Course Outline

Code: ICT352
Title: Project Management

School: Business
Teaching Session: Semester 1
Year: 2020
Course Coordinator: Dr Michael Berry
Course Moderator: Dr Jacqui Blake

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1 Description
This course provides a practical approach to project management with an emphasis on acquiring skills and techniques for planning and running different types of projects. It provides information on how project management and the effective use of software can help manage projects. It helps you assess what has gone wrong and what can be learned from past projects and promotes the best practices of consistently performing organisations and project managers. The knowledge areas of project management from the Project Management Institute’s PMBOK (Project Management Body of Knowledge) including agile approaches are considered. In particular, the knowledge areas of time, cost and quality management are covered.

1.2 Field trips, WIL placements or activities required by professional accreditation
N/A

2. What level is this course?

300 level Graduate - Independent application of graduate knowledge and skills. Meets AQF and professional requirements. May require pre-requisites and developing level knowledge/skills. Normally taken in the 3rd or 4th year of an undergraduate program.

3. What is the unit value of this course?

12 units
4. **How does this course contribute to my learning?**

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment tasks</th>
<th>Graduate Qualities or Professional Standards mapping</th>
</tr>
</thead>
</table>
| Use initiative to solve problems and provide planned management solutions for dynamic and complex projects | 1, 2 and 3 | Empowered.  
Creative and critical thinkers. |
| Engage professional communications skill (written and digital) and apply these in collaborate learning situations to solve specific problems | 1 and 2 | Communication (written and digital literacy)  
Career-ready Engaged. |
| Demonstrate sophisticated use of discipline-specific knowledge and skills to solve management problems | 1, 2 and 3 | Career-ready Knowledgeable. |

5. **Am I eligible to enrol in this course?**

Refer to the [USC Glossary of terms](https://www.usc.edu.au/) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 **Enrolment restrictions**

Nil

5.2 **Pre-requisites**

BUS104 or SGD200

5.3 **Co-requisites**

Nil

5.4 **Anti-requisites**

MGT210

5.5 **Specific assumed prior knowledge and skills (where applicable)**

Due to the advanced analytical skills required it is recommended that students take this course in their third year.

6. **How am I going to be assessed?**

6.1 **Grading scale**

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

6.2 **Details of early feedback on progress**

For Task 1 students will be invited to discuss the report and its concepts and receive feedback on drafts during the 3 weeks leading up to task submission.
6.3 Assessment tasks

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Assessment Product</th>
<th>Individual or Group</th>
<th>Weighting %</th>
<th>What is the duration / length?</th>
<th>When should I submit?</th>
<th>Where should I submit it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report</td>
<td>Individual</td>
<td>20%</td>
<td>1000 words</td>
<td>Week 4, Friday</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>2</td>
<td>Report</td>
<td>Individual</td>
<td>40%</td>
<td>2,500 words</td>
<td>Week 12, Monday</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>3</td>
<td>Examination</td>
<td>Individual</td>
<td>40%</td>
<td>N/A</td>
<td>Central examination period</td>
<td>Exam Venue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Assessment 1: Business Report**

**Goal:** Demonstrate an understanding of the concepts and skills relating to the initiation of a project.

**Product:** Report

**Format:** You will prepare a formal business report detailing a project charter based on a business case study. Maximum 1,500 words

**Criteria:**
- use of initiative to create an effective solution to a business idea or problem in the required discipline
- apply professional communications skills and ability in an effective manner to create a business solution
- apply a sophisticated level of understanding of discipline specific knowledge and skills to solve problems

**Assessment Task 2: Project plan business report**

**Goal:** Demonstrate an understanding of the concepts and skills relating to the management of a project.
This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Learning Objective will be assessed:
Program Learning Objective 1.3 - Demonstrate digital literacy skills for communication and information sharing in a business context effective written communication skills in a business context.

