



MONASH University
Information Technology

FIT2002
Project management

Unit Guide

Semester 2, 2015

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FIT2002 Project management - Semester 2, 2015

This unit introduces students to the many concepts, tools and techniques for managing information technology projects. Exploring traditional and agile approaches for managing projects, topics include project lifecycles, project planning, project scheduling, team building, risk management, time and quality management. A case study approach will be used to provide learning opportunities, with an emphasis on the unique aspects of information technology projects.

Mode of Delivery

- Clayton (Day)
- Clayton (Online)
- 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.

See also Unit timetable information

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

Ms Margot Schuhmacher

Campus Lecturer

Clayton

Margot Schuhmacher

South Africa

Johann Smith

Malaysia

Tam Leong Hing

Tutors

Clayton

Karan Pedramrazi

Milad Sayad

Edwin Mochsin

Silva Wei

Tuyen Nguyen

Monica Vojjala

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

In response to student feedback, the unit has been revised with an IT project management focus and less accounting. Assignments have been redesigned to develop project management aspects.

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:

1. describe the Project Management Body of Knowledge;
2. identify the unique attributes and diverse nature of information technology projects;
3. select and justify a project management methodology for a project;
4. create a project plan;
5. use project management techniques and tools to manage a small-scale project;
6. communicate project management information to key stakeholders;
7. collaborate in a team for developing project artifacts.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to project management	
2	Project/product lifecycles and organisational structures	
3	Project selection and initiation	Confirm business problem/solution; Quiz
4	Project scope and human resources	
5	Project risk management; guest speaker	Quiz
6	Project time management	Project Plan - Part 1 due
7	Project cost/effort management	
8	Project quality management	Quiz
9	Project communication and procurement management	
10	Project execution, monitoring and control	
11	Project closure	Project plan presentations; Quiz
12	Wrap up; Guest speaker	Project Plan - Part 2 due
	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
Project Plan - Part 1	10%	Week 6
Project Plan - Part 2	20% (15% Plan - Part 2, 5% presentation)	Presentation - Week 11; Plan - Week 12
Quizzes	10%	Weeks 3, 5, 8, 11
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

It is expected that students will participate in Peer Instruction activities in lectures. You will be able to provide responses to questions using a response system such as a Clicker or ResponseWare - **check with your Campus Lecturer**. See

<http://www.keepad.com/Products/TurningPoint/Devices/ResponseWare/> for downloading and installing an app to your Smart Device.

- *Quizzes (weeks 3, 5, 8 & 11) will include questions from the lecture Peer Instruction activities.*

You can create a Turning Point account using your Monash Student email at:

<https://account.turningtechnologies.com/account/>

User Guides:

- <https://www.turningtechnologies.com/pdf/UserGuides/ResponseWareforiOSUserGuide.pdf>
- <https://www.turningtechnologies.com/pdf/UserGuides/ResponseWareforAndroidUserGuide.pdf>

• Assessment task 1

Title:

Project Plan - Part 1

Description:

Learning outcomes: 3, 4, 6, 7

In teams of two, you will identify a business problem and propose an information technology solution for the business problem. You will need to confirm your business problem and proposed solution with your tutor by week 3. For the business problem and proposed solution you will need to describe the business problem and solution, describe the expected benefits, identify the project methodology, and identify the project scope and stakeholders.

Weighting:

10%

Criteria for assessment:

- ♦ How well the problem and solution are described.
- ♦ How well the methodology is justified.

- ◆ Quality of the analysis.
- ◆ Report presentation.

Team members will be awarded the same mark with adjustments made for each team member based on individual contribution, tutor evaluation and peer assessment.

Due date:

Week 6

Remarks:

You must confirm your business problems and proposed solution with your tutor by week 3.

• **Assessment task 2**

Title:

Project Plan - Part 2

Description:

Learning outcomes: 4, 5, 6 and 7

Continuing on your proposed information technology solution for a business problem, you will need to prepare a schedule using a Project Management tool, create risk management and communication plans. You will need to do short (5 minute) presentation of your proposed solution in week 11 (communicate to the business owner that project is feasible).

Weighting:

20% (15% Plan - Part 2, 5% presentation)

Criteria for assessment:

- ◆ How well the plan is organised and presented.
- ◆ Quality of the analysis.
- ◆ Justification of the schedule and risks
- ◆ Quality and feasibility of the communication plan
- ◆ Quality of, and how well the information is communicated in the video presentation.

Team members will be awarded the same mark with adjustments made for each team member based on individual contribution, tutor evaluation and peer assessment.

Due date:

Presentation - Week 11; Plan - Week 12

• **Assessment task 3**

Title:

Quizzes

Description:

Learning outcomes: 1, 2, 3 and 5.

There are four online quizzes consisting of randomly generated multiple choice questions on project management topics.

