The University of Southern Queensland

Course Specification

Description: Project Management

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
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<td>24294</td>
<td>2, 2003</td>
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Academic Group: FOBUS
Academic Org: FOB005
HECS Band: 2
ASCED Code: 080315

STAFFING
Examiner: Barrie Todhunter
Moderator: David Cowper

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>
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<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<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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<td>3. Planning and Scheduling</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>
<td>10.00</td>
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<td>6. Project Time Management</td>
<td>10.00</td>
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<td>7. Project Cost Management</td>
<td>12.00</td>
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<td>8. Project Risk Management</td>
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<tr>
<td>9. Project Quality Management</td>
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<tr>
<td>10. Project Procurement</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.

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


(Revised 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.


STUDENT WORKLOAD REQUIREMENTS

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<tr>
<th>ACTIVITY</th>
<th>HOURS</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

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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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<tr>
<td>ASSIGNMENT 1A</td>
<td>25.00</td>
<td>25.00</td>
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<td>22 Sep 2003</td>
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<tr>
<td>ASSIGNMENT 1B</td>
<td>25.00</td>
<td>25.00</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>35.00</td>
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<td>27 Oct 2003</td>
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<td>3 HOUR EXAMINATION</td>
<td>40.00</td>
<td>40.00</td>
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NOTES:
- Complete only assignment 1A or 1B.
- The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
If you are an International student in Australia it is a requirement of your student visa that you 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 complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment may apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks available for all summative assessment items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination.
7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/business/polproc/index.htm or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

9 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or 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 Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise 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.

10 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to assessment.

11 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.

12 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination);
IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).