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FIT5022 Project management - Semester 2, 2010

Chief Examiner:

Dr Iqbal Gondal
Senior Lecturer
Phone: +61 3 990 26669 +61 3 990 55203

Contact hours: On-line offering

Lecturer(s) / Leader(s):

Gippsland

Dr Iqbal Gondal
Senior Lecturer
Phone: +61 3 990 26669 +61 3 990 55203

Contact hours: On line availability
Introduction

This unit is about project management for post graduate offerings in off campus mode.

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 and researching advance topic.

Learning outcomes

On completion of this unit, students will:

1. Understand the fundamentals of projects
2. Know the range of roles of people involved in a development
3. Know the different phases of project planning, scheduling and controlling
4. Understand network techniques for managing projects
5. Understand and apply estimation techniques
6. Understand the quality aspects of an IT project.
7. Appreciate the need for structure and organisation in project management
8. Apply network techniques for managing projects
9. Apply estimation techniques to practical cases
10. Use a range of commercial software tools to implement software project management techniques
11. Evaluate software project management tools
12. Undertake research into topics and techniques associated with project management
13. Understand the importance of team work in managing projects
14. Recognise the importance of leadership and problem solving skills

Contact hours

This unit has no on campus requirement.

Workload

Off campus students need to spend nearly 10 hours per week, to review lecture notes, do text book readings, tutorial questions and participate discussion groups.

Unit relationships

Prohibitions

BUS5150, Translation set GCO5807
Teaching and learning method

Teaching approach

This unit will provide material on line and discussion groups will be used to create an online learning environment.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date*</th>
<th>Topic</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>19/07/10</td>
<td>The Project and the Project Manager</td>
<td></td>
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<tr>
<td>2</td>
<td>26/07/10</td>
<td>Project Start Up</td>
<td></td>
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<tr>
<td>3</td>
<td>02/08/10</td>
<td>Evaluation of Alternative Proposals</td>
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<tr>
<td>4</td>
<td>09/08/10</td>
<td>Project Scope Management</td>
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<tr>
<td>5</td>
<td>16/08/10</td>
<td>Project Time Management</td>
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<tr>
<td>6</td>
<td>23/08/10</td>
<td>Project Scheduling Technique</td>
<td></td>
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<tr>
<td>7</td>
<td>30/08/10</td>
<td>Budget and Cash-flow Management</td>
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<tr>
<td>8</td>
<td>06/09/10</td>
<td>Project Quality Management</td>
<td></td>
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<td>9</td>
<td>13/09/10</td>
<td>Human Resource Management</td>
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<tr>
<td>10</td>
<td>20/09/10</td>
<td>Project Communication Management</td>
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<td></td>
<td></td>
<td>Mid semester break</td>
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<tr>
<td>11</td>
<td>04/10/10</td>
<td>Project Risk Management</td>
<td></td>
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<tr>
<td>12</td>
<td>11/10/10</td>
<td>Project Termination</td>
<td></td>
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<tr>
<td>13</td>
<td>18/10/10</td>
<td>Revision</td>
<td></td>
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</tbody>
</table>

*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.
Unit Resources

Prescribed text(s) and readings

Text books:


Recommended reading:


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

Student should explore youtube to find relevent recordings for topics on project management.

Required software and/or hardware

Student would use MS project - free trial version - provided with text book to do tutorial exercises.

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. 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 10 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:

- Weekly detailed lecture notes outlining the learning objectives, discussion of the content, required readings and exercises;
- Weekly tutorial or laboratory tasks and exercises with sample solutions provided one to two weeks later;
- Assignment specifications and sample solutions;
- 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 website on MUSO, where resources outlined above will be made available.
Assessment

Overview

Assignment: 40%
Examination (3 hours): 60%

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.

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 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 submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

- Assignment task 1

  Title:
  Assignment 1
  Description:
Assignment will test concepts of project plan development and financial evaluation of the projects

Weighting:
20%

Criteria for assessment:
Students should show understanding in evaluating the project viability and developing project plan

Due date:
16th August 2010

• Assignment task 2

Title:
Assignment 2

Description:
This assignment will test the concepts of project execution

Weighting:
20%

Criteria for assessment:
Development of a report outlining the status of the project and analysis about the execution of the project

Due date:
8th October 2010

Examination

•

Weighting:
60%

Length:
3 hours

Type (open/closed book):
Closed book

Electronic devices allowed in the exam:
None

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