



COIT12208 ICT Project Management

Term 2 - 2019

Profile information current as at 01/07/2022 01:56 pm

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 - 2019

- Brisbane
- Cairns
- Melbourne
- Online
- 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 feedback

Feedback

Distance students requested weekly interactive sessions

Recommendation

Weekly interactive sessions should be held that distance students can attend.

Feedback from Student feedback

Feedback

Students requested more integrated tutorials and less duplication of content from other units.

Recommendation

More practical activities related to the lecture content should be developed for the tutorials and an audit of content should take place to identify content duplicated in other units.

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



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%	•	•	•	•		•				
3 - Examination - 50%	•	•	•					•		

Textbooks and Resources

Textbooks

COIT12208

Prescribed

SUCCESSFUL PROJECT MANAGEMENT 7TH EDN

Edition: 7th (2018)

Authors: Gido, J & Clements, JP

Cengage Learning

Boston , MA , USA

ISBN: 9781337095471

Binding: Hardcover

Additional Textbook Information

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Webcam and headset
- 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

Jamie Shield Unit Coordinator
j.shield@cqu.edu.au

Schedule

1 Project Management Concepts - 15 Jul 2019

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

2 Adaptive Planning - 22 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
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3 Adaptive Development - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Adaptive Project Due: Week 3 Friday (2 Aug 2019) 11:45 pm AEST

4 DevOps - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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5 Defining Scope, Quality, Responsibility and Activity Sequence - 12 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Defining Scope, Quality, Responsibility, and Activity Sequence	Successful Project Management 7th edn (2018) Chapter 4	
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Vacation Week - 19 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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	Non-teaching week	
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6 Developing the Schedule - 26 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Developing the Schedule	Successful Project Management 7th edn (2018) Chapter 5	
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7 Resource Use - 02 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Resource Use	Successful Project Management 7th edn (2018) Chapter 6	
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8 Determining Costs, Budget and Earned Value - 09 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Determining Costs, Budget, and Earned Value	Successful Project Management 7th edn (2018) Chapter 7	
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9 Quality, Risk and Integration Management and Closing Projects - 16 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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The Project Manager; Quality Management; Managing Risk; Closing the Project	Successful Project Management 7th edn (2018) Chapters 8, 9 and 10 Chapter 14 of the Systems Analysis and Design text by John Satzinger et al.	
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10 Project Communication, Teams and Management Organisational Structures - 23 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Project Communication and Documentation; The Project Team; Project Management Organisational Structures; Project Management Career Paths	Successful Project Management 7th edn (2018) Chapters 11, 12 and 13	Predictive Projects Due: Week 10 Friday (27 Sept 2019) 11:45 pm AEST
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11 Project Identification, Selection and Proposal Development - 30 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Identifying and Selecting Projects; Developing Project Proposals	Successful Project Management 7th edn (2018) Chapters 2 and 3	
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12 Exam Review - 07 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Review/Exam Week - 14 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 21 Oct 2019

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

Unit Coordinator: Jamie Shield, Cairns,
j.shield@cqu.edu.au,
Office: 07 4037 4750

Assessment Tasks

1 Adaptive Project

Assessment Type

Presentation

Task Description

Objectives

The aim of this assignment is to allow you to gain adaptive project management experience. By completing this assignment, you will be able to describe the activities and importance of adaptive project management.

You will be assigned as an adaptive project manager for a software development project and given parameters such as time and resource budgets that you will need to manage.

Task Description

You are to manage the small project using adaptive tools and techniques. You will be responsible for managing aspects such as the scope, time, quality, communications and risks.

Your tasks will include the development of adaptive project plans. You will be responsible for monitoring progress and updating your plans to reflect progress.

Each week, people will be required to demonstrate (in class) the progress they have made on the project and present their updated project management plans.

At the start of the project, you will be assigned weeks in which you will need to demonstrate your project progress and present your updated project management plans. You will only be assessed on your last two presentations. You might be expected to complete additional presentations for formative feedback. Distance students are to record and submit videos of their presentations.

You will be asked to perform tasks such as the following using adaptive tools and techniques:

- Creating and maintaining a backlog
- Developing sprint plans and
- Managing sprints
- Designing, coding and testing

Sharing of Code

The assignment is individually assessed. Sharing of code files is strongly encouraged. Sharing of project management concepts and techniques is encouraged. **Sharing of project management files will be considered plagiarism.**

Assessment Due Date

Week 3 Friday (2 Aug 2019) 11:45 pm AEST

This assignment has components due in Weeks 3, 4, 5, 6, 7 and 8.

Return Date to Students

Week 10 Friday (27 Sept 2019)

Informal feedback will be provided during in-class presentations. Your marks and formal feedback will be returned in Week 10.

Weighting

15%

Assessment Criteria

The assignment is individually assessed.

You will be assessed on aspects such as:

- the quality and feasibility of your user stories and the completeness and prioritisation of your backlog.
- the regularity of updates, the evolution of your product backlog, the feasibility of your sprint plan, and the breakdown of your user stories into subtasks.
- the regularity of the management of your sprint taskboards.

- the completeness of identified issues and the quality of your planned controls.
- stage presence, the quality of your prototype demonstration and coverage of your project management plans.
- quality use of tool support.

Referencing Style

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

Submission

Online

Submission Instructions

In Weeks 3, 5 and 8, you are to export your Tiaga.io project and submit it to the unit website. You will be allocated the weeks in which you are to present. Distance students are to submit two links to videos containing their presentations to the unit website. Oncampus students are to present in class.

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 Predictive Projects

Assessment Type

Written Assessment

Task Description

Objectives

The aim of this assignment is to allow you to gain predictive project management experience. You are to complete predictive project management tasks for a collection of project scenarios and simulations.

Task Description

You will:

- Develop and manage project integration, human resources, procurement, communications, stakeholder, quality and risk plans using predictive techniques and tools, for example, MS Project and MS Excel
- Create recommendations to proactively manage or correct project issues
- Play project management simulations
- Role play a project management scenarios

The scenarios will be distributed to you in two quizzes.

Assessment Due Date

Week 10 Friday (27 Sept 2019) 11:45 pm AEST

The first quiz is due in Week 10 and the second quiz is due in Week 12. For oncampus students, the role plays will take place in-class in Week 10. If you miss class, you should submit as if you are a Distance student.

Return Date to Students

Week 12 Friday (11 Oct 2019)

Your marks and feedback for both quizzes will be returned in Week 12 when the moderation process is complete. Any feedback you receive prior to the moderation process might change.

Weighting

35%

Assessment Criteria

The assignment is individually assessed.

You will be assessed on aspects such as:

- Project management plans and simulations: the quality, completeness, feasibility and/or correctness of your plans, files and recommendations
- Simulations: the quality of your reflections on task management strategies including your ability to integrate unit materials
- Spelling, grammar and use of CQUni Harvard referencing

- Role play: convincing and consistent role play

Referencing Style

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

Submission

Online

Submission Instructions

The quizzes need to be completed on the unit website. You will upload files and type reflections inside the quizzes. The role plays will be conducted in-class for oncampus students. Distance students will submit video recordings of their role plays on the unit website.

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

120 minutes

Minimum mark or grade

You are required to achieve a mark of at least 30% in the examination to pass the unit.

Exam Conditions

Open 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