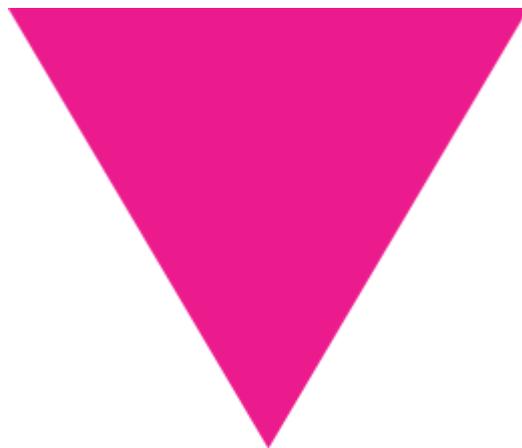




Module Planner Template (MPT)

**Module 6: Execution Phase: Project Work with
Sustainability Focus**

**Course Title: Sustainable Project Management with
PM² (SPM²)**



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Standard Module Planner Template (MPT)

Purpose:

This template must be used by all course authors when designing individual modules. It ensures coherence across the full course by standardizing the structure, terminology, and instructional components. The MPT provides clear guidance for instructors and instructional designers, facilitates alignment with learning outcomes, and supports high-quality delivery across diverse academic and institutional contexts.

Each of the 10 modules in your course must follow this format. Use the provided fields and instructions carefully, and ensure that supporting materials (e.g., templates, videos, practical tasks) are properly referenced and labeled in accordance with this plan.

1. GENERAL MODULE INFORMATION

Instructions: Fill out the fields below with accurate and concise information for each module.

Field	Instruction
Module Number	M6
Module Title	Execution Phase: Project Work with Sustainability Focus
Course Title	Sustainable Project Management with PM ² (SPM ²)

2. MODULE OVERVIEW

Instructions: Write 3–5 sentences that summarize the core idea, scope, and role of this module in the course.

This module marks the transition from planning to doing—the Execution Phase of the project lifecycle. It equips learners with the capabilities to coordinate, supervise, and adapt day-to-day project work in alignment with the baseline scope, schedule, and resource plans established in previous modules. The emphasis is on delivering planned outputs efficiently, maintaining quality, and ensuring that environmental and social sustainability principles remain embedded in all actions and decisions.

Students will explore the full spectrum of execution processes in SPM², including work coordination, stakeholder communication, team leadership, and structured information distribution. Learners will gain hands-on experience in organizing and following up on project meetings using artefacts such as the Meeting Agenda and Minutes of Meeting (MoM). They will also work with reporting tools—Project Status Report, Project Progress Report, and, where required, the EVM-based Project Status Report—to assess progress and control costs and schedules through quantifiable indicators. A dedicated part of the module focuses on Change Management procedures. Students will use the Change Request Form and evaluation logic to analyze, approve, or reject changes, ensuring that each decision supports both project objectives and broader sustainability commitments.

By the end of this module, learners will have the competence to manage the execution of sustainable projects confidently, integrating operational control,



adaptive management, and sustainability stewardship into a coherent value delivery process.

3. LEARNING OBJECTIVES

Instructions: List 2–4 general learning objectives using action verbs from Bloom's Taxonomy (aligned with Course Syllabus Template (CST)) . Focus on what students will understand or be able to do after completing the module.

Note: The learning objectives here should be derived from and aligned with the overarching course-level learning objectives defined in the Course Syllabus Template (CST). You are encouraged to further specify or tailor the objectives to the unique focus of this module, while maintaining full coherence with the overall course direction.

Upon successful completion of this module, students will be able to:

- **LO-1:** Explain the purpose, processes, and governance logic of the Execution Phase in PM² and SPM², including how it links to the planning baseline.
- **LO-2:** Apply effective work coordination and stakeholder communication techniques to maintain project alignment and transparency.
- **LO-3:** Utilize execution artefacts (e.g., Meeting Agenda, Minutes of Meeting, Project Status Report, EVM-based reports) to monitor progress and control performance.
- **LO-4:** Implement change management procedures to assess, document, and approve/reject project changes in line with sustainability objectives.
- **LO-5:** Apply decision-making practices that balance sustainability trade-offs, integrating environmental and social responsibility into project execution and stakeholder communication.

4. LEARNING OUTCOMES

Instructions: Define 1–3 specific and measurable learning outcomes for this module (aligned with Course Syllabus Template (CST)).

Note: Module-level outcomes should be directly linked to the learning objectives stated above and traceable to the course-level learning outcomes listed in the CST. Here you have the opportunity to disaggregate or operationalize broader course outcomes into concrete, assessable outputs for this module.