Weighting:

10%

Criteria for assessment:

Accuracy of answers

Due date:

Weeks 3, 5, 8, 11

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

Project Management: A Systems Approach to Planning, Scheduling, and Controlling, by Harold Kerzner, 2013, 11th Edition, *John Wiley & Sons, Australia*

A Guide to the Project Management Body of Knowledge, PMBOK 5th Edition. 2013. *Project Management Institute*. (Available as an e-book)

ICT project management: ICT projects demand human skills. (2014, Dec 07). *Sunday Business Post*

Almgren, K. (2014). Information technology project management processes and practices: A comprehensive study for successful implementation of IT projects. *International Journal of Business and Social Science*, 5(11)

Project management; studies in the area of project management reported from monash university. (2014). *Technology & Business Journal*, , 1802.

Patanakul, P. (2014). Managing large-scale IS/IT projects in the public sector: Problems and causes leading to poor performance. *The Journal of High Technology Management Research*. 25(1)

Peslak, A.R. (2012). Information Technology Project Management and Project Success. *International Journal of Information Technology and Project Success*. 3(3)

Thomas, G., & Fernandez, W. (2008). Success in IT projects: A matter of definition?26(7)

Katzen, B. (2001). Project mismanagement. *Institute of Chartered Accountants in Australia*. 72(7)

Monash Library Unit Reading List (if applicable to the unit)

<http://readinglists.lib.monash.edu/index.html>

Feedback to you

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

- Graded assignments with comments
- Quiz results

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 electronic submission). 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.

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

You can purchase the prescribed text by:

1. Ordering direct from the publisher at
<http://www.thepress.purdue.edu/titles/format/9781557536631>

The prescribed text is also available to borrow as an eBook in the library.

Prescribed text(s)

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

Brewer, J.L., & Dittman, K.C.,. (2013). *Methods of IT project management*. (2nd Edition) Purdue University Press.

Recommended Resources

Project management tool:

- Microsoft Project 2013 (available in student labs - please confirm with your tutor during tutorials).
- Caulfield and Clayton on-campus students can download from <http://msdnaa.monash.edu.au/fit> (install on your own computer).
- Malaysia can download from - <http://www.its.monash.edu.my/student/msdnaa.html> (install on your own computer).
- 60 day evaluation copy available at <http://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2013>.

Other project management tool of your choice

Recommended text(s)

Schwalbe, K.. (2013). *Information Technology Project Management*. (7th) Cengage Learning.

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

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

Other

Engineers Australia Stage 1 competencies

This unit is a core unit in the Bachelor of Software Engineering accredited by Engineers Australia. Engineers Australia Accreditation Policy of Professional Engineering Programs requires that programs demonstrate how engineering graduates are prepared for entry to the profession and achieve Stage 1 competencies. The following information describes how this unit contributes to the development of these competencies for the Bachelor of Software Engineering. (Note: not all competencies may be emphasised in this unit).

Stage 1 competency	How the competency is developed in this unit
1. Knowledge and Skills base	
1.1. Comprehension, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.	Not covered in this unit
1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences, which underpin the engineering discipline.	Some aspects on statistical evaluation and decision making techniques and tools for project management are covered and applied.
1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline.	Not covered in this unit.
1.4. Discernment of knowledge development and research directions within the engineering discipline.	Not covered in this unit.
1.5. Knowledge of engineering design practice and contextual factors impacting the engineering discipline.	Lecture and tutorial cover aspects of contextual factors that impact on the projects and on decision making.
1.6. Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline.	Materials cover fundamental principles of project management, including planning and organising resources, as well as risk management.
2. Engineering application ability	
2.1. Application of established engineering methods to complex engineering problem solving.	Some aspects are covered by the unit - in terms of the application of project management principles to problem solving.
2.2 Fluent application of engineering techniques, tools and resources.	Not covered in this unit.
2.3. Application of systematic engineering synthesis and design processes.	Not covered in this unit.
2.4. Application of systematic approaches to the conduct and management of engineering projects.	Not covered in this unit.
3. Professional and personal attributes	
3.1. Ethical conduct and professional accountability.	The unit addresses issues on risk management and professional accountability in IT projects.
3.2. Effective oral and written communication in professional and lay domains.	Students are expected to communicate effectively when developing solutions to projects. This includes oral and written communication in the form of stakeholder presentation and project documentation.

Other Information

3.3. Creative , innovative and proactive demeanour.	Students will develop creative and innovative information technology solutions for business problems.
3.4. Professional use and management of information.	Not covered in this unit.
3.5. Orderly management of self, and professional conduct.	Students will need to prepare a professional presentation for their business information technology solution. To achieve this they will need to manage their self.
3.6. Effective team membership and team leadership.	Students will work in teams, and study team management and leadership skills in relation to leading information technology projects.

Relationship between Unit Learning Outcomes and BSE Course Outcomes

No.	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6	CO 7	CO 8	CO 9	CO 10	CO 11	CO 12	CO 13
1		X								X			
2		X								X			
3		X	X			X	X			X			
4		X	X			X	X	X		X		X	
5		X	X							X		X	
6								X		X			
7									X	X		X	

Relationship between Unit Learning Outcomes and Assessments

No.	Assignments	Quizzes	Practical Exercises	Exam
1		X		X
2		X		X
3	X	X		X
4	X			X
5	X	X		X
6	X			X
7	X			