**Product:** Report

**Format:** This individual report will follow a standard business report format. You will prepare a formal business report detailing a project based on a business case study. The report is to include the results of using project management tools such as a work breakdown structure, scheduling, resourcing, communicating and costing. Further details will be available on Blackboard in the assignment specification. Maximum 3,500 words

**Criteria:**
- use initiative to structure an effective solution to a business idea or problem in the required discipline
- apply a sophisticated level of understanding of the business requirements for business projects with discipline specific knowledge and skills to solve problems and produce a practical project plan.
- demonstrate capacity to develop, appraise and articulate informed and effective audience appropriate project communication.
• Accurately present written work including English expression, discipline-based vocabulary, grammar, spelling, punctuation and referencing.
• apply and evaluate digital communication tools/channels to present, share and communicate in a business context

Assessment Task 3: Final Examination

<table>
<thead>
<tr>
<th>Goal:</th>
<th>Demonstrate knowledge and application of project management.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product:</td>
<td>Examination</td>
</tr>
<tr>
<td>Format:</td>
<td>A two-hour closed book exam to be held during the scheduled examination period. The date and time of the exam will be advised by Student Administration during the semester.</td>
</tr>
<tr>
<td>Criteria:</td>
<td>Understand the required knowledge covered in the course from weeks 1 to 12.</td>
</tr>
</tbody>
</table>

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Directed study hours for location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td>Lecture (1 hour)</td>
</tr>
<tr>
<td></td>
<td>Workshop (2 hours)</td>
</tr>
</tbody>
</table>

8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below as they are required:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kloppenberg, T.J.</td>
<td>2018, 4th Edition</td>
<td>Contemporary project Management – Organize/Lead/Plan/Perform</td>
<td>Cengage</td>
</tr>
</tbody>
</table>

8.2 Specific requirements

N/A

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University’s general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.
10. What administrative information is relevant to this course?

10.1 Assessment: Academic Integrity
Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 Assessment: Additional requirements
Eligibility for Supplementary Assessment
Your eligibility for supplementary assessment in a course is dependent on the following conditions applying:
   a) The final mark is in the percentage range 47% to 49.4%
   b) The course is graded using the Standard Grading scale
   c) You have not failed an assessment task in the course due to academic misconduct

10.3 Assessment: Submission penalties
Late submission of assessment tasks will be penalised at the following maximum rate:
   • 5% (of the assessment task’s identified value) per day for the first two days from the date identified as the due date for the assessment task.
   • 10% (of the assessment task’s identified value) for the third day
   • 20% (of the assessment task’s identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
   • A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.
To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

10.4 Study help
In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Wellbeing Services
Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.
Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, AccessAbility Services can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to Student Hub, email studentwellbeing@usc.edu.au or accessability@usc.edu.au or call 07 5430 1226

10.6 Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:
- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:
http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.7 General Enquiries

In person:
- USC Sunshine Coast - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- USC Moreton Bay – Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- USC SouthBank - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- USC Gympie - Student Central, 71 Cartwright Road, Gympie
- USC Fraser Coast - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- USC Caboolture - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890
Email: studentcentral@usc.edu.au

Appendix 1 Course content

<table>
<thead>
<tr>
<th>Week / Module</th>
<th>What key concepts/content will I learn?</th>
<th>Directed Study Activities: teaching components</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic project concepts</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>2</td>
<td>Chartering projects</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>3</td>
<td>Organisational capability</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>4</td>
<td>Leading and managing project teams</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>5</td>
<td>Project stakeholder analysis and communications planning</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>6</td>
<td>Project scope planning</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>7</td>
<td>Scheduling and resourcing projects</td>
<td>Lecture</td>
</tr>
</tbody>
</table>
### Course Outline: ICT352 ICT Project Management

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Project budget</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>9</td>
<td>Project risk management</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>10</td>
<td>Quality planning and project supply chain management</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>11</td>
<td>Project progress and results</td>
<td>Lecture Workshop</td>
</tr>
<tr>
<td>12</td>
<td>Project finishing</td>
<td>Lecture</td>
</tr>
<tr>
<td>13</td>
<td>Project management review</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

Please note that the course activities may be subject to variation.

**Mid Semester Break:**  
13th April 2020-19th April 2020 (Between Week 7 and Week 8)

**Public Holidays**  
Good Friday- Friday 10th April 2020 (Week 7)  
Labour Day - Monday 4th May 2020 (Week 10)