

EPMANC 220: Project Management

Callaghan

Semester 2 - 2023



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.

OVERVIEW

Course Description	EPMANC220 provides an introduction to project management, including international dimensions and the impact of culture in a globally connected world. The course introduces students to fundamentals of project management, such as planning, organising and controlling resources, including time management and basic budgeting as well as fundamental marketing principles. The course teaches basic soft, transferable skills such as communication and working in teams.
Requisites	If you have successfully completed EPMANC320 you cannot enrol in this course.
Contact Hours	Lecture Face to Face On Campus 2 hour(s) per Week for 12 Weeks Tutorial Face to Face On Campus 1 hour(s) per Week for 11 Weeks
Unit Weighting	10
Workload	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

CONTACTS

Course Coordinator	Mr Tony Morison Anthony.Morison@newcastle.edu.au Consultation: Please email to schedule an appointment.	
Teaching Staff	Other teaching staff will be advised on the course Canvas site.	
School Office	Callaghan Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 enabling@newcastle.edu.au	Ourimbah HO 168, Humanities Building Ph: 02 4348 4076 enabling@newcastle.edu.au

SYLLABUS

Course Content	<p>The business environment</p> <ul style="list-style-type: none">• Overview of the internal and external environment of organisation• International dimensions and cultural differences• Introduction to marketing and the marketing mix• Ethics and ethical considerations <p>Fundamentals of project management</p> <ul style="list-style-type: none">• Introduction to project management• Time management• Planning, organising, and controlling resources including budgeting• Developing skills in communication and negotiation
Course Learning Outcomes	<p>On successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Explain the basic fundamentals of project management and organisational theory, including the ability to recognise and use relevant terminology.2. Read, understand, and critically evaluate the information contained in relevant academic texts.3. Organise and present information in oral presentations, essays and reports.4. Analyse and critically evaluate case studies in at least one of the topic areas, including its relevance to course topics.5. Contribute to a team project in an effective manner.6. Describe the processes underlying diversity as it relates to management of a project and team.
Course Materials	<p>Lecture slides and supplementary readings will be available on the course Canvas site.</p> <p>Prescribed Text:</p> <p>Robbins, S., Coulter, M., DeCenzo, D., Woods, M. (2022). Management: The Essentials, (5th Australian ed.). Melbourne, Australia: Pearson Publishers.</p> <p>Students can buy or hire the text in hard or soft copy for as little as \$50 from either:</p> <p>Pearson Publishers:</p> <p>https://www.pearson.com/store/p/management-the-essentials/P200000008457/9780655705796</p> <p>Or</p> <p>University of Newcastle School Locker Bookshop (on campus)</p> <p>https://protect-au.mimecast.com/s/HLq7CZY1gLSjBP1UzBwyd?domain=schoollocker.com.au</p>

SCHEDULE

Week	Week Begins	Topics	Learning Activities	Assessment Due
1	17 Jul	How organisations operate	Robbins et al. Chapter 2 (Note that there are no tutorials in the first week)	
2	24 Jul	Environment and competition	Robbins et al. Chapter 3 First Tutorial: Explaining the Essay Plan/Reflection	Assessment 3: Quiz 1 (10%) due Sunday 11:59pm
3	31 Jul	International dimensions and culture	Suppl. Reading: Hofstede (1998): see p. 4 above. Lecture slides on Canvas Tutorial: Assistance with Essay Reflection/Plan	Assessment: Essay Plan (15%) due Sunday 11:59pm
4	7 Aug	Planning a Project	Robbins et al. Chapter 6 Tutorial: Analysing the essay question Formation of groups	Assessment 3: Quiz 2 (10%) due Sunday 11:59pm
5	14 Aug	Organising	Robbins et al. Chapter 7 Tutorial: Assistance with Essay writing. Group meeting	
6	21 Aug	Marketing 1	Elliott et al. Chapter 1 (Course readings) Tutorial: Group meeting and selection of organisation	Assessment 2: Essay (25%) due Sunday 11:59pm
7	28 Aug	Marketing 2	Elliott et al. Chapter 2 (Course readings) Tutorial: Group meeting	
8	4 Sep	Marketing 3	Elliott et al. Chapter 7 (Course readings) Tutorial: Progress report on group work	Assessment 4: Team Project Part 1 Project Plan (5%) due Sunday 11:59pm
9	11 Sep	Ethical behaviour	Robbins et al. Chapter 4 Tutorial: Assistance with presentation and report	
10	18 Sep	Controlling	Robbins et al. Chapter 15 Tutorial: Assistance with presentation and report	
Mid Term Break				
Mid Term Break				
11	9 Oct	Financial aspects	Lecture slides on Canvas Tutorial: Assistance with presentation and report	
12	16 Oct	Revision of course	Final tutorial: Assistance with presentation and report	Assessments 4 and 5: Presentation recording (10%) due to Zoom or YouTube & Group written report (25%) due Sunday 11:59pm
13	23 Oct	No class		
Examination Period				
Examination Period				

ASSESSMENTS

This course has 5 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Essay Plan	Sunday 6 th August, Week 3	Individual	15%	1, 2, 3
2	Essay	Sunday 27 th August, Week 6	Individual	25%	1, 2, 3, 6
3	Quizzes	Sunday 30 th July, Week 2 Sunday 13 th August, Week 4	Individual	20%	1, 2, 4, 6
4	Team Project Part 1	Sunday 10 th Sept, Week 8 Sunday 22 nd Oct, Week 12	Group	15%	1, 2, 3, 4, 5, 6
5	Team Project Part 2	Sunday 22 nd Oct, Week 12	Group	25%	1, 2, 3, 4, 5, 6

Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 5% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days

Assessment 1 - Essay Plan

Assessment Type	Written Assignment
Description	Essay plan, approx. 500 words
Weighting	15%
Due Date	11.59pm, Sunday 6 th August, Week 3
Submission Method	Online
Assessment Criteria	See marking rubrics on Canvas
Return Method	Online
Feedback Provided	Online

Assessment 2 - Essay

Assessment Type	Essay
Description	Essay, 1,500 words ($\pm 10\%$)
Weighting	25%
Due Date	11.59pm, Sunday 27 th August, Week 6
Submission Method	Online
Assessment Criteria	See marking rubrics on Canvas
Return Method	Online
Feedback Provided	Online

Assessment 3 - Quizzes

Assessment Type	Quiz
Description	Multiple choice
Weighting	20% (10% each)
Due Date	11.59pm, Sunday night, weeks 2 and 4
Submission Method	Online
Assessment Criteria	Correct answer to multiple choice questions
Return Method	Online
Feedback Provided	Online - immediately. correct answer

Assessment 4 - Team Project Part 1

Assessment Type	Group Project Plan and Presentation
Description	Project Plan (PPAP and GANTT/PERT) Presentation approx. 25 minutes
Weighting	5% and 10%
Due Date	Project Plan to Canvas by Sunday 10 th Sept, Week 8 Presentation to Zoom or YouTube by Sunday 22 nd Oct, Week 12
Submission Method	Online
Assessment Criteria	See marking rubrics on Canvas
Return Method	Online
Feedback Provided	Feedback sheet to presenting group

Assessment 5 - Team Project Part 2

Assessment Type	Written Assignment
Description	Group Report, approx. 1000 words each member
Weighting	25%
Due Date	11.59pm, Sunday 22 nd Oct, Week 12
Submission Method	Online
Assessment Criteria	See marking rubrics on Canvas
Return Method	Online
Feedback Provided	Emailed to group members

ADDITIONAL INFORMATION

Grading Scheme This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

*Skills are those identified for the purposes of assessment task(s).

Communication Methods	<p>Email is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space. The University of Newcastle has a Social Media Communication Guideline that covers all communications in the University for staff and students.</p> <p>Canvas is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results throughout the semester via Grades. Recordings of the lectures will also be available.</p> <p>Discussions: You can ask questions about minor issues on the Discussion forums. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.</p>		
Additional Contact Details	<p>If you have any questions about your course, please speak with your course coordinator, lecturer or tutor first.</p> <p>For general enquiries, please contact the Pathways and Academic Learning Support Centre Office or your Student Liaison Officer. Additional contacts will be available on your Canvas site.</p>		
Pathways and Academic Learning Support Centre Office	<table><tr><td data-bbox="397 875 943 999">Callaghan Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 enabling@newcastle.edu.au</td><td data-bbox="970 875 1318 999">Ourimbah HO 168, Humanities Building Ph: 02 4348 4076 enabling@newcastle.edu.au</td></tr></table>	Callaghan Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 enabling@newcastle.edu.au	Ourimbah HO 168, Humanities Building Ph: 02 4348 4076 enabling@newcastle.edu.au
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Student Liaison Officer	PALS-SLO@newcastle.edu.au		
Yapug	<table><tr><td data-bbox="397 1122 887 1267">Indigenous Enabling Learning Advisor Hannah Pipe Birabahn Building Ph: 02 4921 7952 Hannah.Pipe@newcastle.edu.au</td><td data-bbox="970 1122 1374 1267">Program Convenor Dan Collins SAS-217, Birabahn Building Ph: 02 4055 3266 Daniel.Collins@newcastle.edu.au</td></tr></table>	Indigenous Enabling Learning Advisor Hannah Pipe Birabahn Building Ph: 02 4921 7952 Hannah.Pipe@newcastle.edu.au	Program Convenor Dan Collins SAS-217, Birabahn Building Ph: 02 4055 3266 Daniel.Collins@newcastle.edu.au
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Attendance and Engagement	<p>In addition to face-to-face hours in class, out-of-class study and related work will require an additional commitment of up to 10 hours per week of reading, preparation, and study time over the semester. Students are required to spend on average 120-140 hours of effort (contact and non-contact including assessment) per semester per 10 unit course.</p> <p>To maximise your learning opportunities, you should read all relevant material prior to attending lectures and tutorials.</p> <p>It is strongly recommended that you attend your lectures and tutorials every week. Our data shows that you will get better results if you attend these classes with your peers. If you do have to miss a class, you should catch up on any missed work by accessing lecture recordings and resources available on your Canvas site. If you cannot attend at least 50% of your tutorials, please contact your Course Coordinator or Student Liaison Officer and discuss the options.</p> <p>A plan of regular revision throughout the semester is also strongly recommended to help you manage your time, consolidate information and retain that knowledge for the duration of the course and beyond.</p> <p>Assessment items have been designed to reinforce and revise the course material, and ensure you are up to date with course content. You are required to submit all assessable items by the due dates unless prior arrangements have been made.</p>		
Timetable	<p>Your timetable for this course is available via the myUni Student Portal and can also be found here.</p>		

Software	Free Microsoft Office software is available to enrolled students here and includes 5 TB of free cloud storage with OneDrive.
Written Assessment Word Limits	Word limits for your written assessments includes headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.
Adverse Circumstances	<p>The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s).</p> <p>Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:</p> <ol style="list-style-type: none">1. the assessment item is a major assessment item; or2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;3. you are requesting a change of placement; or4. the course has a compulsory attendance requirement. <p>Before applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure.</p> <p>In the Pathways and Academic Learning Support Centre, applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater.</p>
Oral Interviews (Vivas)	As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination (viva) Procedure . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule .
Academic Misconduct	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the Student Academic Integrity Policy .
Student Support	A wide range of help, advice and support sessions will be available during your studies and emails will be sent throughout the semester as a reminder at key times.
Course Evaluation	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
Important Policy Information	The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures that support a safe and respectful environment at the University.
Workplace Health and Safety Requirements	There are no specific WH&S requirements for this course.

This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.

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