MONASH University

**BUS5150
Project management**

Unit guide

Semester 1, 2009

Table of Contents

BUS5150 Project management - Semester 1, 2009

Unit leader :

Joze Kuzic

Lecturer(s) :

Caulfield

- Joze Kuzic

Tutors(s) :

Caulfield

- TBA

Introduction

Unit synopsis

This unit enables students to acquire knowledge on techniques, methodology and tools of project management. Provides an understanding of how to apply knowledge, in different project settings, to maximize the satisfaction to all stakeholders in their projects. An overview of the processes of project management. Use of project management software commonly used in Industry. Topics covered include scope, time, cost, quality and communication management, human resource management and team formation, project evaluation techniques, factors affecting the success of projects, project communication and reporting, project planning, tracking, control and implementation and managing multiple projects.

Learning outcomes

On completion of this subject, students will be able to:

- Examine and describe the concepts, techniques, and decision tools available to project managers.
- Demonstrate the importance of strategy and prioritizing for effective resource allocation and balancing a portfolio of projects.
- Assess and synthesise diverse information for an integrative project management.
- Create and critically evaluate innovative ideas and strategies within ambiguous and uncertain business environment.
- Develop professional/personal skills - team work; leadership; ethical behaviour; analytical skills, including problem solving and critical thinking; etc.

Workload

Weekly workload commitments are:

- two-hour lecture
- one-hour tutorial
- 9 hours on assignment work and private study.

Unit relationships

Prerequisites

Before attempting this unit you must have gained entry to the Master of Business Systems or an equivalent Masters program, and completed 12 points of postgraduate level Faculty of Information Technology units.

Relationships

BUS5150 is an elective unit in the Master of Business Systems. You may not study this unit and MBA9052, GCO5807, BUS4540, BUS5001 in your degree.

Continuous improvement

Monash is committed to 'Excellence in education' (Monash Directions 2025 - http://www.monash.edu.au/about/monash-directions/directions.html) and strives for the highest possible quality in teaching and learning.

To monitor how successful we are in providing quality teaching and learning Monash regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through Unit Evaluation Surveys. The University's Unit Evaluation policy (http://www.policy.monash.edu/policy-bank/academic/education/quality/unit-evaluation-policy.html) requires that every unit offered is evaluated each year. Students are strongly encouraged to complete the surveys as they are an important avenue for students to "have their say". The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

Faculties have the option of administering the Unit Evaluation survey online through the my.monash portal or in class. Lecturers will inform students of the method being used for this unit towards the end of the semester.

Student Evaluations

If you wish to view how previous students rated this unit, please go to http://www.adm.monash.edu.au/cheq/evaluations/unit-evaluations/

Unit staff - contact details

Unit leader

Dr Joze Kuzic
Senior Lecturer, and MBA Academic Advisor, Information Technology
Phone +61 3 990 32505 +61 3 990 31451

BUS5150 Project management - Semester 1, 2009

Lecturer(s) :

Dr Joze Kuzic
Senior Lecturer, and MBA Academic Advisor, Information Technology
Phone +61 3 990 32505 +61 3 990 31451

Tutor(s) :

Teaching and learning method

The unit will be conducted as one two-hour lecture and one one-hour tutorial per week.

Lectures will provide students with the knowledge of fundamental theories and concepts. The tutorials will provide students with an opportunity to apply the concepts through problem solving exercises and case studies.

Tutorial allocation

On-campus students should register for tutorials/laboratories using Allocate+

Communication, participation and feedback

Monash aims to provide a learning environment in which students receive a range of ongoing feedback throughout their studies. You will receive feedback on your work and progress in this unit. This may take the form of group feedback, individual feedback, peer feedback, self-comparison, verbal and written feedback, discussions (on line and in class) as well as more formal feedback related to assignment marks and grades. You are encouraged to draw on a variety of feedback to enhance your learning.

It is essential that you take action immediately if you realise that you have a problem that is affecting your study. Semesters are short, so we can help you best if you let us know as soon as problems arise. Regardless of whether the problem is related directly to your progress in the unit, if it is likely to interfere with your progress you should discuss it with your lecturer or a Community Service counsellor as soon as possible.