Upon successful completion of this course, students will be able to:

- **Outcome 1:** Distinguish between key execution artefacts and their roles in work coordination, communication, and performance control.
- **Outcome 2:** Apply change management protocols to evaluate and document project modifications, ensuring alignment with both operational and sustainability goals.



- **Outcome 3:** Produce a set of execution deliverables (meeting documentation, progress reports, change requests) that demonstrate effective integration of sustainability in project delivery.
- **Outcome 4:** Demonstrate understanding of execution processes, performance monitoring, and sustainability integration.

5. MODULE LEARNING CONTENT (TOPICS & SUBTOPICS)

Instructions: Outline the instructional content that will be covered in this module. Structure the topics and subtopics logically to guide lecture flow and student learning.



Main Topic	Subtopics / Key Concepts
Transition from planning to execution in SPM ²	<ul style="list-style-type: none"> - Purpose and scope of the Execution Phase - Maintaining alignment with baseline scope, schedule, and resources - Role of governance structures during execution
Executing Kick-off Meeting	<ul style="list-style-type: none"> - Confirm readiness to start Execution Phase - Review baseline scope, schedule, resources, sustainability - Clarify governance roles, decision-making, escalation
Project coordination and task management	<ul style="list-style-type: none"> - Coordinate daily activities and task assignments - Manage interdependencies between work packages - Maintain alignment with baseline scope, schedule, resources - Keep team aligned with sustainability objectives
Quality assurance	<ul style="list-style-type: none"> - Apply Quality Management Plan - Perform quality control and verification - Monitor sustainability quality criteria (eco-efficiency, inclusivity, social impact)
Project reporting	<ul style="list-style-type: none"> - Prepare status, progress, and ad-hoc reports - Use EVM for integrated cost/schedule control - Track sustainability KPIs alongside traditional metrics - Ensure transparent, timely stakeholder reporting
Information distribution	<ul style="list-style-type: none"> - Implement Communication Management Plan - Ensure timely, accurate, inclusive information sharing - Use digital platforms for sustainable document control
Change management	<ul style="list-style-type: none"> - Record and assess change requests - Evaluate impact on cost, schedule, quality, sustainability - Follow approval workflows with change traceability
From theory to practice	<ul style="list-style-type: none"> - Link execution discipline to monitoring and controlling - Connect execution to sustainability results and value delivery - Prepare for Closing Phase (Module 7)



6. MODULE LEARNING ACTIVITIES AND DELIVERY STRUCTURE

Instructions: Fill in the table to describe teaching content and activities, reflecting a blend of pre-class, in-class, and post-class elements. Ensure alignment with digital and active learning principles.



Segment	Activity Type	Description	Duration	Delivery Format
Pre-class	Intro Video + Guided Reading + Artefact/Template Review	Learners complete three preparatory tasks: <ul style="list-style-type: none"> - Watch a video introducing the Execution Phase in SPM² (learning objectives, outcomes, and structure). - Read selected content from the SPM² Guide covering execution-related topics. - Review relevant templates and artefacts for this phase. 	~2 h	LMS / SPM ² Guide (asynchronous)
In-class	Interactive Lecture + Discussion Group	Instructor presents key concepts of execution in SPM ² , including governance during execution, coordination techniques, and sustainability integration in quality and reporting. Learners discuss real project scenarios, identify execution risks, and explore sustainability trade-offs.	~3 h	F2F or Hybrid (lecture + facilitated discussion)
In-class	Applied Workshop / Simulation	Two-part simulation: <ol style="list-style-type: none"> 1. Project Reporting Simulation - Groups simulate reporting to a steering committee using provided project data, preparing a short presentation that includes schedule/cost KPIs and sustainability KPIs. 2. Change Management Case Exercise - Learners work through a case where a change request impacts cost, schedule, quality, and sustainability; they complete a Change Request Form, assess impacts, and propose a decision. 	~3 h	F2F / Workshop Format
Post-class	Knowledge Check Quiz	Learners complete: <ul style="list-style-type: none"> - Knowledge Check (10 questions) testing 	~1 h	LMS Submission (asynchronous)



		understanding of kick-off, coordination, quality, reporting, communication, and change management in SPM².		
Post-classes	Individual Written Reflection Task	Learners reflect on how execution discipline, communication, and governance can enhance or hinder sustainability outcomes. They relate the analysis to a real or hypothetical project.	~2 h	LMS Submission (asynchronous)



7. PRACTICAL TASK(S) / ASSESSMENT SUMMARY

Instructions:

List each practical assignment in this module in a separate row. For each task, complete the table and provide a clear reference to the Practical Task Description Template (PTDT) document, where full task instructions and grading criteria are given.

The typologies below are **examples only** and intended to guide consistency across modules.

