COIT12208 *ICT Project Management*
Term 2 - 2018

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, you will learn key concepts of Information and Communication Technology project management from both a traditional and Agile perspective. You will apply project management principles and use project management software with the aim of delivering successful projects. Industry standards, quality assurance, professional ethics, social, cultural and legal issues relevant to the theories and principles of project management will also be covered.

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

Pre-requisite: COIT11226 Systems Analysis. Anti-requisite: If you have successfully completed COIS13064 ICT Project Management, then you should not take this unit.
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 - 2018

- 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. **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 Evaluation report feedback

Feedback
Students found the Microsoft Project tutorials practical.

Recommendation
Maintain the Microsoft Project tutorials.

Feedback from Student Evaluation report feedback

Feedback
Students felt the learning resources are inadequate.

Recommendation
Recorded lectures will be provided.

Feedback from Student Evaluation report feedback

Feedback
Students felt the topics were repeated from other units and not examined in enough depth.

Recommendation
The unit is being redeveloped to include Agile Project Management. We will also consider the inclusion of additional learning objectives related to management soft skills.

Feedback from Student Evaluation report feedback

Feedback
Students did not appreciate the assignment being changed after it was published.

Recommendation
The assignment will be proofread prior to publication. The case study will be made more concrete to minimise ambiguity. Sample solutions will be developed prior to publication.

Unit Learning Outcomes

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

1. Describe the activities and importance of both traditional and agile project management
2. Apply common project planning, scheduling, budgeting and resource management tools and procedures
3. Evaluate project status and recommend appropriate corrective action where necessary
4. Assess the ethical, social, cultural and legal impacts of projects on diverse 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)
- Information Systems Co-ordination (ISCO)
- Business Process Improvement (BPRE)
- Methods and Tools (METL)
- Programming/software development (PROG)

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level ○ Introductory Level ● Intermediate Level ● Graduate Level ○ Professional Level ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Presentation - 15%	●			●
2 - Written Assessment - 35%		●	●	
3 - Examination - 50%	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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 - Written Assessment - 35%	●	●	●	●		●				

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

Textbooks and Resources

Textbooks
COIT12208

Prescribed

Successful Project Management 7th edn (2018)
Edition: 7th (2018)
Authors: Gido, J & Clements, JP
Centage Learning
Boston , Massachuse , USA
ISBN: ISBN 9781337095471
Binding: eBook

Additional Textbook Information
If you choose a rental option for this book ensure that the rental period covers to the end of the exams on the 19th of October 2018. However, paper copies that can be resold are available at the CQUmi Bookshop here

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 Visio
- Access to Microsoft Office
- Access to Microsoft Project 2016.

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Simon Crawford Unit Coordinator
s.crawford1@cqu.edu.au

Schedule

Week 1 Project Management Concepts - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Management Concepts	**Successful Project Management 7th edn (2018) Chapter 1**	

Week 2 Identifying and Selecting Projects - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic

Module/Topic	Chapter	Events and Submissions/Topic
Identifying and Selecting Projects	**Successful Project Management 7th edn (2018) Chapter 2**	

Week 3 Developing Project Proposals - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Developing Project Proposals	**Successful Project Management 7th edn (2018) Chapter 3**	

Week 4 Defining Scope, Quality, Responsibility, and Activity Sequence - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Defining Scope, Quality, Responsibility, and Activity Sequence	**Successful Project Management 7th edn (2018) Chapter 4**	Assessment item 1 commences. Softcopy Submission Friday.

Week 5 Developing the Schedule - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Developing the Schedule	**Successful Project Management 7th edn (2018) Chapter 5**	Assessment item 1 continues. Softcopy Submission Friday.

Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
	No reading this week........ Just take care in the surf ! ! !	Assessment item 1 continues. Softcopy Submission Friday.

Week 6 Resource Utilization - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Resource Utilization	**Successful Project Management 7th edn (2018) Chapter 6**	Assessment item 1 continues. Softcopy Submission Friday. Distance Education Students Assessment 1 Submission Week 11 Friday (24 August 2018) 11:00 pm AEST.

Week 7 Determining Costs, Budget, and Earned Value - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Determining Costs, Budget, and Earned Value	**Successful Project Management 7th edn (2018) Chapter 7**	Assessment item 1 continues. Softcopy Submission Friday

Week 8 Managing Risk; Closing the Project - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Managing Risk; Closing the Project	**Successful Project Management 7th edn (2018) Chapter's 8 and 9**	Assessment item 1 continues. Softcopy Submission Friday

Week 9 - The Project Manager & Quality Management - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
The Project Manager; Quality Management	**Successful Project Management 7th edn (2018) Chapter 10 Chapter 14 of the Systems Analysis and Design text by John Satzinger et al.**	Assessment item 1 continues. Softcopy Submission Friday

Week 10 - The Project Team & Agile Project Managment - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
The Project Team	**Successful Project Management 7th edn (2018) Chapter 11** **See Moodle for details on Agile PM readings for this Week.**	Assessment item 1 continues. Softcopy Submission Friday

Week 11 - Project Communication and Documentation - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic

| Project Communication and Documentation | **Successful Project Management 7th edn (2018) Chapter 12** | Practical and Written Assessment Due: Week 11 Monday (24 September 2018) 11:00 pm AEST. Assessment item 1 concludes. Softcopy Submission Friday

Practical Case Study and Written Assessment Due: Week 11 Monday (24 Sept 2018) 11:00 pm AEST |

Week 12 - Project Management Organisational Structures; Project Management Career Paths - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Management Organisational Structures; Project Management Career Paths		

Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Unit Coordinator's contact details:
Simon Crawford Email: s.crawford1@cqu.edu.au Telephone: 0425 285 626

Assessment Tasks

1 Presentation

Assessment Type
Presentation

Task Description
This is a group assignment for all students. Each group is to give a presentation about an aspect of project management. Distance Education Students may record there presentation to a video format. This is not just a summary of the the weeks topics but follows a theme with examples and justifications.
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

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 assignments on Friday of week 6 by 11:00 pm AEST.

Return Date to Students
Week 12 Friday (5 Oct 2018)
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
1. Speaker/presentation appearance and other first impressions *(1 Mark)*
2. Presentation structure and content *(8 Marks)*   *(Introduction (2marks), Body (5 marks), Conclusion (2 marks). Missing elements receive 0)*
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 include 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 and importance of both traditional and agile project management
- Assess the ethical, social, cultural and legal impacts of projects on diverse stakeholders.

Graduate Attributes

- Communication
- Information Literacy
- Team Work

2 Practical Case Study and Written Assessment

Assessment Type
Written Assessment

Task Description
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 (24 Sept 2018) 11:00 pm AEST

Return Date to Students
Review/Exam Week Monday (8 Oct 2018)

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**	
TOTAL	**35**	

Referencing Style

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

Submission
Online

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

Learning Outcomes Assessed

- Apply common project planning, scheduling, budgeting and resource management tools and procedures
- Evaluate project status 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
Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).
Calculator - non-programmable, no text retrieval, silent only

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