The University of Southern Queensland

Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.

Please consult the web for updates that may occur during the year.

Description: Engineering Project Management Portfolio

<table>
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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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<td>ENG</td>
<td>8303</td>
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<td>EXT</td>
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Academic group:          FOENS
Academic org:            FOENSV
Student contribution band: 2
ASCED code:              039999

STAFFING

Examiner: Jo Devine
Moderator: David Dowling

REQUISITES

Pre-requisite: ENG8300

RATIONALE

The Master of Engineering Practice program is designed to enable Engineering Technologists to draw on their industrial experience to demonstrate their achievement of many of the required graduate attributes and capabilities, both generic and technical. To be eligible for admission to the program students must have at least five years of relevant experience in the engineering industry. This elective course is designed to enable students to demonstrate the knowledge and skills they have gained that enable them to scope and manage an engineering project. To enable students to demonstrate their competence a set of "Defining Activities" has been established for each of the course objectives. Students will demonstrate their competence by writing a number of Career Episode Reports (CER), each highlighting their achievement of one or more of those attributes or skills. The information in each Career Episode Report must be verified and endorsed by a professional engineer. When completed, the portfolio should demonstrate that the student has achieved the required objectives of the course.

SYNOPSIS

This course is designed to enable students in the Master of Engineering Practice program to demonstrate their achievement of many of the attributes and skills associated with scoping and managing engineering projects. During this course students will prepare a portfolio consisting of a number of Career Episode Reports, each highlighting their achievement of one or more of those attributes or skills. The information in each Career Episode Report must be verified and endorsed by a professional engineer. When completed, the portfolio should demonstrate that the student has achieved the required objectives of the course.
OBJECTIVES
The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parenthesis. On completion of this course, students will have demonstrated achievement of objective 9 and at least five of the remaining objectives:

1. establish the documentation and integration for a project (Portfolio);
2. scope a project (Portfolio);
3. manage the people associated with a project (Portfolio);
4. manage the physical resources within a project (Portfolio);
5. manage the quality, safety and risk elements of a project (Portfolio);
6. manage the cost and procurement aspects of a project (Portfolio);
7. manage the time and progress of a project (Portfolio);
8. finalise a project (Portfolio);
9. employ a high level of written communication skills (Portfolio).

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Preparation of the Engineering Project Management Portfolio</td>
<td>100.00</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).

Engineers Australia 2001, Chartered Professional Engineers - Handbook for Applicants for Chartered Professional Engineer (CPEng) and registration on the National Chartered Professional Engineers Register, Engineers Australia, Canberra.
(This publication may be downloaded from the web as a PDF document. The URL is: http://www.ieaust.org.au/membership/res/downloads/chartered_professional_may.pdf)

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>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Private Study</td>
<td>30.00</td>
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<tr>
<td>Report Writing</td>
<td>125.00</td>
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<td>Supervisor Consultation</td>
<td>10.00</td>
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### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wt(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>DRAFT CER 1</td>
<td>1.00</td>
<td>0.00</td>
<td>02 Apr 2007</td>
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<tr>
<td>DRAFT CER 2</td>
<td>1.00</td>
<td>0.00</td>
<td>01 May 2007</td>
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<tr>
<td>PORTFOLIO</td>
<td>15.00</td>
<td>100.00</td>
<td>15 Jun 2007</td>
</tr>
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</table>

### 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 satisfactorily complete the portfolio, students must meet the requirements as set-out in the study materials for the course.

3. **Penalties for late submission of required work:**
   (a) Students who do not submit the draft portfolio by the Due Date will receive limited or zero supervisor feedback. (b) Students who do not submit the completed portfolio by the Due Date will normally be awarded one of the fail grades. (c) Extension of a deadline may be granted by the examiner of the course. Application for such an extension must be made in writing to the Examiner, prior to the Due Date.

4. **Requirements for student to be awarded a passing grade in the course:**
   To be assured of receiving a passing grade, students must demonstrate that they have achieved the required minimum standards in relation to the objectives of the course by submitting a satisfactory portfolio as stated in 2 above.

5. **Method used to combine assessment results to attain final grade:**
   The final grade will be based on the grade awarded for the portfolio.

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/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook.

### ASSESSMENT NOTES

1. **SUPERVISION** The student shall communicate with the examiner at regular intervals, normally weekly, and keep whatever records of progress the examiner may require (eg a log book).

2. **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.**
3 Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if required by the Examiner.

4 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.

5 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.

6 The Faculty will NOT accept submission of assignments by facsimile.

7 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.

8 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. The following temporary grade may be awarded: IDM (Incomplete Deferred Make-up).

OTHER REQUIREMENTS

1 Students will require access to e-mail and internet access to USQConnect for this course.