

ARBE6610: Project Management Principles

Online

Trimester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description	This course covers the foundational elements of managing projects from initial planning to project closure. It also emphasises the skills related to managing project timelines, budgets, risk, and procurement. Students will also explore common obstacles within project management and develop a problem-solving attitude pertaining to project management.
Academic Progress Requirements	Nil
Contact Hours	Online Self-Directed Learning Self-Directed 10 hour(s) per Week for Full Term Tutorial Online 3 hour(s) per Week for Full Term
Unit Weighting Workload	10 Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

COURSE OUTLINE

CONTACTS

Course Coordinator	Online Mr Cameron Beard Cameron.Beard@newcastle.edu.au (02) 4055 3428 Consultation: By appointment
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	School of Architecture and Built Environment Architecture Building Callaghan archbe@newcastle.edu.au +61 2 4921 5771

SYLLABUS

Course Content	Topics will include: Project planning and scheduling, resource management, procurement, cost, quality and risk assessment, project closure
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Develop a project management schedule as a control mechanisms.2. Identify the place of time management in the context of the project life cycle and other project management functions.3. Demonstrate the need to link time, cost and resources to the project framework.4. Apply skills in risk management planning and quality planning.5. Outline a detailed project plan using an industry ready software tool.
Course Materials	<i>Software: Microsoft Project (Available for Windows via the University) or Project Libre – Project Management (Free alternative for Mac Users)</i>

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	29 Jan	Introduction to Project Management	Read the learning materials on the Canvas	Attend introductory tutorial
2	5 Feb	Scope Management	Read the learning materials on the Canvas	
3	12 Feb	Project Scheduling (Part I)	Read the learning materials on the Canvas	
4	19 Feb	Project Scheduling (Part II)	Read the learning materials on the Canvas	Online Quiz #1
5	26 Feb	Managing Project Cost	Read the learning materials on the Canvas	
6	4 Mar	Project Procurement Management	Read the learning materials on the Canvas	
7	11 Mar	Project Risk Management	Read the learning materials on the Canvas	Online Quiz #2
8	18 Mar	Quality and Integration Management	Read the learning materials on the Canvas	Assignment 2 - 24th March 2024, 11:59pm AEST
9	25 Mar	Human Resource Management	Read the learning materials on the Canvas	Online Quiz #3

10	1 Apr	Effective Project Management	Read the learning materials on the Canvas	
11	8 Apr	Project Closure	Read the learning materials on the Canvas	
12	15 Apr	Summary	Read the learning materials on the Canvas	Online Quiz #4 Assignment 3 - 21st April 2024, 11:59pm AEST
Examination Period				

ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	4 Online quizzes	Quiz 1- Week 4 , Quiz 2- Week 7, Quiz 3 -Week 9, Quiz 4- Week 12	Individual	20%	1, 2, 3, 4
2	Case Study Report	24th March 2024, 11:59pm AEST	Individual	40%	1, 2, 3, 5
3	Essay	21st April 2024, 11:59pm AEST	Individual	40%	1, 3, 4

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 - 4 Online quizzes

Assessment Type Description

Quiz
On completion of this assignment the student should be able to:

1. Develop a project management schedule as a control mechanisms.
2. Identify the place of time management in the context of the project life cycle and other project management functions.
3. Demonstrate the need to link time, cost and resources to the project framework.
4. Apply skills in risk management planning and quality planning

Weighting

20%

Due Date

Quiz 1- Week 4 , Quiz 2- Week 7, Quiz 3 -Week 9, Quiz 4- Week 12

Submission Method

Online

The quiz will be conducted online through Canvas. The quiz will be available for 14 days from Mon-Sun, and students will be able to access the quiz any time within the available period. Students are required to complete the quiz within the specified time in one sitting

Assessment Criteria

N/A

Return Method

Not Returned

Feedback Provided

Online - On completion. Feedback on the assessment item will be provided on Canvas on completion of the online quiz.

Assessment 2 - Case Study Report

Assessment Type Description

Case Study / Problem Based Learning
On completion of this assignment the student should be able to:

1. Develop a project management schedule as a control mechanisms.
2. Identify the place of time management in the context of the project life cycle and other project management functions.
3. Demonstrate the need to link time, cost and resources to the project framework.
4. Outline a detailed project plan using an industry ready software tool.

Weighting

40%

Due Date

24th March 2024, 11:59pm AEST

Submission Method

Online

Via the Assignments link in Canvas.

Assessment Criteria

Refer to Assessment Brief on Canvas for details

Return Method Online
Feedback Provided Online - Within 3 weeks after submission.

Assessment 3 - Essay

Assessment Type Essay
Description On completion of this assignment the student should be able to:
1. Develop a project management schedule as a control mechanisms.
2. Demonstrate the need to link time, cost and resources to the project framework.
4. Apply skills in risk management planning and quality planning.

Weighting 40%
Due Date 21st April 2024, 11:59pm AEST
Submission Method Online
Via the Assignments link in Canvas.

Assessment Criteria Refer to Assessment Brief on Canvas for details
Return Method Online
Feedback Provided Online - Within 3 weeks after submission.

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 Communication methods used in this course include:

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 (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. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35 .
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). 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 Circumstance Affecting Assessment Items Procedure available at: https://policies.newcastle.edu.au/document/view-current.php?id=236</p>
Important Policy Information	<p>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/respect-at-uni/policies-and-procedures that support a safe and respectful environment at the University.</p>

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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