



MONASH University
Information Technology

FIT2002
Project management

Unit Guide

Semester 2, 2014

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FIT2002 Project management - Semester 2, 2014

This unit provides both a theoretical and practical overview of processes involved in successfully managing medium to large scale projects undertaken by organisations operating within various industry sectors. Even though, this unit makes references to projects common to the information technology industry, the principles are equally applied to non-IT related projects. Examples and mini-cases illustrating project management issues experienced by various sectors (e.g. construction, business, defence) are cited. Typical topics include the project life cycle, problem definition, project evaluation, high and low level planning using such techniques as networking, gantt charts and resource levelling, team building and people management, contract management, ethical and security issues, project monitoring and control, reporting and communication, termination and assessment.

Mode of Delivery

- Clayton (Day)
- Gippsland (Off-campus)
- Malaysia (Day)
- South Africa (Day)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- One 2-hour lecture
- One 2-hour laboratory

(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 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

Unit Relationships

Prohibitions

AFW3043, BEW3640, BUS2176, CIV3205, CPE2006, CSE2203, GCO3807, GEG3104, GSE3003, FIT3086, MGW2700, MMS2203

Prerequisites

Completion of at least 24 points of level one study or equivalent.

Chief Examiner

Dr Rodney Martin

Campus Lecturer

Clayton

Rodney Martin

Gippsland

Dr Gour Karmakar

South Africa

Paula Murray

Malaysia

Tam Leong Hing

Tutors

Clayton

Peter Huynh

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

Student feedback has shown this unit is well structured and no changes have been required for this semester.

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 should be able to:

- recognise and apply modern methods of project network representation and calculations;
- recognise, interpret and understand basic financial statements using management accounting techniques;
- recognise and understand special accounting techniques and issues relevant to projects;
- analyse and evaluate a range of projects for decision making;
- explain risk management, quality management and human resource management;
- explain contract administration and contract law.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to Project Management	
2	Project Networks	
3	Compression	
4	Compression, PERT	NQA 1 PROJECT NETWORKS (2014-08-22 ~ 7%)
5	Accounting	
6	Project Financials, Earned Value	NQA 2 PROJECT COMPRESSION (2014-09-05 ~ 7%)
7	Net Present Value	
8	Net Present Value, Analytic Hierarchy Process	MS PROJECT (2014-09-19 ~ 12%)
9	Organizational Structure, Risk	NQA 3 FINANCIAL CALCULATIONS (2014-09-26 ~ 7%)
10	Contract Administration	NQA 4 NET PRESENT VALUE (2014-10-10 ~ 7%)
11	Contract Law, PMBOK	
12	Quality, Revision	
	SWOT VAC	No formal assessment is undertaken in 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 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

Examination (3 hours): 60%; In-semester assessment: 40%

Assessment Task	Value	Due Date
Numerical Questions Assignment	4 x 7 = 28% total (7% each)	NQA 1 due week 4 (22 Aug); NQA 2 due week 6 (5 Sep); NQA 3 due week 9 (26 Sep); NQA 4 due week 10 (10 Oct);
Microsoft Project Assignment	12%	Week 8, 2014-09-19

Unit Schedule

Examination 1

60%

To be advised

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/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

Description:

One numerical question on each of the topics (1) Project Networks, (2) Project Compression, (3) Financials, (4) Net Present Value. Equal marks (7%) for each question.

Weighting:

4 x 7 = 28% total (7% each)

Criteria for assessment:

Assessment will be on:

- ◆ Correct answer
- ◆ Method, explanation, presentation

Due date:

NQA 1 due week 4 (22 Aug); NQA 2 due week 6 (5 Sep); NQA 3 due week 9 (26 Sep);
NQA 4 due week 10 (10 Oct);

• Assessment task 2

Title:

Microsoft Project Assignment

Description:

Students will enter a project into Microsoft Project software. Students will then change and update the project. Assessment will be by a short report explaining the work, and the files containing the MSP database.

Weighting:

12%

Criteria for assessment:

Assessment criteria will be provided during class.

Assessment will be on:

- ◆ Numerical work
- ◆ Report

The numerical work will be Excel and Microsoft Project files.

Due date:

Examinations

• Examination 1

Weighting:

60%

Length:

3 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Learning resources

Reading list

Schwalbe K (2010) Information Technology Project Management, Kathy Schwalbe, 6th Edition, Thomson Course Technology

Bunin R & Biheller (2010) New Perspectives on Microsoft Project 2010 Introductory, 2010 Edition, Cengage Learning

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:

- 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.

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-pla>

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

Microsoft Project 2010. Download from <http://msdnaa.monash.edu.au/fit> and install it on your own computer.

This software is available in Student Labs - please confirm with your tutor during tutorials.

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.h>
- Assessment in Coursework Programs;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po>
- Special Consideration;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.ht>
- 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/management/complaints-grievance-policy.h>

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.h>

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.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 <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 Community 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