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FIT5180 Business and legal issues in project management - Semester 2, 2014

This unit, together with FIT5057 Project management, and FIT5178 Applied 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 FIT5180 is on the business and legal aspects of planning and executing projects. Project management is a common pathway to higher management in industry. These topics are especially important to students who intend to work as project managers and take part in the sales, contract administration, and strategic planning of an organisation.

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 1-hour laboratory/tutorial

(b.) Additional requirements (all students):

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

Chief Examiner

Dr Michael Morgan

Campus Lecturer

Caulfield

Markus Belkin

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:
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 https://emuapps.monash.edu.au/unitevaluations/index.jsp
Academic Overview

Learning Outcomes

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

• do financial and accounting calculations for projects. These topics will include in depth costing, balance sheet, NPV, IRR, capital budgeting, cash flow, variance analysis;
• understand the legal issues which occur in project management. These will include business law, contract law, international law, understanding legal project management principles, applying project management principles to the practice of law, litigation matters, managing disputes, administrative and judicial way of solving disputes, contract risk analysis, liability in project management;
• understand the modern theory of entrepreneurship in relation to project management. These topics will include types of entrepreneurs, problem faced by entrepreneurs, skills and knowledge necessary for entrepreneurs, innovative start-up, sources of finance, opportunity recognition, valuation and negotiations, financial and accounting issues.
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>Accounting and the Business Environment</td>
<td>No tutorial in week 1</td>
</tr>
<tr>
<td>2</td>
<td>Measuring and Reporting Cash Flows</td>
<td>Tutorial in accounting discussions and exercises</td>
</tr>
<tr>
<td>3</td>
<td>The Australian legal System</td>
<td>In class test 1 (accounting issues)</td>
</tr>
<tr>
<td>4</td>
<td>Making the Contract: Offer and acceptance</td>
<td>Tutorial on legal cases and exercises</td>
</tr>
<tr>
<td>5</td>
<td>Making the Contract: Intention and Consideration</td>
<td>Tutorial on legal cases and exercises</td>
</tr>
<tr>
<td>6</td>
<td>The process of Business Formation, Business Plans</td>
<td>In class test 2 (legal issues)</td>
</tr>
<tr>
<td>7</td>
<td>Introduction to Entrepreneurship, Recognising Opportunities and Generating ideas</td>
<td>Tutorial on business issues</td>
</tr>
<tr>
<td>8</td>
<td>Remedies in Contract cases</td>
<td>Tutorial on legal cases and exercises</td>
</tr>
<tr>
<td>9</td>
<td>Introduction to Company Law</td>
<td>Tutorial on legal cases and exercises</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Assignment due)</td>
</tr>
<tr>
<td>10</td>
<td>Duties of Company Directors and Other Officers</td>
<td>Tutorial on legal cases and exercises</td>
</tr>
<tr>
<td>11</td>
<td>The Entrepreneurial Process</td>
<td>Tutorial on business issues</td>
</tr>
<tr>
<td>12</td>
<td>When the Venture Grows Up</td>
<td>In-class test 3 (legal issues)</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
</tbody>
</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>In class test 1 (Accounting issues)</td>
<td>25%</td>
<td>Week 3 (tutorial class)</td>
</tr>
<tr>
<td>In class test 2 (Legal issues)</td>
<td>25%</td>
<td>Week 6 (tutorial class)</td>
</tr>
<tr>
<td>Syndicate assignment</td>
<td>25%</td>
<td>Week 9 (tutorial class)</td>
</tr>
<tr>
<td>In class test 3 (Legal issues)</td>
<td>25%</td>
<td>Week 12 (tutorial class)</td>
</tr>
</tbody>
</table>
Unit Schedule
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: In class test 1 (Accounting issues)
  Description: In class test is conducted in the tutorial time. Students are required to provide solutions/answers for accounting problems and/or questions.
  Weighting: 25%
  Criteria for assessment: The level of understanding of covered material, and/or ability to provide appropriate solutions for proposed problems.
  Due date: Week 3 (tutorial class)

• Assessment task 2

  Title: In class test 2 (Legal issues)
  Description: In class test is conducted in the tutorial time. Students are required to analyse/answer legal cases and/or questions from the material already covered in the class.
  Weighting: 25%
  Criteria for assessment: The level of understanding of covered material, and/or ability to analyse legal cases.
  Due date: Week 6 (tutorial class)

• Assessment task 3

  Title: Syndicate assignment
  Description: In syndicates of 5 students are to prepare business plan for a business they are considering. Business plan should include: Executive summary, Description of the product, Sales and marketing strategy, and Risk management plan.
Assessment Requirements

Weighting:
25%

Criteria for assessment:
Ability to develop a meaningful business 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 class)

• Assessment task 4

Title:
In class test 3 (Legal issues)

Description:
In class test is conducted in the tutorial time. Students are required to analyse/answer legal cases and/or questions from the material already covered in the class.

Weighting:
25%

Criteria for assessment:
The level of understanding of covered material, and/or ability to analyse legal cases.

Due date:
Week 12 (tutorial class)

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:

• Graded assignments with comments
• Graded assignments without comments
Assessment Requirements

**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 ([http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism-collusion-procedures.html](http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism-collusion-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/](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.

**Prescribed text(s)**

Limited copies of prescribed texts are available for you to borrow in the library.

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/

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 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