



MISSION: Our mission is to advance responsible and impactful business knowledge. To achieve our mission, we develop life ready graduates and build global and local partnerships through ethical and innovative practices.

OVERVIEW

Course Description This course has been designed to encompass best practice project life cycles across international boundaries. It is intended to address the challenges faced by global and local project teams, providing participants with the knowledge to plan, create, implement, evaluate and modify projects designed to meet specific business goals and objectives. Participants will develop their skills and practices to manage projects that will support organisations in achieving sustainable outcomes for a range of projects. Participants will also develop the skills necessary to effectively manage team based business and technical projects

Contact Hours **Online Activity:**
Eight (8) hour(s) blended learning per Course

Workshop:
Face to Face on Campus
28 hour(s) per Course
This course will be offered in intensive mode.

Unit Weighting 10 units

Assumed Knowledge EMBA6001 Mindful Leadership, EMBA6003 Sustainable Organisational Change, EMBA6003 Enterprise Strategy for Global Uncertainty, EMBA6004 Innovation Management and Design, and EMBA6005 Strategic Financial Management.

Workload Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10-unit course.

Please refer to the course **CANVAS** site for details of teaching staff for **ALL** course offerings. The primary contact for courses is the **Course Coordinator**, whose details are listed on the course **CANVAS** site.

Course Learning Outcomes **On successful completion of this course, students will be able to:**

1. Research and collate relevant information to prepare a project management plan for both a global and local program.
2. Identify quality objectives and appropriate controls and measures to enable risk management.
3. Manage project, global and local stakeholders, as well as project suppliers.
4. Report, promote and communicate project outcomes including status reports.
5. Evaluate the effectiveness of participant's own project planning, leadership and management skills.

COURSE OUTLINE

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	Reflective Journal	28 January 2024 by 11:59 pm SGT	Individual	30%	5
2	Presentation	4 February 2024 by 11:59 pm SGT	Individual	20%	1, 2, 4, 5
3	Project Plan	18 February 2024 by 11:59 pm SGT	Individual	50%	1, 2, 3, 4, 5

Please note: students are advised that all assessments must be submitted in English. Assessment items not submitted in English will receive a mark of zero.

Results of individual assessment items and final results, including those provided via the Learning Management System (LMS) are 'unofficial results' until they are confirmed as finalised by the School Assessment Body and the Head of School or delegate. Finalised results are released directly to students on the Fully Graded Date of the relevant Semester/Trimester.

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.
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Assessment 1 – Reflective Journal

Assessment Type	Journal
Purpose	Learn through reflective practice in relation to project design and implementation
Description	Students are required to develop and submit a reflection journal, focusing on their course experience, competencies and leadership profile development. A pre-defined template will be provided to students and will contain the following key areas: <ul style="list-style-type: none"> • Overview of leadership goals and objectives • Target leadership competencies, with justification • Assessment of target competencies before the course • Approach to learning and development, competencies development in this course • Reflection on course attendance, workshop and self-learning • Reflection on key learnings • Assessment of target competencies after the course • Reflection on course performance • Future plans, including an action plan – treat yourself as a project
Weighting	30%
Length	2500 words
Due Date	28 January 2024 by 11:59 pm SGT
Submission Method	Online – via Turnitin
Assessment Criteria	Ability to plan and execute actions related to own leadership development. Ability to reflect on course experience and learning. Ability to evaluate and articulate own learnings. Ability to apply project management competencies to own career development. (Detailed criteria available on CANVAS)
Return Method	Online – via Turnitin
Feedback Provided	Online – via Turnitin

Assessment 2 – Presentation

Assessment Type	Presentation
Purpose	Demonstrate ability to effectively articulate key aspects of a project to target audience
Description	Students are required to deliver a 10-min presentation covering an overview of their project plan and key learning from the class material. Your presentation will be recorded and uploaded on CANVAS.
Weighting	20%
Length	10 minutes
Due Date	4 February 2024 by 11:59 pm SGT
Submission Method	Discussion Forum on CANVAS

