

INFT6304: Project Planning and Management

Callaghan, Singapore NAIHE, Online and Sydney Elizabeth Street
Trimester 2 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

Professionals, whether they are working in the sciences, business, engineering, information technology, health or education, typically work in teams to complete projects. This course introduces and examines the technical and socio-cultural dimensions of Project Management. Students experience all aspects of the Project Life Cycle through the completion of integrated unifying exercises. A conceptual framework underpinning Project Management is presented in the context of the Project Management Body of Knowledge (PMBOK). These professional standards are those used by the Australian Institute of Project Managers (AIPM) and their international counterparts.

Assumed Knowledge Contact Hours

Basic competency in Microsoft Excel.

Callaghan

Computer Lab

Face to Face On Campus

2 hour(s) per week(s) for 11 week(s) starting Week 2

Online Activity

Online

2 hour(s) per week(s) for 12 week(s) starting Week 1

Singapore NAIHE

Computer Lab

Face to Face On Campus

2 hour(s) per week(s) for 11 week(s) starting Week 2

Lecture

Face to Face On Campus

2 hour(s) per week(s) for 12 week(s) starting Week 1

Online

Computer Lab

Online

2 hour(s) per week(s) for 11 week(s) starting Week 2

Online Activity

Online

2 hour(s) per week(s) for 12 week(s) starting Week 1

Sydney Elizabeth Street

Computer Lab

Face to Face On Campus

2 hour(s) per week(s) for 11 week(s) starting Week 2

Online Activity

Online

2 hour(s) per week(s) for 12 week(s) starting Week 1

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

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 **Callaghan, Online and Sydney Elizabeth Street**
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Consultation: Appointment 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
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9am-5pm (Mon-Fri)

SYLLABUS

Course Content All aspects of contemporary management practice will be covered, with two guiding principles used in formulating exact content and delivery methods. Firstly, the Project Management Body of Knowledge (PMBOK) will provide the conceptual framework and guide topic selection. Secondly, examples that are tailored to suit the background and interests of individual participants will be utilised to demonstrate and re-enforce concepts. Topics covered include:

1. The Project Management Life Cycle; defining, planning, executing and delivering.
2. The Project Management Body of Knowledge (PMBOK).
3. Project selection and portfolio management.
4. The organisational context: strategy, structure, and people.
5. Scope management; estimation and budgeting.
6. Risk Management.
7. Contemporary Project Management tools, including agile, Microsoft Project for general management, and Microsoft Excel for financial analysis.

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

1. Demonstrate 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 a professional area of expertise.
4. Apply agile methods to solve Project Management problems

Course Materials **Lecture Materials:**

- Lecture notes will be provided on Canvas each Monday for that week's content. Lecture notes are directly related to the prescribed required textbook for the course.

Other Resources:

- Each week additional supporting reading material will be made available through Canvas to complement each weeks Lab and Lecture content.

COMPULSORY REQUIREMENTS

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

Contact Hour 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	13 May	Introduction to Course and Project Management	Read Chapter 1,15 Written materials and exercises	
2	20 May	Organisation Strategy and Project Selection	Read Chapter 2 Written materials and exercises	
3	27 May	Structure and Culture of Organisations	Read Chapter 3 Written materials and exercises	
4	3 Jun	Defining the Project and Financial Feasibility	Read Chapter 4 Written materials and exercises	Online Quiz 1
5	10 Jun	Estimation	Read Chapter 5 Written materials and exercises	Assignment 1
6	17 Jun	Planning	Read Chapter 6 Written materials and exercises	Online Quiz 2
7	24 Jun	Risk Management	Read Chapter 7 Written materials and exercises	
8	1 Jul	Resources, Costs and Reducing Duration	Read Chapters 8, 9 Written materials and exercises	
9	8 Jul	Leadership and Managing Teams	Read Chapters 10, 11 Written materials and exercises	Online Quiz 3
10	15 Jul	Progress and Performance Monitoring	Read Chapter 13 Written materials and exercises	
11	22 Jul	Project Closure	Read Chapter 14 Written materials and exercises	Online Quiz 4
12	29 Jul	Agile Project Management	Read Chapter 16 Written materials and exercises	Assignment 2
Exams				

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	Quizzes	Weeks 4,6,9,11	Individual	20%	1, 2
2	Essay/Written Assignment 1	Week 5	Group	25%	2, 3, 4
3	Essay/Written Assignment 2	Week 12	Group	25%	2, 3, 4
4	Formal Examination*	Examination period	Individual	30%	1, 2, 3

* 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 - Quizzes

Assessment Type Quiz
Purpose Regular evaluation and feedback of understanding of the material presented in the course.
Description The purpose and benefit of the regular quizzes is to provide the students with regular feedback on student learning. These tests highlight areas of concern and may stimulate discussion with tutors and lecturers. They consist of multiple-choice online quizzes.
Weighting 20%
Due Date Weeks 4,6,9,11
Submission Method Online
Assessment Criteria Multiple Choice
Return Method Online
Feedback Provided Online - . Correct or incorrect answer

Assessment 2 - Essay/Written Assignment 1

Assessment Type Written Assignment
Purpose Consolidation and demonstration of practical skills and understanding of core concepts
Description Essays or written assessments meet the course objectives of knowledge acquisition and demonstrated assimilation of data, upon reflection and analysis, to produce articulate and concise documents, which convey evidence-based understanding of the concepts and topics.
Weighting 25%
Due Date Week 5
Submission Method Online
Assessment Criteria Demonstrated ability to apply principles of project management to given scenarios, and to explain outcomes
Return Method Online
Feedback Provided Online - . Written feedback

Assessment 3 - Essay/Written Assignment 2

Assessment Type Written Assignment
Purpose Consolidation and demonstration of practical skills and understanding of core concepts
Description Essays or written assessments meet the course objectives of knowledge acquisition and demonstrated assimilation of data, upon reflection and analysis, to produce articulate and concise documents, which convey evidence-based understanding of the concepts and topics.
Weighting 25%
Due Date Week 12
Submission Method Online
Assessment Criteria Demonstrated ability to apply principles of project management to given scenarios, and to

Return Method explain outcomes
 Online
Feedback Provided Online - . Written feedback

Assessment 4 - Formal Examination

Assessment Type Formal Examination
Purpose Formal Examination
Description The final online 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 30%
Compulsory Requirements Pass requirement 40% - Must obtain 40% in this assessment item to pass the course.
Due Date Examination period
Submission Method Online
Assessment Criteria Demonstrated knowledge of subject material.
Return Method Online
Feedback Provided
Opportunity to Reattempt Students WILL be given the opportunity to reattempt this assessment.

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

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/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

Other Information

Graduate Profile Statements – Information Technology (PG)

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

Graduate attribute	University of Newcastle Master of Information Technology Graduate Profile Statements	Taught	Practised	Assessed	Level of capability
1	The ability to identify and analyse complex problems within information technology and design solutions to these problems at a high skilled level.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
2	A depth of technical expertise in at least one facet of information technology sufficient for a career in information technology together with the capacity to continue developing relevant knowledge, skills, and expertise throughout their careers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
3	The ability to manage projects in aspects of information technology relevant to their field of study, including the ability to develop, manage and participate at all levels in team environments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
4	An understanding of professionalism and ethics in the context of the global information technology industry.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
5	The ability to communicate effectively though a range of verbal, written and/or presentation skills at an advances level.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
6	The ability to apply their knowledge and skills to plan and execute a substantial capstone experience or a research-based project and/or piece of scholarship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

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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