Description: Project Integration and Scope Management

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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Academic Group: FOBUS
Academic Org: FOB005
HECS Band: 2
ASCED Code: 080315

STAFFING
Examiner: Barrie Todhunter
Moderator: David Cowper

RATIONALE
Project Integration Management involves the management and coordination of internal and external activities relating to the project. The project objectives must be successfully integrated with the objectives of the principal stakeholders, and the following integrative project processes must be carried out: 1 Analysis of the internal and external environments 2 Project plan development 3 Project plan execution 4 Overall change control Project Scope Management is responsible for ensuring that all works necessary to complete the project according to performance requirements are included in the scope of the works, but that no unnecessary works are included, as this would represent a risk to the project budget and schedule. Scope management processes include: 1 Project initiation 2 Scope planning and definition 3 Scope verification 4 Scope change control procedures 5 Project completion

SYNOPSIS
The course examines the following: 1 The inputs, tools and techniques, and the outputs necessary to manage the analysis of the project environment, project plan development, project plan execution and overall change-control of projects. 2 The inputs, tools and techniques, and the outputs necessary to manage project initiation, scope planning, scope definition, scope verification, scope change-control, and successful completion of projects.

OBJECTIVES
On successful completion of this course, students will be able to:

- Identify relevant issues and analyse the internal and external project environments
- Identify, locate and utilise project data and resources to prepare a coherent project plan
• Use the project plan and other relevant data to execute the project so that it meets the objectives of the project sponsor and other principal stakeholders
• Prepare and implement a change-control process to ensure the integrity of the overall project during execution.
• Establish the basic need or opportunity for the project and obtain approval from the sponsor for initiation of the project as evidenced by a project charter
• Develop a written statement for verification of the project scope at commencement, during execution and upon completion. It may involve product analysis, cost/benefit analysis, financial analysis, screening and selection etc.
• Define the scope of the project in manageable quantities to allow accurate estimating of time, cost and resources, creation of a baseline, and to assist in assigning project responsibilities.
• Use the detailed scope definition during the execution stage to identify scope changes and to take the appropriate action as needed.
• Bring projects to a successful completion.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The project environment</td>
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<td>2. Project plan development</td>
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<td>3. Project plan execution</td>
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<td>4. Overall change control</td>
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<tr>
<td>5. Project initiation</td>
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<td>6. Scope planning</td>
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<td>7. Scope definition</td>
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<td>8. Scope verification</td>
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<td>9. Scope change control</td>
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<td>10. Project completion</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

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.


**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.

- *Introduction to Cost Benefit Analysis for Program Managers*, 1995, Department of Finance, AGPS, Canberra.

**STUDENT WORKLOAD REQUIREMENTS**

<table>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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<td>Residential Schools</td>
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**ASSESSMENT DETAILS**

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
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<th>Due Date</th>
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<tr>
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<td>10.00</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>40.00</td>
<td>40.00</td>
<td>Y</td>
<td>09 Sep 2002</td>
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<tr>
<td>ASSIGNMENT 3</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>11 Nov 2002</td>
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**OTHER REQUIREMENTS**

1. To be awarded a pass in the course, students must achieve a minimum of 50% of the total marks allocated for the course assessment.

2. Final grades for the course 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. To be assured of
a B grade, students will be required to obtain an {overall} mark of 65%. To be
assured of an A grade, students will be required to obtain an {overall} mark of
75%. To be assured of an HD grade, students will be required to obtain an
{overall} mark of 85%.

3 The due date of an assignment is the date by which a student must dispatch 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
dispatch.

4 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.

5 Students should apply for an extension to the date for submission of the assignment
by including an 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. THERE
IS NO NEED TO CONTACT THE COURSE LEADER REGARDING
EXTENSIONS.

6 Assignments despatched after due dates without an extension application may be
penalised up to a maximum of 20% of the assigned mark per work day.

7 Students must retain a copy of all assignments and these must be provided if/when
required by the Course Leader.

8 A Residential School may be provided for this course subject to student numbers.
The Course leader will advise students by e-mail as to the proposed date. It is
normally run as a full-day session on a Saturday at the USQ Brisbane Centre (333
Adelaide Street Brisbane Queensland) to avoid students having to take time off
work. Assignments will be reviewed, and the study materials discussed. It is strongly
recommended for students to attend if possible.

9 Assignments will not be accepted electronically, and must be submitted through
the Distance Education Centre using the barcode labels provided.

10 THERE IS NO EXAMINATION FOR THIS COURSE.