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FIT5057 Project management - Semester 1, 2014

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)
- Caulfield (Off-campus)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- 2 hours of lectures
- One 1-hour tutorial

(b.) Study schedule for off-campus students:

- Off-campus students generally do not attend lecture and tutorial sessions, however should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

(c.) Additional requirements (all students):

- A minimum of 9 hours independent study per week for completing lab and project work, private study and revision.

Unit Relationships

Prohibitions

FIT5022, MBA9052

Chief Examiner

Dr Joze Kuzic
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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions/ and on student evaluations, see:
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 for this semester.

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

Learning 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.
## 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>Overview of Project Management</td>
<td>No tutorial in week 1</td>
</tr>
<tr>
<td>2</td>
<td>Project Management Growth: Concepts and Definitions</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>3</td>
<td>Organisational structures</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>4</td>
<td>Planning</td>
<td>In class test 1</td>
</tr>
<tr>
<td>5</td>
<td>Cost Control</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>6</td>
<td>Pricing and Estimating</td>
<td>Assignment 1 due</td>
</tr>
<tr>
<td>7</td>
<td>Risk Management</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>8</td>
<td>Network Scheduling Techniques</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>9</td>
<td>Organising and Staffing the Project Office and Team</td>
<td>Assignment 2 due</td>
</tr>
<tr>
<td>10</td>
<td>Time Management and Working with Executives</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td>11</td>
<td>Management Functions</td>
<td>In class test 2</td>
</tr>
<tr>
<td>12</td>
<td>Legal Issues in Project Management</td>
<td>Tutorial on exercises/case studies</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
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</table>

*Unit Schedule details will be maintained and communicated to you via your learning system.

## Teaching Approach

### Lecture and tutorials or problem classes

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

## Assessment Summary

In-semester assessment: 100%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>25%</td>
<td>Week 4 Tutorial</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>25%</td>
<td>Week 6 Tutorial</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>25%</td>
<td>Week 9 Tutorial</td>
</tr>
<tr>
<td>Test 2</td>
<td>25%</td>
<td>Week 11 Tutorial</td>
</tr>
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Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

Academic Integrity - Please see resources and tutorials at
http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/

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:
Assignment 1
Description:
In syndicates of 4 students are to submit:

1. Project proposal, in which they have to explain the project they want to undertake, why they want to do it, who is going to do what, how they are going to do it, and when the project will take place; and

2. Statement Of Work (SOW)

The assignment will have to be between 2,000 and 2,200 words.
Weighting:
25%
Criteria for assessment:
Ability to develop a meaningful proposal and SOW, 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 tutors will use this information to assess individual contributions when allocating marks to syndicate members.

**Due date:**
Week 6 Tutorial

• **Assessment task 3**

  **Title:**
  Assignment 2

  **Description:**
  Continuing to work in syndicates of 4, and assuming that the project proposal has been given a go ahead, students will have to:

  1. Price out the project, and

  2. Develop risk management plan for the project (including identifying, analysing, and responding to possible project risks).

  The assignment will have to be between 2,000 and 2,200 words.

  **Weighting:**
  25%

  **Criteria for assessment:**
  Ability to price out the project and develop a meaningful risk management 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 tutors will use this information to assess individual contributions when allocating marks to syndicate members.

  **Due date:**
  Week 9 Tutorial

• **Assessment task 4**

  **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 11 Tutorial

**Learning resources**

Monash Library Unit Reading List (if applicable to the unit)
http://readinglists.lib.monash.edu/index.html
Faculty of Information Technology Style Guide

**Feedback to you**

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see [http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html](http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html).

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

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

**Extensions and penalties**

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


**Returning assignments**

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

**Assignment submission**

It is a University requirement 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/](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). Please note that it is your responsibility to retain copies of your assessments.

**Online submission**

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

**Recommended Resources**

Microsoft Project, or similar software.

Microsoft Project can be obtained from:

[http://infotech.monash.edu/itsupport/msdnaa.html](http://infotech.monash.edu/itsupport/msdnaa.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: www.policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures; http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-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/dates/
- Orientation and Transition; http://intranet.monash.edu.au/infotech/resources/students/orientation/
- Academic and Administrative Complaints and Grievances Policy; http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html

Faculty resources and policies

Important student resources including Faculty policies are located at http://intranet.monash.edu.au/infotech/resources/students/

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.html

Student Charter


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 http://www.monash.edu.au/students. For Malaysia see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/.
Other Information

**Monash University Library**

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

**Disability Liaison Unit**

Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.

- Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at Malaysia
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus