ENMM20024 *Asset Management Systems*
Term 1 - 2024

Profile information current as at 30/04/2024 06:55 am

All details in this unit profile for ENMM20024 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

This unit will introduce you to asset management concepts and systems meeting Asset Management Standard ISO5000 requirements. The assets referred to are physical assets such as fixed and mobile plant, machinery and infrastructure used in asset-intensive industries. You will learn how organisations manage their assets and asset systems and provide examples of financial concepts and techniques used in asset management. You will identify asset management functions and develop a life cycle plan for an asset in an organisation, as well as apply financial principles in an asset management context. You will also consider the key risks associated with assets.

Details

Career Level: *Postgraduate*
Unit Level: *Level 8*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

Pre-requisite: ENMM 20023 Introduction to Asset and Maintenance Management
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 1 - 2024

- Online

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 Postgraduate 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. **Written Assessment**
Weighting: 30%
2. **Written Assessment**
Weighting: 40%
3. **Written Assessment**
Weighting: 30%

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 Have Your Say

Feedback
The contents are relevant to my workplace and desired career path.

Recommendation
The content will be kept up to date by the lecturer.

Feedback from Have Your Say

Feedback
The feedback on submitted assignments is great and helped me to learn.

Recommendation
The feedback will be given in a timely manner and in detail.

Feedback from Have Your Say

Feedback
The timeliness of assignment grading. Bare minimal feedback is provided on assignments and one could not understand where marks were lost or how improvements could be made.

Recommendation
The lecturer will be advised to review the marking rubric and to give detailed feedback on the marked assignment.

Unit Learning Outcomes

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

1. Identify and discuss asset management functions.
2. Develop a life cycle plan for an asset in an organization supported by information and data management plan.
3. Apply financial concepts and techniques in an asset intense organization through a financial management plan (for assets).
4. Identify and analyze the key risks associated with assets in an assets intense organization.
5. Demonstrate effective leadership with senior management team in developing the Strategic Asset Management Plan (SAMP) applicable for your organization.

n/a

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	5
1 - Written Assessment - 30%	•	•			
2 - Written Assessment - 40%	•	•	•	•	•
3 - Written Assessment - 30%			•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge	◦	◦	◦	◦	◦
2 - Communication		◦	◦	◦	
3 - Cognitive, technical and creative skills	◦		◦	◦	
4 - Research	◦		◦	◦	
5 - Self-management		◦	◦	◦	◦
6 - Ethical and Professional Responsibility		◦		◦	◦
7 - Leadership					◦
8 - Aboriginal and Torres Strait Islander Cultures					

Textbooks and Resources

Textbooks
ENMM20024

Supplementary

Physical Asset Management
Authors: Hastings, Nicholas Anthony John
Springer-Verlag
London , UK
ISBN: 978-1-84882-751-6
Binding: eBook

View textbooks at the CQUniversity Bookshop

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- ebook-Physical Asset Management 2015: With an Introduction to ISO55000 , Author: Nicholas Anthony Jhon Hastings
- Learning guide in the form of a Moodle book uploaded on the moodle web page
- Online lecture sessions via Zoom
- Students are required to have necessary equipment/accessories to attend online Zoom or Microsoft sessions.

Referencing Style

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

Teaching Contacts

Subhash Sharma Unit Coordinator
s.sharma2@cqu.edu.au

Schedule

Week 1 - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Course Overview	Textbook Chapter - 1.	Online weekly Zoom lecture and tutorial session schedules will be announced by the lecturer via the Moodle web page of this unit or through emails. Please visit the Moodle website for announcements **Quizzes, book sections 1.12.1 and 1.12.2**

Week 2 - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Asset Capability Delivery	Textbook Chapter - 4.	Discussion forum activities and Zoom session. **Tutorial Activities 1 and 2 on the lecture file.**

Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Concept Proposal - Assgt 1 Intro.	Textbook Chapter - 4.	Discussion forum activities and Zoom session. **Discussion on Assignment 1.**

Week 4 - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Information and Data Management	Textbook Chapters - 13,22,28.	Discussion forum activities on Assignment -1 in Zoom session. **Tutorial Exercises 1 and 2 on lecture file.** **The census date is Tuesday the 26th March 2024. After this, you will not be able to drop or withdraw this unit.**

Week 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Asset Fleet Planning	Textbook Chapter - 10.	**Case study exercise on lecture file.** **Discussion on Assessment 1.**

Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Vacation week		No lecture/Tutorial this week

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Module 3- Financial Methods	Textbook Chapters - 5, 8, 23.	**Case studies 1 and 2 are on the lecture file.** **Daylight saving time ends. Match your lecture time accordingly.** **Assignment 1 - Concept Proposal** Due: Week 6 Monday (15 Apr 2024) 11:59 pm AEST

Week 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Business Case - Assessment 2 Intro.	Textbook Chapters - 6, 7.	**Lecture on the topic and discussion on the selection of a business case.**

Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Cost-Benefit Analysis	Textbook Chapters - 14, 24.	**Cost-benefit case study on lecture file.** **Guest lecture on financial aspects of asset management.**

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Asset Budgeting	Textbook Chapters - 8, 12, 19.	**Case Study on lecture file.**

Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic

| Assessment 3 Intro. & Strategic Asset Management Plan | Textbook Chapters - 11, 29. | **Lecture on the topic and discussion on the requirements of the Strategic Asset Management Plan stated in ISO 55000.**

Assignment 2 - Business Case Due: Week 10 Monday (13 May 2024) 11:59 pm AEST |

Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Asset Management in the Organisation	Textbook Chapters - 2, 7.	Strategic Plan Exercise on lecture file. **Guest lecture on the new ISO standards for Asset Management.**

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Revision	All chapters	**Work on Assessment 3 is due next week.**

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
		Assessment 3 is due on Tuesday: **Assignment 3 - Review Topics** Due: Review/Exam Week Tuesday (4 June 2024) 11:59 pm AEST

Exam Week - 10 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assignment 1 - Concept Proposal

Assessment Type
Written Assessment

Task Description
This assignment aims to develop your ability to initiate a proposal for an asset-based development or improvement related to your workplace (or similar) at the concept stage. The proposal should present information supporting a management decision on whether to put further effort into developing the concept. Write an outline of the proposal. The assignment will be based on the topics covered in weeks 1-4. Further requirements will be discussed in classes.

Assessment Due Date
Week 6 Monday (15 Apr 2024) 11:59 pm AEST

Return Date to Students
Week 8 Tuesday (30 Apr 2024)
Assignments will be returned within two weeks of the actual submission.

Weighting
30%

Assessment Criteria
Marking Criteria
· Clarity of problem definition and project aims
· Concept-level description of potential developments with benefits and options
· Structure, presentation, terminology, grammar, and referencing.
· Identification of any procedures or documents relevant to advancing the proposal within your organization.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. The required standard file name format, Example –John_Smith_ENMM20024_Ass1.doc

Learning Outcomes Assessed

- Identify and discuss asset management functions.
- Develop a life cycle plan for an asset in an organization supported by information and data management plan.

2 Assignment 2 - Business Case

Assessment Type
Written Assessment

Task Description
This assignment aims to develop your ability to create and present a business case for asset management development in your organization or a similar setting. The focus is on justifying the project in financial and/or cost-benefit terms, or other compelling reasons such as regulatory requirements. You are required to submit a business-style report and a supporting PowerPoint presentation for this assignment. It represents a further development of the concept proposal prepared in Assessment 1, with certain information being modified or overlapped. The assignment will be grounded in the topics covered during weeks 1-8, and additional requirements will be discussed in class.

Assessment Due Date
Week 10 Monday (13 May 2024) 11:59 pm AEST

Return Date to Students
Week 12 Monday (27 May 2024)

Weighting
40%

Assessment Criteria
Marking Criteria
It is recommended that you read beyond the course materials to complete assessment items. Your submission for this assessment will be evaluated by the following criteria.
· Effectiveness of the Executive summary
· Statement of planning assumptions and options
· Preferred option description
· Financial analysis and/or cost benefit analysis
· General support for the rationale of the project from a business viewpoint, including risk
§ Structure, presentation, terminology, grammar and referencing.

For the PowerPoint presentation:

§ Good business communication practices are to be evident.
§ Not too much detail on slides.
§ Coherent and logical presentation directed to a senior management level.
§ Accurate summary of project aims, issues and plans
§ Structure, presentation, terminology, grammar and referencing.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. The required standard file name format, Example –John_Smith_ENMM20024_Ass2.doc

Learning Outcomes Assessed

- Identify and discuss asset management functions.
- Develop a life cycle plan for an asset in an organization supported by information and data management plan.
- Apply financial concepts and techniques in an asset intense organization through a financial management plan (for assets).
- Identify and analyze the key risks associated with assets in an assets intense organization.
- Demonstrate effective leadership with senior management team in developing the Strategic Asset Management Plan (SAMP) applicable for your organization.

3 Assignment 3 - Review Topics

Assessment Type
Written Assessment

Task Description
This assignment is aimed at assessing the student's overall understanding of Asset Management topics. Students are required to read the course notes and present responses to the questions asked in this assignment. Students' responses should reflect their own interpretation and workplace experience, as well as learning through articles and books, including the recommended text book of this unit.
Answers can draw directly on the course notes, which can be given as a single reference. Where other sources are quoted, the relevant references should be given.

Assessment Due Date
Review/Exam Week Tuesday (4 June 2024) 11:59 pm AEST

Return Date to Students
Exam Week Friday (14 June 2024)
Assignment return dates are tentative, marks will be posted only after the approval of School committee meeting.

Weighting
30%

Assessment Criteria
Marking Criteria
§ Introduction and background indicating knowledge of topic
§ Good business communication practices are to be evident.
§ Coherent and logical presentation directed to a senior management level.
§ Structure, presentation, terminology, grammar and referencing.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. The required standard file name format, Example –John_Smith_ENMM20024_Ass3.doc

Learning Outcomes Assessed

- Apply financial concepts and techniques in an asset intense organization through a financial management plan (for assets).
- Identify and analyze the key risks associated with assets in an assets intense organization.
- Demonstrate effective leadership with senior management team in developing the Strategic Asset Management Plan (SAMP) applicable for your organization.

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