Unit Schedule

Week	Topic	Key dates
1	Overview of Project Management	Week 1
2	Project Management Growth: Concepts and Definitions	Week 2
3	Management of your time and stress	Week 3
4	Organizational Structures	Week 4
5	Organizing and Staffing the Project Office and Team	Week 5
6	Working with Executives	Week 6
	Mid semester break	
7	Planning	Week 7
8	Cost Control	Week 8
9	Network Scheduling Techniques	Week 9
10	Pricing and Estimating	Week 10
11	Management Functions	Week 11
12	Risk management	Week 12

13	Revision	Week 13

Unit Resources

Prescribed text(s) and readings

Project Management: A Systems Approach to Planning, Scheduling, and Controlling, by Harold Kerzner, 2006, 9th edition, John Wiley & Sons, Australia.

Text books are available from the Monash University Book Shops. Availability from other suppliers cannot be assured. The Bookshop orders texts in specifically for this unit. You are advised to purchase your text book early.

Recommended text(s) and readings

Gido, J. and Clements, J.P., *Successful Project Management 2e*, Thomson South-Western, 2003, ISBN 0-324-07168-X

Meredith, J.R. and Mantel, S.J., *Project Management: A Managerial Approach*, 6th Edition, John Wiley, 2006

Required software and/or hardware

There is no software requirement. Students will develop proficiency in the use of Microsoft Project 2003 or latest edition.

Equipment and consumables required or provided

Students may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to **6** hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

Lectures are based on the prescribed textbook.

Tutorials are based on problem solving excersises and case studies from the text book.

Students will be able to download:

- Weekly lecture notes in pdf format,
- Information about problem solving excersises and case studies,
- Unit outline,
- Assignment specfications.

Library access

The Monash University Library site contains details about borrowing rights and catalogue searching. To learn more about the library and the various resources available, please go to http://www.lib.monash.edu.au.

The Educational Library and Media Resources (LMR) is also a very resourceful place to visit at
http://www.education.monash.edu.au/library/

Monash University Studies Online (MUSO)

All unit and lecture materials are available through MUSO (Monash University Studies Online). Blackboard is the primary application used to deliver your unit resources. Some units will be piloted in Moodle. If your unit is piloted in Moodle, you will see a link from your Blackboard unit to Moodle (http://moodle.monash.edu.au) and can bookmark this link to access directly. In Moodle, from the Faculty of Information Technology category, click on the link for your unit.

You can access MUSO and Blackboard via the portal: http://my.monash.edu.au

Click on the Study and enrolment tab, then Blackboard under the MUSO learning systems.

In order for your Blackboard unit(s) to function correctly, your computer needs to be correctly configured.

For example:

- Blackboard supported browser
- Supported Java runtime environment

For more information, please visit: http://www.monash.edu.au/muso/support/students/downloadables-student.html

You can contact the MUSO Support by phone : (+61 3) 9903 1268

For further contact information including operational hours, please visit: http://www.monash.edu.au/muso/support/students/contact.html

Further information can be obtained from the MUSO support site: http://www.monash.edu.au/muso/support/index.html

Assessment

Unit assessment policy

To pass this unit, a student must obtain :

- 40% or more in the unit's examination and
- 40% or more in the unit's non-examination assessment and
- an overall unit mark of 50% or more

If a student does not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

- **Assignment Task**

    Title : Syndicate assignment

    Description :

    Working in syndicates of six, students will analyse the case study hended out in the first week of semester, in a report of 3000 words. In the report students should answer all the questions handed out with the case study in the first week of the semester. The assignment is due in week 6.

    Weighting : 30%

    Criteria for assessment :

    Due date : Week 6

Examinations

- **Examination 1**

    Weighting : 70%

    Length : 2 hours

    Type (open/closed book) : Closed book

Assignment submission

Assignments must be handed in to the Unit Tutor or the Unit Lecturer before the due date and time.

University and Faculty policy on assessment

Due dates and extensions

The due dates for the submission of assignments are given in the previous section. Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are seldom regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Requests for extensions must be made to the unit lecturer at your campus at least two days before the due date. You will be asked to forward original medical certificates in cases of illness, and may be asked to provide other forms of documentation where necessary. A copy of the email or other written communication of an extension must be attached to the assignment submission.

Late assignment

Assignments received after the due date will be subject to a penalty of 5% per day, including weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted. In some cases, this period may be shorter if there is a need to release sample solutions.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Assessment for the unit as a whole is in accordance with the provisions of the Monash University Education Policy at http://www.policy.monash.edu/policy-bank/academic/education/assessment/

Plagiarism, cheating and collusion

Plagiarism and cheating are regarded as very serious offences. In cases where cheating has been confirmed, students have been severely penalised, from losing all marks for an assignment, to facing disciplinary action at the Faculty level. While we would wish that all our students adhere to sound ethical conduct and honesty, I will ask you to acquaint yourself with the University Plagiarism policy and procedure (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html) which applies to students detected plagiarising.

In this University, cheating means seeking to obtain an unfair advantage in any examination or any other written or practical work to be submitted or completed by a student for assessment. It includes the use, or attempted use, of any means to gain an unfair advantage for any assessable work in the unit, where the means is contrary to the instructions for such work.

When you submit an individual assessment item, such as a program, a report, an essay, assignment or other piece of work, under your name you are understood to be stating that this is your own work. If a submission is identical with, or similar to, someone else's work, an assumption of cheating may arise. If you are planning on working with another student, it is acceptable to undertake research together, and discuss problems, but it is not acceptable to jointly develop or share solutions unless this is specified by your lecturer.

Intentionally providing students with your solutions to assignments is classified as "assisting to cheat" and students who do this may be subject to disciplinary action. You should take reasonable care that your solution is not accidentally or deliberately obtained by other students. For example, do not leave copies of your work in progress on the hard drives of shared computers, and do not show your work to other students. If you believe this may have happened, please be sure to contact your lecturer as soon as possible.

Cheating also includes taking into an examination any material contrary to the regulations, including any bilingual dictionary, whether or not with the intention of using it to obtain an advantage.

Plagiarism involves the false representation of another person's ideas, or findings, as your own by either copying material or paraphrasing without citing sources. It is both professional and ethical to reference clearly the ideas and information that you have used from another writer. If the source is not identified, then you have plagiarised work of the other author. Plagiarism is a form of dishonesty that is insulting to the reader and grossly unfair to your student colleagues.

Register of counselling about plagiarism

The university requires faculties to keep a simple and confidential register to record counselling to students about plagiarism (e.g. warnings). The register is accessible to Associate Deans Teaching (or nominees) and, where requested, students concerned have access to their own details in the register. The register is to serve as a record of counselling about the nature of plagiarism, not as a record of allegations; and no provision of appeals in relation to the register is necessary or applicable.

Non-discriminatory language

The Faculty of Information Technology is committed to the use of non-discriminatory language in all forms of communication. Discriminatory language is that which refers in abusive terms to gender, race, age, sexual orientation, citizenship or nationality, ethnic or language background, physical or mental ability, or political or religious views, or which stereotypes groups in an adverse manner. This is not meant to preclude or inhibit legitimate academic debate on any issue; however, the language used in such debate should be non-discriminatory and sensitive to these matters. It is important to avoid the use of discriminatory language in your communications and written work. The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. You are, therefore, requested to check for this and to ensure your work and communications are non-discriminatory in all respects.

Students with disabilities

Students with disabilities that may disadvantage them in assessment should seek advice from one of the following before completing assessment tasks and examinations:

- Faculty of Information Technology Student Service staff, and / or
- your Unit Coordinator, or
- Disabilities Liaison Unit

Deferred assessment and special consideration

Deferred assessment (not to be confused with an extension for submission of an assignment) may be granted in cases of extenuating personal circumstances such as serious personal illness or bereavement. Information and forms for Special Consideration and deferred assessment applications are available at http://www.monash.edu.au/exams/special-consideration.html. Contact the Faculty's Student Services staff at your campus for further information and advice.