



MONASH University

FIT5057
Project management

Unit Guide

Semester 2, 2009

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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FIT5057 Project management - Semester 2, 2009

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Introduction

Welcome to FIT5057 for semester 2, 2009. This unit has been designed to provide you with an understanding of Project management. It explores many aspects of Project management with emphasis on the relationship between theoretical knowledge and its practical application using case studies, Microsoft Project software, class discussions, and real examples.

Unit synopsis

This unit focuses on a holistic approach to project management. It provides students with a high level of understanding of the processes of project management, as well as sound skills in use of project tools. Proficiency in using key tools and concepts could give students a significant competitive advantage in the market place. The content deals with: concepts and definitions; organising and staffing the project office and team; planning, scheduling techniques; cost control; risk management; contracts and procurement; etc. Case studies, articles of interest that may appear in current media, and students' own work experiences with project management, will be discussed in the class to optimise the learning opportunity in the unit. After completing this unit students are eligible to sit the exam for PMP and CAPM organised by PMI (Melbourne Charter) at no additional cost to them (apart from the administrative fee for sitting the exam).

Learning outcomes

The aim of this unit is for students 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 environments.

Contact hours

3 x contact hrs/week

Unit relationships

Prerequisites

Students must be enrolled in a post graduate course at Monash university to undertake this unit.

Prohibitions

BUS5150, FIT5022, MBA9052, GCO5807

Relationships

FIT5057 is a core unit in the Enterprise Systems Track of the Master of Business Information Systems.

Students must be enrolled in a post graduate course at Monash university to undertake this unit.

Teaching and learning method

The subject will comprise 13 x 3-hour classes held over 13 weeks in the semester. The structure of the teaching arrangements during these classes will vary according to the topics being discussed. Normally it will contain a blend of formal lectures, case learning, problem solving, computer lab exercises, and general class discussions. On occasions, guest lectures may be used.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, <http://mutts.monash.edu.au/MUTTS/>

Tutorial allocation

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

<http://allocate.cc.monash.edu.au/>

Unit Schedule

Week	Topic	Key dates
1	Overview of Project Management	
2	Project Management Growth: Concepts and Definitions	
3	Organizational Structures	
4	Organizing and Staffing the Project	
5	Planning	
6	Risk Management	
7	Cost Control	
8	Pricing and Estimating	
9	Network Scheduling Techniques	
10	Contract Management	
Mid semester break		
11	Quality Management	
12	Modern Development in PM	
13	Review	

Unit Resources

Prescribed text(s) and readings

Prescribed Text:

Project Management: A Systems Approach to Planning, Scheduling, and Controlling, by Harold Kerzner, 2009, 10th 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

1. Project Management Workbook and PMP/CAPM Exam Study Guide, Harold Kerzner and Frank P. Saladis, 9th edition 2006, John Wiley.
2. A Guide to the Project management Body of Knowledge, PMI third edition.
3. Information Technology Project Management, Kathy Schwalbe, 6th edition, 2010.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. On-campus students, and those studying at supported study locations 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 1 hour per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

- Weekly detailed lecture notes outlining the learning objectives, discussion of the content, required readings and exercises;
- Weekly tutorial or laboratory tasks and exercises;
- Assignment specifications;
- A sample examination and suggested solution;
- Access to past examination papers;
- Discussion groups;
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.

Assessment

Overview

Assignments: 50%; Participation (in problem solving and case studies): 10%; Exam: 50%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total 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 total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:

<http://www.infotech.monash.edu.au/resources/student/forms/>

You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

• Assignment task 1

Title:

Syndicate assignment

Description:

Students will be working in syndicates of 6. Each syndicate will have to prepare:

1. The project proposal (what, why, when, where, who, how, and how much).
2. Assuming that the project was given the go ahead, define scope of work through the development of a WBS, using MicrosoftProject software (satisfying the requirements of project scope and time management).
3. Provide a risk management plan for their projects (including identifying, analysing, and responding to possible project risks).

Weighting:

40%

Due date:

Week 11

• Assignment task 2

Title:

Participation

Description:

Participation is not attendance. It consists of active and meaningful participation in problem solving and case studies.

Weighting:

10%

Due date:

Ongoing

Examination

• **Weighting:** 50%

Length: 2 hours

Type (open/closed book): Closed book

See Appendix for End of semester special consideration / deferred exams process.

Due dates and extensions

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 not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms:

<http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>

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.

Return dates

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

Appendix

Please visit the following URL: <http://www.infotech.monash.edu.au/units/appendix.html> for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams