



MONASH University
Information Technology

FIT5057
Project management

Unit Guide

Semester 1, 2012

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 1, 2012

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).

Mode of Delivery

- Caulfield (Day)
- Gippsland (Off-campus)

Contact Hours

2 hrs lectures/wk, 1 hr tutorial/wk

Workload

Student commitments total 12 hours per week, including:

- 2 hours lecture.
- 1 hour tutorial.
- 4 hours of personal study.
- 5 hours of readings, lab exercises and group discussions.

Unit Relationships

Prohibitions

BUS5150, FIT5022, MBA9052, GCO5807

Prerequisites

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

Chief Examiner

Dr Joze Kuzic

Campus Lecturer

Caulfield

Joze Kuzic

Gippsland

Shyh Wei Teng

Academic Overview

Outcomes

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

- examine and describe the concepts, techniques, and decision tools available to project managers;
- demonstrate the importance of strategy and prioritising 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.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:
 - a. engage in an internationalised world
 - b. exhibit cross-cultural competence
 - c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Test 1	25%	Week 4 Tutorial
Test 2	25%	Week 7 Tutorial
Syndicate Assignment	25%	Week 9 Tutorial
Test 3	25%	Week 12 Tutorial

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Test results and feedback

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

Based on previous student feedback this unit is well structured and no changes have been made this semester.

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Recommended Resources

Microsoft Project, or similar software.

Microsoft Project can be obtained from:

<http://infotech.monash.edu/itsupport/msdnaa.html>

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Overview of Project Management	No tutorial in week 1
2	Project Management Growth: Concepts and Definitions	Tutorial on exercises/case studies
3	Organisational structures	Tutorial on exercises/case studies
4	Planning	In class test 1
5	Cost Control	Tutorial on exercises/case studies
6	Pricing and Estimating	Tutorial on exercises/case studies
7	Risk Management	In class test 2
8	Network Scheduling Techniques	Tutorial on exercises/case studies
9	Organising and Staffing the Project Office and Team	Tutorial on exercises/case studies (Assignment due)
10	Time Management and Working with Executives	Tutorial on exercises/case studies
11	Management Functions	Tutorial on exercises/case studies
12	Legal Issues in Project Management	In class test 3
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu>)

Assessment Tasks

Participation

• Assessment task 1

Title:

Test 1

Description:

Class test based on lectures and topics covered up to this point in the semester.

Weighting:

25%

Criteria for assessment:

- Correct answers to questions (demonstrates understanding of learning materials).
- Quality of solutions to problems (demonstrates understanding of learning materials).

Due date:

Week 4 Tutorial

• Assessment task 2

Title:

Test 2

Description:

Class test based on lectures and topics covered up to this point in the semester.

Weighting:

25%

Criteria for assessment:

- Correct answers to questions (demonstrates understanding of learning materials).
- Quality of solutions to problems (demonstrates understanding of learning materials).

Due date:

Week 7 Tutorial

• Assessment task 3

Title:

Syndicate Assignment

Description:

In syndicates of 4 students are to prepare a plan for a project of their choosing. Project plan should include:

1. Statement Of Work (SOW)
2. Price out the project, and

Assessment Requirements

3. Risk management plan for the project (including identifying, analysing, and responding to possible project risks).

Weighting:

25%

Criteria for assessment:

Ability to develop a meaningful project plan, adhering to all of the specified requirements.

Each syndicate will have to submit the division of the work on the assignment, for each syndicate member.

The tutor will use this information to assess individual contributions when allocating marks to syndicate members.

Due date:

Week 9 Tutorial

• Assessment task 4

Title:

Test 3

Description:

Class test based on lectures and topics covered up to this point in the semester.

Weighting:

25%

Criteria for assessment:

- Correct answers to questions (demonstrates understanding of learning materials).

- Quality of solutions to problems (demonstrates understanding of learning materials).

Due date:

Week 12 Tutorial

Examinations

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

Assessment Requirements

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

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

Returning assignments

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

Other Information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);
and
- Academic and Administrative Complaints and Grievances Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)
- Codes of Practice for Teaching and Learning
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students. For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>

The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: <http://monash.edu/equity-diversity/disability/index.html>;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway