FIT2002
Project management

Unit Guide

Summer semester, 2014
# Table of Contents

**FIT2002 Project management - Summer semester, 2014**.................................................................................................1
  - Mode of Delivery.................................................................................................................................1
  - Workload Requirements.........................................................................................................................1
  - Unit Relationships.................................................................................................................................1
    - Prohibitions......................................................................................................................................1
    - Prerequisites.................................................................................................................................1
  - Chief Examiner ....................................................................................................................................2
  - Campus Lecturer ..................................................................................................................................2
    - Clayton...........................................................................................................................................2
  - Your feedback to Us ..............................................................................................................................2
  - Previous Student Evaluations of this Unit .............................................................................................2

**Academic Overview**..................................................................................................................................................3
  - Learning Outcomes................................................................................................................................3

**Unit Schedule**....................................................................................................................................................4
  - Teaching Approach..............................................................................................................................4
  - Assessment Summary............................................................................................................................4

**Assessment Requirements**.....................................................................................................................................5
  - Assessment Policy................................................................................................................................5
  - Assessment Tasks..................................................................................................................................5
    - Participation......................................................................................................................................5
  - Examinations .........................................................................................................................................6
    - Examination 1...................................................................................................................................6
  - Learning resources..................................................................................................................................6
  - Reading list ..........................................................................................................................................6
  - Feedback to you ....................................................................................................................................6
  - Extensions and penalties ......................................................................................................................6
  - Returning assignments.........................................................................................................................7
  - Assignment submission .......................................................................................................................7
  - Online submission...............................................................................................................................7
  - Recommended Resources.....................................................................................................................7

**Other Information**.................................................................................................................................................8
  - Policies................................................................................................................................................8
  - Faculty resources and policies ............................................................................................................8
    - Graduate Attributes Policy ...............................................................................................................8
  - Student Charter...................................................................................................................................8
  - Student services...............................................................................................................................8
  - Monash University Library..................................................................................................................9
  - Disability Liaison Unit..........................................................................................................................9
FIT2002 Project management - Summer semester, 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 Summer semester A (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

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
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

<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>Project Networks</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Compression</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Compression, PERT</td>
<td>NQA 1 PROJECT NETWORKS</td>
</tr>
<tr>
<td>5</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Project Financials, Earned Value</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Net Present Value</td>
<td>NQA 2 PROJECT COMPRESSION</td>
</tr>
<tr>
<td>8</td>
<td>Net Present Value, Analytic Hierarchy Process</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Organizational Structure, Risk</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Contract Administration</td>
<td>NQA 3 FINANCIAL CALCULATIONS</td>
</tr>
<tr>
<td>11</td>
<td>Contract Law, PMBOK</td>
<td>NQA 4 NET PRESENT VALUE</td>
</tr>
<tr>
<td>12</td>
<td>Quality, Revision</td>
<td>MS PROJECT</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
<tr>
<td></td>
<td>Examination period</td>
<td>LINK to Assessment Policy:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://policy.monash.edu.au/policy-bank/">http://policy.monash.edu.au/policy-bank/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>academic/education/assessment/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>assessment-in-coursework-policy.html</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

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

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Questions</td>
<td>4 x 7 = 28% total (7% each)</td>
<td>NQA 1 due Day 4 (2 Dec); NQA 2 due Day 7 (9 Dec); NQA 3 due Day 10 (16 Dec); NQA 4 due Day 11 (17 Dec);</td>
</tr>
<tr>
<td>Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Project</td>
<td>12%</td>
<td>19 Dec</td>
</tr>
<tr>
<td>Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination 1</td>
<td>60%</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

  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:
  - Correct answer
  - Method, explanation, presentation

  Due date: NQA 1 due Day 4 (2 Dec); NQA 2 due Day 7 (9 Dec); NQA 3 due Day 10 (16 Dec); NQA 4 due Day 11 (17 Dec);

• 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:  
  Calculators - Non Programmable

Learning resources

Reading list


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
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/. 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


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.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/.
**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](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