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**FIT5178 Applied project management - Semester 1, 2012**

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FIT5178 Applied project management - Semester 1, 2012

This unit, together with FIT5057 Project management, and FIT5180 Business and legal issues in project management, gives a full coverage of the main areas of Project Management. These units will give students the knowledge and skills needed to work in project planning, project control, or as an entry level project manager in industry. The emphasis in this unit is on the technical aspects of planning and executing projects. It will also cover the important areas of financial calculations, budgets, and decision making.

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hrs lectures/wk, 2 hr laboratory/wk

Workload

You are expected to spend 12 hours per week on various activities. These include reading, communication with other students and unit lecturers, and preparation for learning tasks and formal assessments.

Chief Examiner

Dr Rodney Martin

Campus Lecturer

Caulfield

Rod Martin

Consultation hours: WEDNESDAY, FRIDAY 3:00PM-5:00PM
Academic Overview

Outcomes

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

- Prepare project network diagrams and do finite capacity scheduling of projects;
- do project and activity time compression to prepare quotations and meet due dates;
- prepare plans, budgets, and control systems for new projects;
- complete quotation, pricing, financial and profit calculations for projects;
- understand methods of project selection, net present value analysis, decision making, and risk analysis;
- understand the issues involved with project contract administration;
- advise on the issues of Quality Management and the ISO 9000 Standards;
- have a detailed understanding of modern Project Management software.

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

Examination (2 hours): 50%, In-semester assessment: 50%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Project - Case Study</td>
<td>20%</td>
<td>21 May 2012</td>
</tr>
<tr>
<td>MS Project - VBA</td>
<td>5%</td>
<td>21 May 2012</td>
</tr>
<tr>
<td>Examination 1</td>
<td>50%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning. Lectures will present the concepts and include many examples of each concept. Tutorials will concentrate on software examples of the concepts taught in lectures and where appropriate, particular topics will be taught in tutorials rather than lectures.

Feedback

Our feedback to You

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

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Graded assignments without comments
- Solutions to tutes, labs and assignments

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.


Previous Student Evaluations of this unit

Previous feedback has highlighted the following strength(s) in this unit:
Learning objectives are consistently met, intellectually stimulating and the learning resources support the student’s studies.
Student feedback has shown that there is a high level of satisfaction and that the feedback provided was useful.

The teaching materials have been revised based on student feedback.

If you wish to view how previous students rated this unit, please go to https://emuapps.monash.edu.au/unitevaluations/index.jsp

Recommended Resources

MS Project, MS Visio, MS Excel.

Academic Overview


Visio 2010 WBS Modeler.


IBM ILOG CPLEX.


LINGO 13.0 - Optimization Modeling Software.

# Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No formal assessment or activities are undertaken in week 0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>INTRODUCTION TO PROJECT MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PROCESS DESIGN TOOLS, PROJECT COMPRESSION</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PROJECT COMPRESSION, FINITE CAPACITY SCHEDULING</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>INTRODUCTION TO ACCOUNTING</td>
<td>Assessment Task 1: NQA (NQA=Numerical Questions Assignments) Project Networks due 19 Mar 2012</td>
</tr>
<tr>
<td>5</td>
<td>PROJECT FINANCIAL CALCULATIONS</td>
<td>Assessment Task 1: NQA Compression due 26 Mar 2012</td>
</tr>
<tr>
<td>6</td>
<td>EARNED VALUE</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>NET PRESENT VALUE</td>
<td>Assessment Task 1: NQA Project Financials due 16 April 2012</td>
</tr>
<tr>
<td>8</td>
<td>PROJECT SELECTION, AHP</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>MATHEMATICAL OPTIMIZATION</td>
<td>Assessment Task 1: NQA NPV due 30 April 2012</td>
</tr>
<tr>
<td>10</td>
<td>MATHEMATICAL OPTIMIZATION</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>QUALITY STANDARDS AND ISO9000, CONTRACT ADMINISTRATION</td>
<td>Assessment Task 1: NQA Mathematical Optimization due 14 May 2012</td>
</tr>
<tr>
<td>12</td>
<td>CONTRACT LAW, REVISION</td>
<td>Assessment Task 2: MS Project Case Study due 21 May 2012, MS Project VBA due 21 May 2012</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment undertaken</td>
</tr>
</tbody>
</table>

*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

Assessment Tasks

Participation

• Assessment task 1

Title:
NUMERICAL QUESTIONS ASSIGNMENT (NQA)

Description:
Questions on the numerical topics: Project Networks, Compression, Project Financials, NPV, Mathematical Optimization.

Weighting:
25%

Criteria for assessment:
Assignments will be assessed:
♦ 50% on correctness of answers and
♦ 50% on method and explanation.

Due date:

• Assessment task 2

Title:
MS Project - Case Study

Description:
Option 1: The transformer example.
Option 2: You can choose your own project.

Write a report to demonstrate work breakdown structure, resource calculations, gantt charts, tracking, report generating and other useful features of MS Project.

Weighting:
20%

Criteria for assessment:
♦ Option 1: Demonstration of the features of MS Project.
♦ Option 2: Marks will be split equally between a description of the project and a demonstration of the features of MS Project.

Due date:
21 May 2012
Assessment Requirements

• Assessment task 3

Title: MS Project - VBA
Description: A small exercise using Microsoft Visual Basic for Applications (VBA) in MS Project
Weighting: 5%
Criteria for assessment: A report showing that the program works.
Due date: 21 May 2012

Examinations

• Examination 1

Weighting: 50%
Length: 2 hours
Type (open/closed book): Closed book
Electronic devices allowed in the exam: NON-PROGRAMMABLE CALCULATORS

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

**Returning assignments**

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

**Referencing requirements**

Referencing internet and electronic sources, Harvard reference style


IEEE Referencing

http://www.lib.monash.edu/tutorials/citing/ieee.html
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)
- Special Consideration (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html)
- 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/)
- Codes of Practice for Teaching and Learning (http://www.policy.monash.edu/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-learning.html)

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