School of Information and Physical Sciences

INFT3100: Project Management
Singapore PSB
Trimester 3 - 2023 (Singapore)

OVERVIEW

Course Description Projects are pivotal for many organisations to achieve their strategic objectives. Successful projects require careful analysis, planning, implementation and monitoring and the ability to create and nurture teams. It is essential that all professionals, whether they are working in the sciences, business, engineering, information technology, health or education have the skills and knowledge to work in and manage complex projects.

To successfully deliver a project, it is important to understand the technical and socio-cultural dimensions of project management. In this course, students learn the practical skills to properly plan, execute, monitor and close successful projects. Since every project relies on the combined efforts of many individuals and groups who are delivering it, the course also explores the best ways to effectively communicate, provide leadership and work with other people in multi-skilled team environment.

Realistic, practical exercises are integrated in to the course so that students experience all aspects of the Project Life Cycle.

Assumed Knowledge Basic competency in Microsoft Office packages including Excel.

Contact Hours **Singapore PSB**
Computer Lab
Face to Face On Campus
2 hour(s) per week(s) for Full Term starting Week 2

Lecture
Face to Face On Campus
2 hour(s) per week(s) for Full Term starting Week 1

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.

CONTACTS

Course Coordinator	**Singapore PSB** Dr Teuku Geumpana Teuku.Geumpana@newcastle.edu.au +61 2 434 84606 Consultation: Via email
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	**School of Information and Physical Sciences** SR233 Social Sciences Building Callaghan CESE-SIPS-Admin@newcastle.edu.au +61 2 4921 5513

SYLLABUS

Course Content

Contemporary project management practice is introduced. Two overarching principles have guided the design of course content and delivery techniques. Firstly, the Project Management Body of Knowledge will provide the conceptual framework and guide topic selection. Secondly, examples that are tailored to suit the background and interests of students will be utilised to demonstrate and re-enforce concepts.

Topics covered include:
- The Project Management Life Cycle: defining, planning, executing and delivering
- The Project Management Body of Knowledge
- Project selection
- The organisational context: strategy, structure, and people
- Scope estimation, scheduling and budgeting
- The triple constraint: managing time, cost and scope and their effects on quality
- Risk Management
- Team management - communication and human resources
- Contemporary Project Management tools

Course Learning Outcomes

On successful completion of this course, students will be able to:

1. Demonstrate their acquisition of the knowledge and skills of Project Management based on the Project Management Body of Knowledge (PMBOK);

2. Indicate the importance of both socio-cultural and technical issues in the successful management of a project;

3. Apply modern project management techniques and tools within their professional area of expertise.

Course Materials

Required Text:
- Larson & Gray. Project Management: The Managerial Process. McGraw-Hill, ISBN 1743071809.

COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

Course Assessment Requirements:
- Assessment 4 - Formal Examination: Minimum Grade / Mark Requirement - Students must obtain a specified minimum grade / mark in this assessment item to pass the course. Students whose overall mark in the course is 50% or more, but who score less than 40% in the compulsory item and thus fail to demonstrate the required proficiency, will be awarded a Criterion Fail grade which will show as FF on their formal transcript.
  However, students in this position who have scored at least 25% in the compulsory assessment item will be allowed to undertake a supplementary 'capped' assessment in which they can score at most 50% of the possible mark for that item.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	4 Sep	Introduction to Course and Project Management - Project vs Program Waterfall vs Agile Methodology (intro)	Text: Chapters 1 & 17	
2	11 Sep	Organisation Strategy & Project Selection - Linking projects to organisation strategy - Project Portfolios - Project Selection Financial and non-financial criteria in selecting projects	Text: Chapter 2	
3	18 Sep	Structure and Culture of Organisations - Types of project structure in organisations - Importance of organisation culture to projects	Text: Chapter 3	
4	25 Sep	Defining the Project and Financial Feasibility - Project scope analysis and definition - Work Breakdown Structure (WBS) - Project communication plan	Text: Chapter 4	Assessment 1: Class Quiz One (5%)
5	2 Oct	Estimation - Cost estimation including top down and bottom up estimation - Schedule estimation - Types of project cost	Text: Chapter 5	
6	9 Oct	Planning - Network diagram (AoN) including forward and backward pass - CPM and Critical path analysis - Managing change - Use of a Project management scheduling tool: MS Project	Text: Chapter 6 and videos	Assessment 3 (10%) - Progress Assignment (Demonstration)
Mid term break				

7	23 Oct	Risk Management - Risk identification - Risk analysis & assessment - Risk planning & mitigation - Project risk register	Text: Chapter 7	Assessment 1: Class Quiz Two (5%)
8	30 Oct	Resources, Costs and Reducing Duration - Resource allocation - Resource conflict management - Resource allocation - Resource conflict management	Text: Chapter 8 & 9	
9	6 Nov	Leadership & Managing Teams - Leadership - Efficient team management - Power and influence - Dealing with crisis	Text: Chapter 10 & 11	Assessment 1: Class Quiz Three (5%)
10	13 Nov	Progress and Performance Monitoring - Cost tracking - Schedule tracking	Text: Chapter 13	
11	20 Nov	Project Closure - Team & individual appraisal - Lesson learned / RetrospectiveTeam & individual appraisal	Text: Chapter 14	Assessment 1: Class Quiz Four (5%)
12	27 Nov	Course Review	All Chapters	Assessment 2 (30%): Written Report
13	4 Dec	Study Break		
Examination Period				Trimester Final Examinations (40%)

ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	In-class test	Week 4,7,9,11	Individual	20%	1, 2, 3
2	Essay/Written Assignments	Week 12	Individual	30%	2, 3
3	Assignment Progress	Week 6	Individual	10%	2, 3
4	Final Examination*	In Trimester 3 formal examination period	Individual	40%	1

* This assessment has a compulsory requirement.

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 10% 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 - In-class test

Assessment Type   Quiz
Description   The purpose and benefit of the regular class quizzes is to provide students with progressive feedback on their learning. These tests highlight areas of concern and may stimulate discussion with tutors and lecturers.

Weighting	20%
Due Date	Week 4,7,9,11
Submission Method	In Class
Assessment Criteria	See Canvas
Return Method	Not Returned
Feedback Provided	In Class

Assessment 2 - Essay/Written Assignments

Assessment Type	Report
Description	Written assessments meet the course objectives of the demonstration of students understanding of project management principles, techniques and tools, and their knowledge of socio-cultural and technical issues of project management. Students demonstrate that knowledge of their assimilation of data, upon reflection and analysis, to produce articulate and concise documents, which convey evidence-based understanding of the concepts and topics and can be articulated concisely.
Weighting	30%
Due Date	Week 12
Submission Method	Online
Assessment Criteria	See Canvas
Return Method	In Class
Feedback Provided	In Class

Assessment 3 - Assignment Progress

Assessment Type	Practical Demonstration
Description	Students will demonstrate their understanding of concepts and their ability to use project management tools and techniques to the tutor in the computer lab workshops.
Weighting	10%
Due Date	Week 6
Submission Method	In Class
Assessment Criteria	See Canvas
Return Method	In Class
Feedback Provided	In Class

Assessment 4 - Final Examination

Assessment Type	Formal Examination
Description	The final formal examination is designed to test the individual student's knowledge of the course material and their ability to describe, analyse and hypothesise from this material.
Weighting	40%
Compulsory Requirements	Minimum Grade / Mark Requirement - Students must obtain a specified minimum grade / mark in this assessment item to pass the course.
Due Date	In Trimester 3 formal examination period
Submission Method	Formal Exam
Assessment Criteria	See exam sheet instruction page.
Return Method	Not Returned
Feedback Provided	No Feedback
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment. Refer to course outline for details.

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	Excellent standard indicating a very high level of knowledge

	(D)	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.

Attendance

*Skills are those identified for the purposes of assessment task(s).
Attendance/participation will be recorded in the following components:

- Lecture (Method of recording: Whilst not mandatory for attendance, students are strongly encouraged to attend lectures, as this is linked positively to success in this course.)
- Computer Lab (Method of recording: Student participation in the computer lab workshop progress meetings)

Communication Methods

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.
- Face to Face: Communication will be provided via face to face meetings or supervision.

You are to email staff using ONLY your UoN studentmail account.
You should check Canvas for announcements regularly.
You should also check your UoN email regularly as all correspondence from the university and staff will ONLY go to your UoN studentmail address.
This is an on-campus and not an online course. You should be aware that there may be information and feedback provided in lectures and workshops that may not appear on Canvas.

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.

Oral Interviews (Vivas)

As part of the evaluation process of any assessment item in this course an oral examination 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 Guidelines. 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.

Oral Interviews (Vivas)

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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. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35

Adverse Circumstances	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). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. 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; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:
https://policies.newcastle.edu.au/document/view-current.php?id=236

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 at https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures that support a safe and respectful environment at the University.

GRADUATE PROFILE STATEMENTS

The following table illustrates how this course contributes towards building the skills students will need to work in their profession.

Level of capability
- Level 1 indicates an introduction to a topic at a university level
- Levels 2 and 3 indicate progressive reinforcement of that topic
- Level 4 indicates skills commensurate with a graduate – entry to professional practice
- Level 5 indicates highly specialist or professional ability

Bachelor of Information Technology

	University of Newcastle Bachelor of Information Technology Graduate Profile Statement	Taught	Practised	Assessed	Level of capability
1	Demonstrate a comprehensive understanding of the discipline of information technologies with an emphasis on net-centric applications, information management, and user requirements for ethical professional practice.		X	X	4
2	Apply critical reasoning and systems thinking to understand and support the operation and constraints of contemporary enterprises and their dynamic environment.		X	X	3
3	Work independently and collaboratively to locate, manage and organise information and resources and apply evidence-based methodologies to create, modify and maintain designs and design solutions.	X	X	X	4
4	Use creativity, problem solving skills, project management skills and technical expertise to analyse, interpret, evaluate and generate solutions to complex technical and organisational problems.	X	X	X	4
5	Demonstrate professional judgement and responsibility by communicating information technology principles, practices, standards to specialist and non-specialist audience clearly and persuasively.	X	X	X	4

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School 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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