



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at
<<http://www.usq.edu.au/coursespecification/current>>.
Please consult the web for updates that may occur during the year.

Description: Project Quality, Risk and Procurement Management

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	8024	78164	2, 2008	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080315

STAFFING

Examiner: Greg Gunter
Moderator: Barrie Todhunter

OTHER REQUISITES

Although there are no formal pre-requisite nor co-requisite courses for MGT8024, it is recommended that students enrol in MGT8022 Project Management Framework prior to, or simultaneously with, study of MGT8024. Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <<http://www.usq.edu.au/business/aboutfob.htm>>.

RATIONALE

One of the major objectives of project stakeholders is to achieve the optimal quality defined for the project, but the project environment will give rise to many risks to achieving that objective and others. Risk and uncertainty are natural ingredients in the development and execution of all complex projects, and proper identification of risk and a structured approach to its analysis and monitoring are essential. Risk mitigation is a primary objective of successful contracting and procurement, and the optimal outcome is achieved by allocation of risks to the stakeholders who are best situated to deal with the respective risks. Procurement management guides the formation of contractual relationships and the formal contracts that flow from those relationships.

SYNOPSIS

The course examines the following: (1) the environment in which projects are carried out; (2) the need to establish the appropriate levels of quality in a project; (3) how to build quality into the project processes and deliverables; (4) how to ensure that the appropriate quality is delivered at the end of the project; (5) planning for the level of risk in a project and identifying the risks and uncertainties that could impact on the project; (6) analysis and evaluation of the identified risks; (7) definition of risk treatment strategies so that appropriate plans are in place for anticipated events; (8) planning an appropriate procurement strategy for the project; (9) review of the various procurement strategies and their implications for stakeholders; (10) procedures for procurement solicitation and source selection; (11) monitoring and control of the procurement processes and

contractual arrangements; and (12) the value of periodic project reviews and post-completion audits.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. apply the principles of total quality management to a project environment (Assignment 1)
2. carry out quality planning and quality assurance for a selected project (Assignment 1)
3. apply project quality control procedures (Assignment 1)
4. identify the risks inherent in any project and quantify their likelihood and consequences (Assignment 1)
5. develop appropriate risk responses (Assignment 1)
6. recommend procurement strategies and contractual relationships appropriate for the stakeholders' objectives (Assignment 2)
7. apply relevant legal principles to a project environment (Assignment 2)
8. define the resources, goods and services necessary to carry out a project (Assignment 2)
9. solicit proposals, quotations and tenders for the supply of goods and services and the carrying out of the project works (Assignment 2)
10. prepare and administer simple contracts for a project context (Assignment 2)
11. finalise the procurement process and hand over the works (Assignment 2)
12. bring the project to final completion (Assignment 2).

TOPICS

	Description	Weighting (%)
1.	The project environment	5.00
2.	Project quality context	10.00
3.	Quality planning and assurance	10.00
4.	Quality control	10.00
5.	Project risk planning and identification	10.00
6.	Project risk analysis and evaluation	10.00
7.	Project risk treatment and review	10.00
8.	Procurement planning and strategies	10.00
9.	Procurement solicitation and source selection	10.00
10.	Procurement monitoring and control	10.00
11.	Project review and completion	5.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For

costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

AS/NZS 4360 2004, *2004 Risk Management Australian New Zealand Standard*, 3rd edn, Standards Australian International Ltd, Sydney.

(and Standards New Zealand, Wellington)

HB436 2004, *Risk Management Guidelines, Companion to AS/NZS 4360:2004*, Standards Australian International Ltd, Sydney.

(and Standards New Zealand, Wellington)

PMI 2004, *A guide to the project management body of knowledge (PMBOK)*, 3rd edn, Project Management Institute, Newtown Square, Pennsylvania.

(NOTE: This text is common to MGT8024, MGT8025 and MGT8027.)

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.

(revised & updated edition)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Dowler, W & Miles, C 2006, *A guide to business law*, 17th edn, Lawbook Co, Pyrmont, New South Wales.

(NOTE: An alternative to the Dowler & Miles text may be any current text that covers business and commercial law issues such as one of the following texts: Turner, C 2006, 'Australian commercial law', 26th edn, Lawbook Co, Pyrmont, New South Wales OR Griggs, L, Clark, E & Iredale, I 2003, 'Managers and the law: a guide for business decision makers', 2nd edn, Lawbook Co, Sydney, New South Wales.)

Kerzner, H 2006, *Project management: a systems approach to planning, scheduling, and controlling*, 9th edn, John Wiley & Sons, New York.

Meredith, J & Mantel, S Jr 2006, *Project management: a managerial approach*, 6th edn, John Wiley & Sons, Hoboken, New Jersey.

Turner, JR 1999, *The handbook of project-based management: improving the processes for achieving strategic objectives*, 2nd edn, McGraw-Hill, London.

Turner, JR 1995, *The commercial project manager: managing owners, sponsors, partners, supporters, stakeholders, contractors and consultants*, McGraw-Hill, London.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	50.00
Directed Study	100.00
Private Study	7.00
Residential Schools	8.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	100.00	30.00	08 Sep 2008
ASSIGNMENT 2	100.00	70.00	03 Nov 2008

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:**

If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:**

To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:**

If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded. See Assessment Notes item 1 below.
- 4 Requirements for student to be awarded a passing grade in the course:**

To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:**

The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:**

There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:**

Not applicable.
- 8 University Regulations:**

Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 1 Assignments:** (i) Assignments must be submitted electronically by 11.59pm (AEST) on the due date. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) The examiner may grant an extension of the due date of an assignment in extenuating circumstances. If

the required extension is less than seven days, there is no need to obtain prior approval. In such cases, submit your assignment as soon as possible after the due date together with any supporting documentation that might be required. The authority for granting extensions rests with the relevant examiner. (iv) The examiner will normally only accept assessments that have been prepared using electronic media. (v) The examiner will not accept submission of assignments by facsimile. (vi) Students who are disadvantaged by these regulations may be given special consideration. They should contact the examiner to negotiate such special arrangements. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.

- 2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to assessment.
- 3 Make-up work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 4 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. The temporary grade of IDM (Incomplete Deferred Make-up) may be awarded.