FIT5178
Applied project management

Unit Guide

Semester 1, 2014
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FIT5178 Applied project management - Semester 1, 2014

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)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- Two hours of lectures
- One 2-hour laboratory

(b.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

Chief Examiner

Dr Rodney Martin

Campus Lecturer

Caulfield

Rodney Martin

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

Tutors

Caulfield

Karan Pedramrazi
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

Previous feedback has highlighted the following strength(s) in this unit:

1. Learning objectives are consistently met, intellectually stimulating and the learning resources support the student's studies.
2. 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
**Academic Overview**

**Learning 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.
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 Project Networks</td>
</tr>
<tr>
<td>5</td>
<td>PROJECT FINANCIAL CALCULATIONS</td>
<td>Assessment Task 1: NQA Compression</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</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</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</td>
</tr>
<tr>
<td>12</td>
<td>CONTRACT LAW, REVISION</td>
<td>Assessment Task 2: MS Project Case Study</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
</tbody>
</table>

Examination period

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
</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. 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.

Assessment Summary

Examination (2 hours): 50%, In-semester assessment: 50%
<table>
<thead>
<tr>
<th>Unit Schedule</th>
<th>Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMERICAL QUESTIONS ASSIGNMENT (NQA)</td>
<td>25%</td>
<td>NQA1 28 Mar, NQA2 4 Apr, NQA3 17 Apr, NQA4 9 May, NQA5 23 May</td>
</tr>
<tr>
<td>MS Project - Case Study</td>
<td>25%</td>
<td>30 May 2014</td>
</tr>
<tr>
<td>Examination 1</td>
<td>50%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
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:  
  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:  
  NQA1 28 Mar, NQA2 4 Apr, NQA3 17 Apr, NQA4 9 May, NQA5 23 May

• Assessment task 2

  Title:  
  MS Project - Case Study

  Description:  
  Option 1: The transformer example.
  Option 2: You can choose your own project.
  Details will be given in class.

  Weighting:  
  25%

  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:  
  30 May 2014
Examinations

• Examination 1

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

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

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

Extensions and penalties

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: http://www.monash.edu.au/exams/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.
Assessment Requirements

**Referencing requirements**

Referencing internet and electronic sources, Harvard reference style


IEEE Referencing

http://www.lib.monash.edu/tutorials/citing/ieee.html

**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/. 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**

**MS Project, MS Visio, MS Excel**

http://msdnaa.monash.edu.au/fit/

http://office.microsoft.com/en-us/project/


**VBA Editor addin Smart Indenter Version 3.5 (Office 2003)**

http://www.oaltd.co.uk/Indenter/

**VBA Editor addin: Code VBA**

http://www.codevba.com/

**Visio 2010 WBS Modeler**


**IBM ILOG CPLEX**


**LINGO 13.0 - Optimization Modeling Software**
Assessment Requirements


**RiskyProject Professional 6.0**

http://www.intaver.com/riskyprojectprof.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/complaints-grievance-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/.
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.

- Website: http://www.monash.edu/equity-diversity/disability/index.html
- 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