Suggested Task Typologies (for reference only):

- **Case-Based Task** – Analyze real-world or simulated scenarios.
- **Scenario or Game-Based Simulation** – Participate in role-plays or simulations.
- **Design and Planning Task** – Develop strategies, plans, models, or tools.
- **Analytical Task** – Work with data, conduct evaluations, generate insights.
- **Reflection or Personal Development Task** – Engage in self-assessment, journaling, or mindset analysis.
- **Evaluation or Critical Assessment Task** – Critique existing practices using structured criteria.

If your task does not fall neatly into any of the predefined typologies, you may add your own under “Task Typology.”



Task Title	Task Type	Task Typology	Description	PTDT Reference
Project Reporting Simulation	Group Assignment	Analytical Task	Groups simulate reporting to a steering committee using provided project data. They prepare a short presentation including schedule/cost KPIs and sustainability KPIs, addressing stakeholder needs.	PTDT_M6_ProjectReporting.docx
Change Management Case Exercise	Group Assignment	Case-Based Task	Learners work through a case where a change request impacts cost, schedule, quality, and sustainability. They complete a Change Request Form, assess impacts, and propose a decision.	PTDT_M6_ChangeManagement.docx
Execution–Sustainability Reflection	Individual Assignment	Reflection or Personal Development Task	Learners reflect on how execution discipline, communication, and governance can enhance or hinder sustainability outcomes. They relate the analysis to a real or hypothetical project.	PTDT_M6_ExecutionReflection.docx
Knowledge Check Quiz: Execution Phase	Individual Assessment	Analytical Task	A 10-question quiz covering kick-off meetings, coordination, quality assurance, reporting, information distribution, change management, and sustainability integration in execution.	PTDT_M6_KnowledgeCheckQuiz.docx



8. DIGITAL LEARNING RESOURCES AND MULTIMEDIA SUPPORT

Instructions:

List all digital, multimedia, and interactive resources used to support the delivery of this module and learner engagement. Include links to videos, downloadable templates, interactive tools, and LMS-integrated components (e.g., quizzes, polls, checklists). Microlearning materials should also be listed here



Type	Description	Format	Developer
Reading Material	Extract from the SPM ² Guide – Sections on Execution Phase: Kick-off Meeting, Project Coordination, Quality Assurance, Project Reporting, Information Distribution, Change Management, and sustainability integration.	PDF	SPM ² Editorial Team
AI Video Intro	Execution Phase in SPM ² : Animated explainer covering transition from planning to execution, governance roles, coordination, quality, reporting, and sustainability practices.	MP4	SPM ² Authoring Team
Microlearning Unit 1	Execution Artefacts with instructions - Downloadable templates	DOCX	SPM ² Authoring Team
Downloadable Template	<ul style="list-style-type: none"> • Case scenario PDF • Steering Committee Report Template (DOCX) • Change Request Form – Sustainability Version (DOCX) • Reflection Template (DOCX) 	PDF/DOCX	Authoring Team
Downloadable Template	Steering Committee Report Template – includes sections for traditional KPIs and sustainability KPIs.	DOCX	Authoring Team
LMS Activity	Knowledge Check Quiz – Module 6: 10-question quiz covering kick-off meetings, coordination, QA, reporting, information distribution, change management, and sustainability integration.	SCORM Package	eLearning Team
LMS Activity	Execution–Sustainability Reflection: Individual written task on the link between execution discipline and sustainability outcomes.	LMS Form Submission	Course Instructor
Optional Resource	<ul style="list-style-type: none"> • Optional In-class Prompt: “What’s the most common execution-phase issue you’ve faced, and how did you balance operational demands with sustainability?” • Optional Post-class Prompt: “Execution Dilemmas – Keeping Scope, Schedule, Budget, and Sustainability in Balance.” 	MP4	Course Instructor



9. REQUIRED READINGS AND RESOURCES

Instructions: Divide the required learning materials into *Mandatory* and *Optional* sections.

Mandatory Readings and Tools

- **SPM² Guide – Chapter on the Execution Phase**
(Focus on Execution Kick-off, project coordination, quality assurance, project reporting, information distribution, change management, and sustainability integration)
- **Execution Phase Artefacts and Templates**

Optional Readings and Resources

- (To be tailored by instructor based on learners' background and course context)

10. FINAL QUALITY CHECK (SELF-REVIEW)

Instructions: Use this checklist before submitting your module. Confirm alignment with the pedagogical flow, and digital readiness. Mark only what is **completed**.

- Each practical task has a PTDT reference
- Readings are categorized (Mandatory/Optional)
- Teaching activities cover pre/in/post-class formats
- Multimedia and microlearning materials are specified
- Linkages to other modules are clearly defined
- All digital learning resources and multimedia components are noted and delivery-ready or marked "pending"