Assessment Criteria	Effective use of verbal communication, visual tools, knowledge, space and available time to deliver a professional and engaging presentation. Ability to consider target audience when delivering key messages. (Detailed criteria available on CANVAS)
Return Method	Online -Written feedback – via course CANVAS site
Feedback Provided	Online – via course CANVAS site

Assessment 3 – Project Plan

Assessment Type	Proposal/Plan
Purpose	Create a professional project plan for target group, utilising relevant project management tools and techniques
Description	<p>Students will develop a high-level project plan document, focusing on a project of their choice while applying learning from each topic covered in class. The document is expected to follow a generic project plan format and to include the following key components:</p> <ul style="list-style-type: none"> • Project description, background and purpose • Project goals, objectives and deliverables • Scope statement, assumptions, inclusions/exclusions • Work breakdown structure (WBS) • Network diagram • Project schedule • Project budget • Resource pool • Communication plan • Stakeholder identification and approach stakeholder management • Risk matrix with 6-10 key risks • Approach to quality • Approach to procurement • Implementation approach • Project controls <p>Project plan document should be professionally written and presented. Target audience: owners/sponsors of the project.</p>
Weighting	50%
Length	Maximum 3500 words
Due Date	18 February 2024 by 11:59 pm SGT
Submission Method	Online – via Turnitin
Assessment Criteria	Ability to present a professional document, tailored to intended audience Ability to apply project management tools and techniques in developing and presenting a project plan (Detailed criteria available on CANVAS)
Return Method	Online – via Turnitin

SYLLABUS

Course Content

Topics in the course include but are not limited to the following:

1. Introduction - Project Management overview
2. Integration Management
3. Project Scope Management
4. Project Schedule Management
5. Project Cost Management
6. Project Quality Management
7. Project Resource Management
8. Communications Management
9. Stakeholder Management
10. Professional Responsibility

Course Materials

Required Text: Available from the UoN Library as an e-book

Larson & Gray. (2021). Project Management: The Managerial Process, 8th Edition, McGraw-Hill Higher Education (International).

ISBN: 9781260238860

Available on this link: <https://www-vitalsource-com.ezproxy.newcastle.edu.au/en-au/products/ise-ebook-online-access-for-project-management-larson-v9781260579567>

Please refer to the course CANVAS site for details of additional recommended texts.

SCHEDULE

Week	Topic	Class Preparation	Workshop Activities
1 13/14 January 2024	Introduction – Modern Project Management Organisation Strategy and Project Selection Organisation - Structure and Culture Defining the Project Estimating Project Times and Costs Developing a Project Schedule Managing Risk	Read Chapter 1 & 2 Review of material on CANVAS	<ul style="list-style-type: none"> • Case studies • Guest Speaker
	Agile Project Management International Projects	Blended Learning (Independent learning) Read Chapter 15 & 16 Review of available material on CANVAS	No Class (Independent learning) <ul style="list-style-type: none"> • Posting and commenting on the discussion forum
2 20/21 January 2024	Scheduling Resources and Costs Reducing Project Duration Being an Effective Project Manager Managing Project Teams Outsourcing - Managing International Relations Progress and Performance Measurement and Evaluation Project Closure	Read Chapter 13 & 14 Review of available material on CANVAS	<ul style="list-style-type: none"> • Review and discussions of selected questions and case studies • Posting and commenting on the discussion forum • Guest Speaker • Presentations will be made in class on Saturday 20 January.

If a lecture/class is scheduled on a public holiday, a make-up lecture may be announced by the course coordinator on the course CANVAS site.

CONTACTS

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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>Communication methods used in this course include:</p> <ul style="list-style-type: none"> - 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.
Course Evaluation	<p>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.</p>
Oral Interviews (Vivas)	<p>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.</p>
Academic Misconduct	<p>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.</p>
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; 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. <p>Before applying you must refer to the Adverse Circumstances 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/no-room-for/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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