



MISSION: To develop a unique business school identity which is distinctive in the marketplace and provides a clear value proposition for students. This will be achieved by embedding the themes of entrepreneurship and innovation, digitalisation and data within our programs and embracing sustainability, work integrated learning and a commitment to social justice.

OVERVIEW

Course Description

This course is designed to develop and apply the knowledge and skills required for effective management of business projects and will incorporate practical problem-solving and critical analysis. Students will apply core principles of project management to functional business areas, noting the importance of effective leadership, project communication, human resource management and procedural aspects of managing change. The course will also highlight the skills needed and key tasks required in leading and managing change in an organisation.

Sustainable Development Goals



Contact Hours

Online:

Online workshops and discussion forums as per course requirement for the full trimester.

10

Unit Weighting 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.

Student Consultation

A minimum of one (1) hour of student consultation per week. Please see course CANVAS site for details of time and location.

Course Learning Outcomes

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

1. Apply a programmatic approach to managing business projects.
2. Apply the principles of communication management to the core tasks of managing change.
3. Manage resources and risks in the project management environment.
4. Evaluate the role of leadership at different stages of managing projects.
5. Monitor, review and critically evaluate projects.

COURSE OUTLINE

ASSESSMENT DETAILS

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	Critical Review of Stakeholder Analysis	Sunday of Week 7 by 11:59pm	Individual	30%	2, 4
2	Project Proposal and Plan	Sunday of Week 9 by 11:59pm	Individual	40%	1, 3, 5
3	Project Pitch Presentation	Sunday of Week 12 by 11:59pm	Individual	30%	2, 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.

Time referenced is time in Newcastle NSW

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 – Critical Review of Stakeholder Analysis

Assessment Type	Report
Purpose	Draw a stakeholder dependency map identifying the major groups of people that are likely to affect the success of a project.
Description	Students will design and illustrate the importance of creating a stakeholder dependency map. Students are encouraged to discuss how these distinct groups can either aid or hinder successful project completion, assess relationship in terms of the influence currency model, what kinds of influence currency are exchanged in the relationships to build stronger relationships with stakeholders.
Weighting	30%
Length	3000 words
Due Date	Sunday of Week 7 by 11:59pm
Submission Method	Online
Assessment Criteria	See course CANVAS site for detailed assessment rubric
Return Method	Online
Feedback Provided	Online - Provided online within the submitted report.

Assessment 2 – Project Proposal and Plan

Assessment Type	Written Assignment
Purpose	Create a professional project proposal for a target audience utilising relevant project management tools and techniques.
Description	Students will develop a high-level project proposal document for the SDPR program, focusing on its technical and social aspects. The document is expected to follow a generic project proposal format and be written for a target audience: owners/sponsors of the project.
Weighting	40%
Length	4000 words
Due Date	Sunday of Week 9 by 11:59pm
Submission Method	Online
Assessment Criteria	See course CANVAS site for detailed assessment rubric
Return Method	Online
Feedback Provided	Online - Provided online within the submitted report.

Assessment 3 – Project Pitch Presentation

Assessment Type	Presentation
Purpose	Demonstrate ability to effectively articulate key aspects of a project proposal to a target audience.
Description	Students are required to deliver a 10-minute presentation covering an overview of their project proposal keeping in mind the project's target audience: the owners/sponsors of the project. You are expected to support your presentation with ppt. slides and encouraged to undertake an engaging approach. You are expected to record the presentation and submit the video recordings & the PowerPoint slides via CANVAS.
Weighting	30%
Length	10 minutes
Due Date	Sunday of Week 12 by 11:59pm
Submission Method	Online
Assessment Criteria	See course CANVAS site for detailed assessment rubric
Return Method	Online
Feedback Provided	Online - Provided online within the submitted report.

SYLLABUS

Course Content

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

1. Identifying strategic projects.
2. Program management.
3. Effective management of resources.
4. Managing project risk.
5. Building core skills.
6. Stakeholder management.
7. Orchestrating leadership.
8. Project communication.
9. Managing change projects.
10. Monitoring progress and review.
11. Evaluating project deliverables.

Course Materials

Optional Text:

Larson, E. W., Gray, C. F., & Desai, G. V. (2021). Project management: The managerial process 8th edition. McGraw-Hill.

ISBN: 9781260238860

An additional Readings list will be provided on the course CANVAS site.

SCHEDULE

Week	Topic	Class Preparation	Assessment
1	Introduction to Modern Project Management	*Read Chapter 1. See Class Preparation and additional resources on CANVAS	Core Concepts Learning Activity available on CANVAS
2	Project Strategic Management (Part 1)	*Read Chapter 2 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
3	Project Strategic Management (Part 2)	*Read Chapter 2 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
4	Program Management	*Read Chapter 3 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
5	Defining The Project	*Read Chapter 4 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
6	Stakeholder Management	Several References See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
7	Effective Management of Resources	*Read Chapters 5 and 6, 8 See Class Preparation and additional resources on CANVAS	Assessment 1 due: Sunday of Week 7 by 11:59pm
8	Orchestrating Leadership	*Read Chapters 10 and 11 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
9	Managing Change Projects	*Read Chapter 12 See Class Preparation and additional resources on CANVAS	Assessment 2 due: Sunday of Week 9 by 11:59pm
10	Managing Risks	*Read Chapter 7 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS
11	Agile Project Management	*Read Chapter 15 See Class Preparation and additional resources on CANVAS	
12	Evaluating Performance & Project Closure	*Read Chapter 13 and 14 See Class Preparation and additional resources on CANVAS	Activities available on CANVAS Assessment 3 due: Sunday of Week 12 by 11:59pm

Please note: *All references to chapter readings correspond to the Optional Text.

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

School Offices **Newcastle Business School – Callaghan, Newcastle City & Online**
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 409 Hunter Street
 Newcastle
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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

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.

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**

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 Circumstances 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.

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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