FIT3086
Project management

Unit Guide

Summer semester, 2009

Last updated: 10 Dec 2009

Table of Contents

FIT3086 Project management - Summer semester, 2009

Chief Examiner:

Dr Mahbubur Rahim
Senior Lecturer
Phone: +61 3 990 59952 +61 3 990 32352
Fax: +61 3 990 31077

Lecturer(s) / Leader(s):

Clayton

Dr Suttisak Jantavongso
Fax: +61 3 990 55159

Contact hours: By Appointment

Introduction

Welcome to FIT3086 Project Management for Summer Semester 2009. This 6 point unit is core to all undergraduate degree programs in the Faculty of IT. The unit has been designed to provide you with an understanding of modern project management. It will provide you with the knowledge to plan and manage projects, understand project accounting calculations and take part in the business activities of your organization.

Unit synopsis

The unit provides both a theoretical and practical overview of processes involved in managing large projects, with particular emphasis on projects common to the information technology industry. Topics include the project life cycle, problem definition, project evaluation, high and low level planning, team building and people management, monitoring and control, reporting and communication, termination and assessment.

Learning outcomes

On completion of this unit students will be able to:

1. describe the characteristics and phases of a project and its life cycle and explain the role played by the project manager;
2. explain the need for and develop specific goals, detailed plans and control strategies in large scale projects and relate this to the major reasons for the failure of IT projects;
3. explain and use standard project management techniques including Project Networks, Critical Path Analysis and Management, Gantt Charts and Time-Phased Budgets for high and low level project planning;
4. discuss the communication, people handling and team management skills required of a project manager and explain some of the techniques that may be employed;
5. explain the processes involved in selecting and initiating a project and prepare various critical documents required for these processes, including financial justification;
6. explain the importance of resource availability on project plans and develop and manage resource constrained project plans;
7. describe the need for Quality Management in projects and explain, compare and use various techniques currently employed by professional project managers;
8. describe the impact of risk on a project manager's decision process, explain how that risk may be managed and/or mitigated and develop an appropriate risk management plan;
9. develop relevant, achievable and measurable project goals;
10. identify and critically discuss the impact on a project of external influences, including organisational structure, and stakeholders;
11. monitor the progress of a project, determine performance against the plan, develop strategies to manage any variation and discuss formal change control processes;
12. produce useful, informative progress reports for various project stakeholders and conduct stage and post project reviews.

Contact hours

4 x contact hrs/week

Workload

The unit FIT3086 is scheduled to run from Monday 23rd November 2009 for 4 weeks with the first lecture on Monday 23rd November 2009.

In the first week, the lectures will be on Monday, Tuesday, Wednesday and Thursday, and the following three weeks the lectures are on Tuesday, Wednesday and Thursday.

The tutorial will start on day 2.

The exam is scheduled to be held on Monday 21st December 2009

Workload commitments during the Summer Semester are:

- two-hour lecture per day and
- two-hour tutorial (or laboratory) per day
- a minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

Unit relationships

Prerequisites

Completion of at least 24 points of level one IT study.

Prohibitions

FIT2002, BUS2176,CSE2203, FIT2039,GCO3807, MMS2203, CPE2006

Teaching and learning method

Teaching approach

The unit will be conducted as one 2 hour lecture and one 2 hour tutorial or laboratory per session.

- Copies of lecture slides and tutorial exercises will be made available to all students through the unit website.

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

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	Introduction to Project Management	
2	Project initiation	
3	Project activity planning	
4	Project selection	
5	Project work breakdown structure	
6	Project activity scheduling	
7	Project cost management	
8	Project quality and risk management	
9	Project HR and communication management	
10	Project procurement management	
11	Project monitoring and control	
12	Project closure management	
13	Summary and Revision	

Unit Resources

Prescribed text(s) and readings

Rachel Biheller Bunin, New Perspectives on Microsoft Office Project 2007 Introductory, Cengage Learning, 2008, ISBN 1-4239-0594-6

and

Schwalbe, K., Information Technology Project Management 5e, Thomson Course Technology, 2007, ISBN 1-4239-0145-2

Recommended text(s) and readings

Project Management: A Managerial Approach, 6th Edition Jack R. Meredith, Samuel J. Mantel, Jr. ISBN: 978-0-471-71537-5

Required software and/or hardware

MS Project Professional 2007

or

MS Project Professional 2007 Trial Version
http://www.microsoft.com/downloads/Browse.aspx?displaylang=en&productID=A1D023A3-F612-4DA2-ACB8-FDA

Study resources

Study resources we will provide for your study are:

- Lecture notes
- Tutorial or laboratory tasks and exercises
- Assignment specifications and assessment guides

Assessment

Overview

Exam: 60%
Project Assignment 40%

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:
  Assignment 1: MicroSoft Project case study
  Description:
  Use MS Project Software to plan and control a medium sized project.
  Weighting:
  20%
  Due date:
  TBA

- **Assignment task 2**

  Title:
  Analysing IT Project Failure: An Application of the Project Management Body of Knowledge
  Description:
  Analytical Exercise: A case study analysis of an IT project failure. Students are required to analyse the case using Project Management Body of Knowledge as the framework
  Weighting:
  20%

Due date:
TBA

Examination

- **Weighting:** 60%
  Length: 3 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 10% of the total mark for the respective assignment, as long as the solution has not been published. If an assignment is submitted after the solution has been published, then the assignment may recieve zero (0) marks.

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