The University of Southern Queensland

Course Specification

Description: Project Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>10277</td>
<td>1, 2002</td>
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Academic Group: FOBUS
Academic Org: FOB005
HECS Band: 2
ASCED Code: 080315

STAFFING

Examiner: David Cowper
Moderator: Barrie Todhunter

RATIONALE

Strategic planning is vital for business survival in these volatile times and the planning almost invariably leads to change. It is essential that this change is managed effectively and the concepts, tools and techniques of project management provide the means for doing this. Project management is the art and science of integrating the management of the scope, time, cost, risk, human resources, contracts, communications and quality of a project. It is a management process which aims to ensure that the objectives of an undertaking are achieved on time and within budget. Project management tools and techniques have their roots in industrial engineering and the construction industry but managers are realising that the philosophies, principles and skills are equally applicable to any activity that can be defined as a project. Apart from capital acquisition and construction projects, they can also be applied successfully in such areas as the introduction of new products, new public policies or new information technology systems. They enforce detailed planning of the project before work can commence and provide a means of control during execution, helping to ensure that desired outcomes are achieved.

SYNOPSIS

This course combines planning, organisation and control techniques with information technology to develop strong theoretical and practical skills in project management. It addresses the fundamental difference between project and general management. It highlights the importance of project planning and discusses the processes of networking, scheduling and resource allocation. It also includes discussions on project monitoring and performance measurement, cost/schedule control systems, risk assessment and analysis and human resource management in the project environment. The use of management information systems to assist in planning and controlling project activities is emphasised. Students are required to use a personal computer based project management software package and may
also use other software such as spreadsheets and data bases or graphics software in a project
management system application. The course addresses all nine courses of the nationally
accredited National Competency Standards for Project Management.

**OBJECTIVES**

On successful completion of the course the student will be able to:

- state the nature of projects and project management;
- understand the structure of the National Competency Standards for Project
  Management;
- establish the objective, scope and constraints of a project;
- understand some of the human resource management aspects of project management;
- understand the techniques of time and cost estimation in the project planning
  environment;
- understand how to conduct time/cost trade-offs;
- create detailed project plans using personal computer project management software;
- apply network methods in the scheduling of activities under varying time, cost and
  resource conditions;
- develop the basics of a project management information system and design reporting
  formats for different levels of management;
- choose appropriate methodologies for monitoring and controlling the time and cost
  of a project;
- assess the risks and uncertainties involved in projects, and develop project plans
  and techniques which address efficiency and effectiveness criteria;
- manage the major aspects of project quality and procurement; and
- understand the importance of project integration and project termination in the
  overall management of a successful project.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction to Project Management</td>
<td>5.00</td>
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<tr>
<td>2. Project Scope Management</td>
<td>10.00</td>
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<tr>
<td>3. Planning and Scheduling</td>
<td>10.00</td>
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<td>4. Human Resources in Project Management</td>
<td>12.00</td>
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<td>5. Communication in Project Management</td>
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<td>6. Project Time Management</td>
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<td>7. Project Cost Management</td>
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<td>8. Project Risk Management</td>
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<td>9. Project Quality Management</td>
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<tr>
<td>10. Project Procurement</td>
<td>8.00</td>
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<tr>
<td>11. Project Integration and Termination</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Project Management Software: The student must use a PC based project management software package to complete the practical aspect of the course.


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.


STUDENT WORKLOAD REQUIREMENTS

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<th>ACTIVITY</th>
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<tr>
<td>Directed Study</td>
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<td>Examinations</td>
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<td>Private Study</td>
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### ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>MODULE 5 COMPUTERWORK</td>
<td>999.00</td>
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<tr>
<td>ASSIGNMENT 1A (Complete only)</td>
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<td>ASSIGNMENT 1B (assignment f)</td>
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<td>ASSIGNMENT 1C</td>
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<td>ASSIGNMENT 2</td>
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#### NOTES:
1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
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4. Further details about the due dates are detailed in the assessment section of the Course Specifications.
5. Further details about the due dates are detailed in the assessment section of the Course Specifications.
6. Further details about the due dates are detailed in the assessment section of the Course Specifications.

#### OTHER REQUIREMENTS
1. To be assured of a passing grade in this unit students will be required to obtain at least 50% for the assignments in aggregate; at least 50% in the final examination; and an overall mark of at least 50%. Final grades for the unit will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details and by considering the students' level of achievement of the objectives of the course.
2. The due date of an assignment is the date by which a student must despatch the assignment to the University, and is normally that defined in the relevant course specification. The onus is on the student to provide, if requested, proof of date of despatch.
3. Students should organise their affairs to ensure that they meet due dates for all assignments. Extensions will be granted only under exceptional extenuating circumstances, normally involving a significant medical condition.
4. Students may apply for an assignment extension either by application through DEC before the due date or by including application with the submitted assignment after
the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Course Leader.

5 All assignments despatched after due dates without appropriate extension approvals or after approved extension dates will be penalised up to a maximum of 20% of the assigned mark per work day.

6 Students must retain a copy of all assignments which must be provided if/when required by the Course Leader.

7 Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.