# MONASH University
## Information Technology

**FIT2002
Project management**


**Unit Guide**


**Semester 1, 2010**

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.

*Last updated: 12 Feb 2010*

# Table of Contents

# FIT2002 Project management - Semester 1, 2010

## Chief Examiner:

**Dr Md Mahbubur Rahim, Room H7.44, Level 7, Building H, Caulfield**

Contact hours: By appointment (E-mail: mahbubur.rahim@infotech.monash.edu.au, Phone: 99032352)

## Lecturer(s) / Leader(s):

## Clayton

**Dr Joze Kuzic, Level 7, Building H, Caulfield**

Contact hours: Monday: 1pm to 3pm, (e-mail: Joze.Kuzic@infotech.monash.edu.au, Phone: 990 32505)

# Introduction

Welcome to FIT2002 Project Management for First Semester, 2010. 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

This 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

At the completion of this unit students will be able to:

- Describe the characteristics and phases of a project and its life cycle and explain the role played by the project manager.
- 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 projects.
- Develop relevant, achievable and measurable project goals.
- 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.
- Discuss the communication, people handling and team management skills required of a project manager and explain some of the techniques that may be employed.
- Identify and critically discuss the impact on a project of external influences, including organisational structure, and stakeholders.
- Explain the processes involved in selecting and initiating a project and prepare various critical documents required for these processes, including financial justification.
- Explain the importance of resource availability on project plans and develop and manage resource constrained project plans.
- Describe the need for Quality Management in projects and explain, compare and use various techniques currently employed by professional project managers.
- Describe the impact of risk on a project managers decision process, explain how that risk may be managed and/or mitigated and develop an appropriate risk management plan..
- Monitor the progress of a project, determine performance against the plan, develop strategies to manage any variation and discuss formal change control processes.
- Produce useful, informative progress reports for various project stakeholders and conduct stage and post project reviews

# Contact hours

2 hrs lectures/wk, 2 hrs laboratories/wk

# Workload

For on campus students, workload commitments are:

- two-hour lecture and
- two-hour tutorial (or laboratory) (requiring advance preparation)
- 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 study or equivalent.

## Prohibitions

BUS2176, CIV3205, CSE2203, GCO3807, GEG3104, GSE3003, MMS2203, AFW3043, BEW3640, GCO3807, CPE2006, FIT3086

# 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 provide students with an opportunity to discuss and apply the concepts through case 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.its.monash.edu.au/

## Unit Schedule

| Week | Date* | Topic | References/Readings | Key dates |
|------|-------|-------|---------------------|-----------|
| 1 | 01/03/10 | Introduction to Project Management | Schwalbe: Chapters 1 and 2 | |
| 2 | 08/03/10 | Project initiation | Schwalbe: Chapters 2 and 4 | |
| 3 | 15/03/10 | Project activity planning | Will be provided | |
| 4 | 22/03/10 | Project selection | Schwalbe: Chapter 4 | |
| 5 | 29/03/10 | Project work breakdown structure | Schwalbe: Chapter 5 | |
| Mid semester break | | | | |
| 6 | 12/04/10 | Project activity scheduling | Schwalbe: Chapter 6 | Assignment 1A (Project Charter) Due |
| 7 | 19/04/10 | Project cost management | Schwalbe: Chapter 7 | |
| 8 | 26/04/10 | Project quality and risk management | Schwalbe: Chapters 8 and 11 | |
| 9 | 03/05/10 | Project HR and communication management | Schwalbe: Chapters 9 and 10 | |
| 10 | 10/05/10 | Project procurement management | Schwalbe: Chapter 12 | Assignments 1B and IC (Project Plan and Revised Project Plan) Due |
| 11 | 17/05/10 | Project monitoring & control | Will be provided | |

| 12 | 24/05/10 | Project closure management | Marchewka: Chapter 14, Schwalbe: Chapters 4 and 12 | Assignment 2 (Project Failure) Due |
| 13 | 31/05/10 | Summary and Revision | | |

*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

## Improvements to this unit

Dr Rahim and Dr Jozer are jointly working on improving the contents of this unit based on the recommendations offered by the unit lectureres at the end of 2009

# Unit Resources

## Prescribed text(s) and readings

a) Schwalbe, K., Information Technology Project Management, Thomson Course Technology, Latest edition, ISBN 1-4239-0145-2

b) Rachel Biheller Bunin, New Perspectives on Microsoft Office Project Introductory, Cengage Learning, Latest edition, ISBN 1-4239-0594-6

## Recommended text(s) and readings

a) Information Technology project Management: Providing Mesurable  Organizational Value, Jack T. Marchewka, Third edition, John Wiley & Sons, Inc.

b) Project Management: A Managerial Approach, 6th Edition Jack R. Meredith, Samuel J. Mantel, Jr. ISBN: 978-0-471-71537-5  http://www.wiley.com/WileyCDA/WileyTitle/productCd-0471715379.html

## 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-FD/

## Study resources

Study resources we will provide for your study are:

- Lecture notes
- Tutorial or laboratory tasks and exercises
- Assignment specifications and assessment guides
- A sample past exam paper (partial)
- Discussion groups

# Assessment

## Overview

Examination (3 hours): 60%; In-semester assessment: 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 50% then a mark of no greater than 49-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: Project case study
  **Description:**
  > This is an individual assignment. Use MS Project software to plan and control a medium sized project. The case description will be provided.
  **Weighting:**
  > 20%
  **Due date:**
  > Part A (15 April, 2010 - Week 6), Parts B and C (13 May 2010 - Week 10)

- **Assignment task 2**

  **Title:**
  > Analysing IT Project Failure: An Application of the Project Management Body of Knowledge (PMBOK) & IT Project Failure Taxonomy
  **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. Assignment 2 too is an individual assignment.
  **Weighting:**

20%
**Due date:**
27 May 2010 (Week 12)

# Examination

- **Weighting:** 60%
  **Length:** 3 hours
  **Type (open/closed book):** closed book
  **Remarks:**

  Normally in three sections.

  Section A composed of several short discussion questions. Students are given choices. Section B includes mini-cases. Students are asked to answer all questions. Section C contains several problem solving exercises. Students are asked to answer all questions.¨

**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