Course Work | 100.00% |
| Module Special Regulation | |
| | |

Assessments

| Full Time On Campus | | | |
|---|----------------|-------------------------|-------|
| Course Work | | | |
| Assessment Type | Written Report | % of Total Mark | 10 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 4 | Learning Outcome | 1,2,5 |
| Duration in minutes | 0 | | |
| Assessment Description Present a project scope document based on an identifying Tender Invitation. | | | |
| Assessment Type | Written Report | % of Total Mark | 30 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 7 | Learning Outcome | 2,3,5 |
| Duration in minutes | 0 | | |
| Assessment Description Present a technical document which outlines a complete assessment of the Tender Invitation being undertaken. | | | |
| Assessment Type | Written Report | % of Total Mark | 60 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 12 | Learning Outcome | 4,5,6 |
| Duration in minutes | 0 | | |
| Assessment Description Present a well structured tender response, including a project portfolio outlining the complete project life cycle of the process undertaken | | | |
| No Project | | | |
| No Practical | | | |
| No Final Examination | | | |

| Part Time On Campus | | | |
|---|----------------|-------------------------|-------|
| Course Work | | | |
| Assessment Type | Written Report | % of Total Mark | 10 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 4 | Learning Outcome | 1,2,5 |
| Duration in minutes | 0 | | |
| Assessment Description Present a project scope document based on an identifying Tender Invitation. | | | |
| Assessment Type | Written Report | % of Total Mark | 30 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 7 | Learning Outcome | 2,3,5 |
| Duration in minutes | 0 | | |
| Assessment Description Present a technical document which outlines a complete assessment of the Tender Invitation being undertaken. | | | |
| Assessment Type | Written Report | % of Total Mark | 60 |
| Marks Out Of | 0 | Pass Mark | 0 |
| Timing | S1 Week 12 | Learning Outcome | 4,5,6 |
| Duration in minutes | 0 | | |
| Assessment Description Present a well structured tender response, including a project portfolio outlining the complete project life cycle of the process undertaken | | | |
| No Project | | | |
| No Practical | | | |
| No Final Examination | | | |

Module Workload

Workload: Full Time On Campus

| <i>Workload Type</i> | <i>Contact Type</i> | <i>Workload Description</i> | <i>Frequency</i> | <i>Average Weekly Learner Workload</i> | <i>Hours</i> |
|----------------------|---------------------|--|------------------|--|--------------|
| Lecture | Contact | Course material and student direction | Every Week | 1.00 | 1 |
| Tutorial | Contact | Skills development and practical workshops | Every Week | 2.00 | 2 |
| Independent Study | Non Contact | Independent study and directed reading | Every Week | 5.00 | 5 |
| | | | | Total Weekly Learner Workload | 8.00 |
| | | | | Total Weekly Contact Hours | 3.00 |

Workload: Part Time On Campus

| <i>Workload Type</i> | <i>Contact Type</i> | <i>Workload Description</i> | <i>Frequency</i> | <i>Average Weekly Learner Workload</i> | <i>Hours</i> |
|----------------------|---------------------|--|------------------|--|--------------|
| Lecture | Contact | Course material and student direction | Every Week | 1.00 | 1 |
| Tutorial | Contact | Skills development and practical workshops | Every Week | 2.00 | 2 |
| Independent Study | Non Contact | Independent study and directed reading | Every Week | 5.00 | 5 |
| | | | | Total Weekly Learner Workload | 8.00 |
| | | | | Total Weekly Contact Hours | 3.00 |

Module Resources

Recommended Book Resources

Handbook of Technical Writing. (2009), Brusaw, Charles T, 12th. Prentice Hall, NY, [ISBN: 978-031257512].

Office of Government Procurement. (2017), PUBLIC PROCUREMENT GUIDELINES FOR GOODS AND SERVICES, Version 1, <https://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>, Web Accessed 13/2/2019.

Enterprise Ireland. (2004), Guide to Tendering for Public Sector Contracts in Ireland and the United Kingdom, <https://www.etenders.gov.ie/Media/Default/SiteContent/LegislationGuides/GuidetoTenderingforPublicSectorContractsinIrelandUK2004.pdf>.

Markel, Michael. (2009), Technical Communication, 9th Ed. Bedford St. Martin's Press USA, [ISBN: 978-061237733].

This module does not have any article/paper resources

This module does not have any other resources