Course Outline

Code: PRM701
Title: Project Management Principles

School: Business
Teaching Session: Session 3
Year: 2020
Course Coordinator: Dr Robert Ogulin
Course Moderator: Dr Jacqueline 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 focuses on building the knowledge and practical skills necessary to manage projects in organisations. The course provides information how project management can drive efficiency and innovation in projects management across a range of situations. The framework used is this course is drawn from the Project Management Body of Knowledge (PMBOK) and how the framework can be applied to projects. Through real world case studies, you are introduced to the principles, concepts and processes of project management and their traditional and agile application in both the business and public sectors.

1.2 Field trips, WIL placements or activities required by professional accreditation
NIL

2. What level is this course?
700 level Specialised - Demonstrating a specialised body of knowledge and set of skills for professional practice or further learning. Advanced application of knowledge and skills in unfamiliar contexts.

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>
<tbody>
<tr>
<td>On successful completion of this course, you should be able to:</td>
<td>You will be assessed on the learning outcomes in task/s:</td>
<td>Completing these tasks successfully will contribute to:</td>
</tr>
<tr>
<td>Critically analyse information and tools related to recent developments in project management and project lifecycle.</td>
<td>1 &amp; 2</td>
<td>Creative and critical thinkers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Career-adaptive</td>
</tr>
<tr>
<td>Design, plan and define scope for a new project for authorisation.</td>
<td>2</td>
<td>Career-adaptive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Empowered</td>
</tr>
<tr>
<td>Effectively participate in a project team to achieve project objectives and balance project constraints.</td>
<td>1</td>
<td>Collaborative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engaged</td>
</tr>
<tr>
<td>Communicate to justify and interpret methodologies, conclusions and professional decisions to specialist and non-specialist audiences.</td>
<td>1 &amp; 2</td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engaged</td>
</tr>
<tr>
<td>Demonstrate digital literacy skills for communication and information sharing in a business context.</td>
<td>2</td>
<td>Communication (digital literacy)</td>
</tr>
</tbody>
</table>

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

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 **Enrolment restrictions**

Must be enrolled in a Postgraduate program.

5.2 **Pre-requisites**

Nil

5.3 **Co-requisites**

Nil

5.4 **Anti-requisites**

Nil

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

Competent English language skills for oral and written work.

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**

Formative online quizzes are available each week from week one. Feedback is available after submission for the student to gauge their understanding of weekly teaching objectives.
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>Plan</td>
<td>Individual</td>
<td>40%</td>
<td>3,000 words</td>
<td>Thursday, Week 3</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td>2</td>
<td>Examination</td>
<td>Individual</td>
<td>60%</td>
<td>2 hours</td>
<td>Thursday, week 6</td>
<td>Online Assignment Submission with Plagiarism check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Assessment Task 1: Defining, chartering and communicating a project

**Goal:**
You will demonstrate advanced analysis skills in determining and discussing selected components of a project plan.

This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Learning Objectives will be assessed: Program Learning Objective 1.3 - Demonstrate digital literacy skills for communication and information sharing in a business context.

**Product:** Plan

**Format:** Individual report maximum 3000 words

**Criteria:**
- Demonstrate knowledge of digital communication tools/ channels to present, share and communicate in a business context.
- Identify and evaluate appropriate digital tools/ channels for specific business purposes.
- Indicate effective communication using appropriate digital tools and channels.
- Apply advanced and contemporary understanding of a project management framework to a project.
- Develop a project charter utilising the project management tools and techniques for a new project.
- Demonstrate professional writing skills utilising relevant literature and industry benchmarks

Assessment Task 2: Open book online examination

**Goal:**
You will demonstrate your advanced project management knowledge. The examination will be based on a case study.

**Product:** Examination

**Format:** This is an individual assessment. The final open book open web (OBOW) exam will focus on all aspects of the course. Students will be required to focus on the application of key concepts of project management in the context of a project case study.

**Criteria:**
- Apply an advanced understanding of the project management body of knowledge,
- Exhibit knowledge of recent developments in project management,
- Apply project management knowledge in a business context,
- Interpret, apply and justify project management theories, tools, approaches and methodologies.
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>Workshop (2 x 2 hours) per teaching week</td>
</tr>
<tr>
<td></td>
<td>Digital Content (2 x 1 hour) per teaching week</td>
</tr>
<tr>
<td></td>
<td>19 hours independent study on average per teaching week (including pre-workshop</td>
</tr>
<tr>
<td></td>
<td>preparation and assessment)</td>
</tr>
<tr>
<td>Online</td>
<td>24 hours independent study on average per teaching week (including online</td>
</tr>
<tr>
<td></td>
<td>learning guide, recorded lecture topics, embedded digital content, course</td>
</tr>
<tr>
<td></td>
<td>readings and assessment)</td>
</tr>
<tr>
<td></td>
<td>1 hour Zoom session scheduled each week</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>Kloppenborg T. J.,</td>
<td>2019</td>
<td>Contemporary Project Management: Fourth</td>
<td>Cengage</td>
</tr>
<tr>
<td>Anantatmula V. &amp; Wells K. N.</td>
<td></td>
<td>Edition</td>
<td></td>
</tr>
</tbody>
</table>

8.2 Specific requirements

Nil.

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 of 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
Course Outline: PRM701 Project Management Principles

- 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>
</table>
| 1/1               | Introduction to project management, project selection and prioritisation.  
                   • Describing project work  
                   • Project roles  
                   • Strategic planning process  
                   • Portfolio management  
                   • Securing projects | Workshop and self-paced study of online materials |
| 1/2               | Organisational capability: Structure, culture and roles  
                   • Types of organisational structures.  
                   • Organisational culture and its impact on projects.  
                   • Project life cycles  
                   • Agile project management  
                   Project management roles | Workshop and self-paced study of online materials |
| 2/3               | Chartering projects.  
                   • What is a project charter?  
                   • Using a project charter  
                   • When you need a project charter | Workshop and self-paced study of online materials |
| 2/4               | Stakeholder analysis and communication planning  
                   • Identifying stakeholders  
                   • Plan stakeholder engagement  
                   • Managing and monitoring stakeholder engagement  
                   Plan communication management | Workshop and self-paced study of online materials |
| 3/5               | Scope planning  
                   • Collect requirements | Workshop and self-paced study of online materials |
<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
<th>Activities</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 3/6  | Scheduling projects | - Plan schedule management  
- Purpose of project schedule  
- How project schedules are limited and created  
- Define and sequence activities  
- Estimate activity duration  
- Develop project schedules. | Workshop and self-paced study of online materials |
| 4/7  | Resourcing and budgeting projects | - Planning resource management  
- Project team composition  
- Assigning people to activities and dealing overloads.  
- Scheduling methods  
- Plan cost management  
- Estimating cost  
- Establishing cost control | Workshop and self-paced study of online materials |
| 4/8  | Project risk management | - Plan risk management  
- Identifying risks  
- Risk analysis  
- Plan risk response | Workshop and self-paced study of online materials |
| 5/9  | Project quality planning and project kick off | - Contemporary quality concepts  
- Plan quality management  
- Manage quality  
- Control quality  
- Cost of quality  
- Developing a project plan | Workshop and self-paced study of online materials |
| 5/10 | Project supply chain management | - Plan procurement management  
- Conduct of procurements  
- Contract types  
- Control procurements. | Workshop and self-paced study of online materials |
| 6/11 | Leading and managing project teams | - Acquiring the project team  
- Developing project team  
- Manage project team  
- Relationship building  
- Managing project conflicts | Workshop and self-paced study of online materials |
| 6/12 | Determining project progress and results | - Balanced scorecard approach.  
- Internal project issues  
- Customer issues  
- Financial issues  
- Validate scope  
- Terminate projects early  
- Close project  
- Post-project activities | Workshop and self-paced study of online materials |
Please note that the course activities may be subject to variation.

Public Holidays
Labour Day - Monday 4th May 2020 (Week 2)