



# COIT12208 IT Project Management

## Term 2 - 2017

Profile information current as at 09/05/2024 09:33 am

All details in this unit profile for COIT12208 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### General Information

#### Overview

In this unit students will develop an understanding of the key concepts in project management and learn how to apply them to IS/IT projects. They will learn how to use project management software. Industry standards, quality assurance, professional ethics, social and legal issues are also covered. NOTE: If students have successfully completed COIS13064 then this unit should not be taken.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Prerequisite COIT11226 Systems Analysis

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

#### Offerings For Term 2 - 2017

- Brisbane
- Cairns
- Distance
- Melbourne
- Rockhampton
- Sydney
- Townsville

#### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

#### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Presentation**

Weighting: 15%

#### 2. **Practical and Written Assessment**

Weighting: 35%

#### 3. **Examination**

Weighting: 50%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Student unit evaluation and lecturer feedback from student discussions

##### **Feedback**

Course materials and content

##### **Recommendation**

Feedback from students and the teaching team has indicated the unit content provides an appropriate and engaging explanation of the various project management processes. The Microsoft Project Practicals will continue to be used as they provide a practical means of explaining commonly used project management scheduling techniques.

#### Feedback from Student evaluation survey

##### **Feedback**

Assessment 2: Scope

##### **Recommendation**

Review the second assessment with respect to reducing the number of tasks to be scheduled.

#### Feedback from Industry expectations and departmental course review meetings

##### **Feedback**

Prescribed text and powerpoint slide content

##### **Recommendation**

Incorporate the latest version of the textbook (7th Edition) which includes reference to the new version of PMBOK (Version 6). Powerpoint slides to be updated to align with the 7th Edition of the prescribed text.

## Unit Learning Outcomes

### **On successful completion of this unit, you will be able to:**

1. Describe the activities in the project management lifecycle.
2. Explain why project management is important to the success of an organisation.
3. Discuss the importance of project teams in achieving successful project outcomes.
4. Describe the relationship between project management and quality assurance.
5. Apply common project planning, scheduling, budgeting and resource management tools and procedures in a project.
6. Evaluate the status of a project and recommend appropriate corrective action where necessary.
7. Assess the social and cultural impacts of your project on different stakeholders.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at <https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Business Analysis (BUAN)
- Project Management (PRMG)
- Change Management (CHMG)
- Requirements Definition and Management (REQM)
- Program ming/Software Development (PROG)
- Information Systems Co-ordination (ISCO)
- Business Process Improvement (BPRI)
- Methods and Tools (METL)

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Presentation - 15%	•	•	•	•	•		•
2 - Practical and Written Assessment - 35%	•				•	•	
3 - Examination - 50%	•	•	•	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Communication	•	•	•	•			•
2 - Problem Solving					•	•	•
3 - Critical Thinking					•	•	
4 - Information Literacy							
5 - Team Work			•				
6 - Information Technology Competence					•	•	
7 - Cross Cultural Competence							•
8 - Ethical practice						•	
9 - Social Innovation							
10 - Aboriginal and Torres Strait Islander Cultures							

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Presentation - 15%	•	•	•	•	•	•		•		
2 - Practical and Written Assessment - 35%	•	•	•	•		•				

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
<b>3 - Examination - 50%</b>	•	•	•		•		•	•		

## Textbooks and Resources

### Textbooks

COIT12208

#### Prescribed

#### Successful Project Management

Edition: 7th edn (2018)

Authors: Gido, J & Clements, JP

Cengage Learning

Stamford, CT, USA

ISBN: 9781337095471

Binding: Hardcover

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Access to Microsoft Project 2013, Microsoft Word and Microsoft PowerPoint.

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Lindsay Castell** Unit Coordinator

[l.castell@cqu.edu.au](mailto:l.castell@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project Management Concepts	1 (plus additional material online related to Professional Bodies)	

### Week 2 - 17 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Identifying and Selecting Projects	2	

### Week 3 - 24 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Developing Project Proposals	3	

**Week 4 - 31 Jul 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Defining Scope, Quality, Responsibility, and Activity Sequence	4	

**Week 5 - 07 Aug 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Developing the Schedule	5	Assessment item 1 commences.

**Vacation Week - 14 Aug 2017**

Module/Topic	Chapter	Events and Submissions/Topic
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**Week 6 - 21 Aug 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Resource Utilization	6	Assessment item 1 continues  <b>Presentation</b> Due: Week 6 Friday (25 Aug 2017) 10:00 pm AEST

**Week 7 - 28 Aug 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Determining Costs, Budget, and Earned Value	7	Assessment item 1 continues

**Week 8 - 04 Sep 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Managing Risk; Closing the Project	8 and 9	Assessment item 1 continues

**Week 9 - 11 Sep 2017**

Module/Topic	Chapter	Events and Submissions/Topic
The Project Manager; Quality Management	10 (plus additional material online related to quality management)	Assessment item 1 continues

**Week 10 - 18 Sep 2017**

Module/Topic	Chapter	Events and Submissions/Topic
The Project Team	11 (plus additional material online related to cultural and ethical matters)	Assessment item 1 continues

