

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	
<p>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></p>	
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			
Course Work			
Assessment Type	Written Report	% of Total Mark	10
Marks Out Of	0	Pass Mark	0
Timing	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	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	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

Course Work			
Assessment Type	Written Report	% of Total Mark	10
Marks Out Of	0	Pass Mark	0
Timing	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	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	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					
<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					
<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