Course specification

Description: Project Quality, Risk and Procurement Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<tr>
<td>MGT</td>
<td>8024</td>
<td>44241</td>
<td>2, 2005</td>
<td>WEB</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOBUS
Academic org: FOB005
Student contribution band: 2
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.

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 historical background of quality management, total quality management (TQM) in project management, quality planning and assurance, the tools and techniques, the cost of quality, review and control procedures, quality control tools, and the need for stakeholder involvement in the processes; (2) identification of those risks that are most likely to have an impact on the outcome of the project, analysis and evaluation of the likelihood of occurrence of any particular risk, the consequences of such risks, and development of responses to identified risks; and (3) the legal environment in which projects occur, procurement planning to determine the resources, goods and services required to carry out the project, design and documentation of products required for the project, solicitation of proposals, quotations and tenders, selection of suppliers and contractors, creation of contractual relationships, administration of contracts, completion of the contract administration and handover of works carried out.
OBJECTIVES
On completion of this course students will be able to:

1. apply the principles of total quality management to a project environment;
2. carry out quality planning and quality assurance for a selected project;
3. apply project quality control procedures;
4. identify the risks inherent in any project and quantify their likelihood and consequences;
5. develop appropriate risk responses;
6. recommend procurement strategies and contractual relationships appropriate for the stakeholders’ objectives;
7. apply relevant legal principles to a project environment;
8. define the resources, goods and services necessary to carry out a project;
9. solicit proposals, quotations and tenders for the supply of goods and services and the carrying out of the project works;
10. prepare and administer simple contracts for a project context;
11. finalise the procurement process and hand over the works; and
12. bring the project to final 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 quality context</td>
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<td>3. Quality planning and assurance</td>
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<td>4. Quality control</td>
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<td>5. Project risk planning and identification</td>
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<td>6. Project risk analysis and evaluation</td>
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<td>7. Project risk treatment and review</td>
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<td>8. Procurement planning</td>
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<td>9. Procurement strategies</td>
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<td>10. Procurement solicitation and source selection</td>
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<td>11. Procurement monitoring and control</td>
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<td>12. Project review and 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).

(and Standards New Zealand, Wellington)
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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.)

(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.

(NOTE: An alternative to the Carvan et al text may be any current text that covers business and commercial law issues such as one of the following texts: Turner, C 2003, 'Australian commercial law', 24th edn, Lawbook Co, Sydney OR Griggs, L, Clark, E, Streeter, J & Iredale, I 2003, 'Managers and the law', LBC Information Services, 2nd edn, Lawbook Co, Sydney.)


STUDENT WORKLOAD REQUIREMENTS

<table>
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<tr>
<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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<tr>
<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>
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<tr>
<td>ASSIGNMENT 1</td>
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<tr>
<td>ASSIGNMENT 2</td>
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<td>60.00</td>
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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) If requested, students will be required to provide a copy of an assignment submitted for assessment purposes. This should be despatched to the USQ within 24 hours of receipt of a request being made. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. 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 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.

OTHER REQUIREMENTS

1 Learning Resources: Prescribed text and materials (see above); prescribed reference materials (see above); and course Website accessible via USQConnect.