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**FIT5178 Applied project management - Semester 2, 2015**

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FIT5178 Applied project management - Semester 2, 2015

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 (Evening)

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.

See also Unit timetable information

Chief Examiner

Dr Rodney Martin

Campus Lecturer

Caulfield

Rodney Martin

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

Tutors

Caulfield

Karan Pedramrazi

Kamran Memon
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 teaching 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
Academic Overview

Learning Outcomes

On successful completion of this unit students should 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;
- do quotation, pricing, financial and profit calculations for projects;
- describe methods of project selection, net present value analysis, decision making, and risk analysis;
- describe the issues involved with project contract administration;
- advise on the issues of Quality Management and the ISO 9000 Standards;
- use 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>Assessment Task 2: MS Project</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>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. 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): 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>30%</td>
<td>NQA1 21 Aug, NQA2 28 Aug, NQA3 11 Sep,</td>
</tr>
<tr>
<td>Unit Schedule</td>
<td>(5x6%)</td>
<td>NQA4 25 Sep, NQA5 16 Oct</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>ASSIGNMENT (NQA)</td>
<td>10%</td>
<td>18 Sep 2015</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 (NQA)
  Description: Questions on the numerical topics: Project Networks, Compression, Project Financials, NPV, Mathematical Optimization.

  Learning Outcomes
  NQA 1 ~ 1 prepare project network diagrams and do finite capacity scheduling of projects;
  NQA 2 ~ 2 do project and activity time compression to prepare quotations and meet due dates;
    3 prepare plans, budgets, and control systems for new projects;
  NQA 3 ~ 4 do quotation, pricing, financial and profit calculations for projects;
  NQA 4 ~ 5 describe methods of project selection, net present value analysis, decision making, and risk analysis;
    6 describe the issues involved with project contract administration;
    7 advise on the issues of Quality Management and the ISO 9000 Standards;
  MSP ~ 8 use modern project management software.
  NQA 5 ~ 9 have an understanding of basic mathematical optimization

  Weighting:
  30% (5x6%)

  Criteria for assessment:
  Assignments will be assessed:
    ♦ 50% on correctness of answers and
    ♦ 50% on method and explanation.

  Due date:
  NQA1 21 Aug, NQA2 28 Aug, NQA3 11 Sep, NQA4 25 Sep, NQA5 16 Oct
Assessment Requirements

• Assessment task 2

Title: MS Project
Description: Set up a large MSProject example.
Weighting: 10%
Criteria for assessment: Demonstration of the features of MS Project. Ability to write a professional report.

Due date: 18 Sep 2015

Examinations

• Examination 1

Weighting: 60%
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

Feedback to you

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.

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 (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/. 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.

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

Assessment Requirements

**IBM ILOG CPLEX**


**LINGO 13.0 - Optimization Modeling Software**


**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:  

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 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