Description: Project Integration and Scope Management

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<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
Student contribution 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; and 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; and 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; and 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:

1. Identify relevant issues and analyse the internal and external project environments.
2. Identify, locate and utilise project data and resources to prepare a coherent project plan.
3. 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.
4. Prepare and implement a change-control process to ensure the integrity of the overall project during execution.
5. 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.
6. 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.
7. 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.
8. Use the detailed scope definition during the execution stage to identify scope changes and to take the appropriate action as needed.
9. Bring projects to a successful completion.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tr>
<td>1. The project environment</td>
<td>5.00</td>
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<td>2. Project plan development</td>
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<tr>
<td>3. Project plan execution</td>
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<tr>
<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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<tr>
<td>10. Project completion</td>
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**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).


**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:**

<table>
<thead>
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<th>ACTIVITY</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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**ASSESSMENT DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>50.00</td>
<td>01 Nov 2004</td>
</tr>
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**IMPORTANT ASSESSMENT INFORMATION**

1. Attendance requirements:
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 receiving a passing grade a student must achieve at least 45% in each of the summative assessments and at least 50% of the available weighted marks for the 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:
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 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/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

ASSESSMENT NOTES

1 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 24 hours 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 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 not accept submission of assignments by facsimile. (v) 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.