**Week 11 - 25 Sep 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Project Communication and Documentation	12	Assessment item 1 continues  <b>Practical and Written Assessment</b> Due: Week 11 Monday (25 Sept 2017) 5:00 pm AEST

**Week 12 - 02 Oct 2017**

Module/Topic	Chapter	Events and Submissions/Topic
Project Management Organisational Structures; Project Management Career Paths	13 (plus additional material online related to project management career paths)	Assessment item 1 continues

**Review/Exam Week - 09 Oct 2017**

Module/Topic	Chapter	Events and Submissions/Topic
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**Exam Week - 16 Oct 2017**

Module/Topic	Chapter	Events and Submissions/Topic
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## Term Specific Information

Unit Coordinator's contact details:

Lindsay Castell Email: l.castell@cqu.edu.au Telephone: 089260 4036

## Assessment Tasks

### 1 Presentation

#### Assessment Type

Presentation

#### Task Description

This is a group assignment for on-campus students (off-campus students may work on the project individually). Each group is to give a presentation about an aspect of project management.

Further information is available on the Moodle unit website. Students **must** read the assignment 1 specification document on the unit website for more details about the assignment requirements and marking criteria.

#### Objectives

This assessment item will relate to one or more of the unit learning outcomes depending upon the choice of selected presentation topic.

In addition this assignment develops skills in communication.

#### Assessment Due Date

Week 6 Friday (25 Aug 2017) 10:00 pm AEST

Presentations will be scheduled by the local lecturer. On-campus students must have their presentations prepared ready for delivery on the allocated day for their presentation and must submit their presentation and accompanying materials via the course web site assignment submission system by 10:00pm (AEST) on Friday of the week their "presentation topic" is scheduled by the lecturer. Distance education students must submit their assignment on Friday of week 6 by 10:00 pm AEST.

#### Return Date to Students

Release of presentation marks will depend on the date of the student presentation. Marks must be moderated by the course coordinator.

#### Weighting

15%

#### Assessment Criteria

##### Criteria

1. Speaker/presentation appearance and other first impressions **(1 Mark)**

2. Presentation structure and content **(8 Marks)**

3. Coping with questions/facilitating discussion during and at the end of the presentation. **(2 Marks)**

**Off-campus students** should demonstrate facilitation of discussion by making sure their PowerPoint script show questions designed to facilitate discussion and summarising responses for each question. Also include at least two questions that could be posed by the audience at the end of the presentation. Answers must also be provided for these final questions.

4. Delivery. **(1 Mark)**

**Off-campus students** will not be marked against this criterion.

5. Visual aids, handouts, script. **(2 Marks)**

**Off-campus students** will be eligible for 3 marks for this criterion.

6. Target and audience **(1 Mark)**

#### Total of 15 Marks

[These criteria are described in more detail in the notes in the detailed assignment specification on the unit website.]

#### Referencing Style

- [Harvard \(author-date\)](#)

## Submission

Online

### Submission Instructions

All students must submit a zip file with the required files. See the assignment specification document on the unit website for more details.

### Learning Outcomes Assessed

- Describe the activities in the project management lifecycle.
- Explain why project management is important to the success of an organisation.
- Discuss the importance of project teams in achieving successful project outcomes.
- Describe the relationship between project management and quality assurance.
- Apply common project planning, scheduling, budgeting and resource management tools and procedures in a project.
- Assess the social and cultural impacts of your project on different stakeholders.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Ethical practice

## 2 Practical and Written Assessment

### Assessment Type

Practical and Written Assessment

### Task Description

#### Individual Case Study

This assessment item is to be completed individually.

The case study simulates a project management scenario where the student takes on the role of project manager.

Students are required to use project management software as part of this assessment task. The case information is not complete so where necessary students will have to make assumptions and argue the pros and cons for any recommendations they make.

To assist students in their assessment solution development the following information is provided (on the Moodle unit website):

- Product development case description.
- Specific assessment questions that must be answered.
- Information regarding the submission of the assessment.
- Marking criteria.

Further information is available on the Moodle unit website. Students **must** read the detailed assignment specification document on the unit website.

### Assessment Due Date

Week 11 Monday (25 Sept 2017) 5:00 pm AEST

### Return Date to Students

Monday (9 Oct 2017)

### Weighting

35%

### Assessment Criteria

Description	Marks Available
Initial project schedule development in Microsoft Project.	7
Analysis of initial schedule, updates to schedule, analysis after changes.	28
<b>TOTAL</b>	<b>35</b>

Students **must** read the detailed assignment specification and questions on the unit website for a more detailed breakdown of the marking criteria.



**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

See the assignment specification document on the unit website for submission instructions.

**Learning Outcomes Assessed**

- Describe the activities in the project management lifecycle.
- Apply common project planning, scheduling, budgeting and resource management tools and procedures in a project.
- Evaluate the status of a project and recommend appropriate corrective action where necessary.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence

**Examination****Outline**

Complete an invigilated examination.

**Date**

During the examination period at a CQUniversity examination centre.

**Weighting**

50%

**Length**

180 minutes

**Exam Conditions**

Closed Book.

**Materials**

Calculator - non-programmable, no text retrieval, silent only

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem