



# **PPMP20007 *Project Management Concepts***

## **Term 1 - 2020**

Profile information current as at 26/04/2024 08:29 am

All details in this unit profile for PPMP20007 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.

### Corrections

#### **Unit Profile Correction added on 24-04-20**

The end of term examination has now been changed to an alternate form of assessment. Please see your Moodle site for details of the assessment.

## General Information

### Overview

This unit is aimed at providing you with a general introduction to the key features of modern project management practices within organisations. In undertaking this unit you will gain an understanding of the factors required to successfully manage projects by investigating how project success is realised through the application of tools and techniques related to project justification, planning, estimation, scheduling and execution. This is the first unit in a series of project management units.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Anti-requisites: If students have completed unit COIS20008, MGMT22166 or PPMP20002 then they cannot 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 1 - 2020

- Brisbane
- Melbourne
- Online
- Perth
- Rockhampton
- Sydney

### 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. **Online Quiz(zes)**

Weighting: 15%

#### 2. **Practical Assessment**

Weighting: 15%

#### 3. **Presentation**

Weighting: 20%

#### 4. **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 and feedback from staff teaching the unit.

**Feedback**

Content: Unit content is relevant and useful.

**Recommendation**

Continue with the current unit content, updating and improving resources and content as required.

#### Feedback from Student feedback and feedback from staff teaching the unit.

**Feedback**

Website: The unit website and teaching resources on the website support student learning. The website is organised consistently and is easy to navigate.

**Recommendation**

Continue with the current website structure.

#### Feedback from Student feedback and feedback from staff teaching the unit.

**Feedback**

Assessment: Positive feedback was received about all assessment items.

**Recommendation**

Continue with the current assessment regime.

## Unit Learning Outcomes

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

1. Discuss the activities typically involved in both traditional and agile project management
2. Interpret data and make appropriate recommendations within a project management context
3. Apply scheduling, budgeting, risk management and other project management tools and procedures to a project
4. Explain the impact of organisational structure and culture on project success
5. Research a project management topic and prepare a presentation to effectively communicate the findings.

This unit will satisfy one of the core requirements for ACS accreditation in the postgraduate ICT courses. This unit is also part of an accreditation package granted by the Australia Computer Society (ACS). The unit contributes to the required number of academic study units for students wishing to undertake profession certification with the Project Management Institute's (PMI) professional qualifications, such as CAPM or PMP.

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)
- Stakeholder Relationship Management (RLMT)
- Systems Integration (SINT), Change Management (CHMG)
- Release and Deployment (RELM)
- IT Operations (ITOP)
- Problem Management (PBMG)

## 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 - Online Quiz(zes) - 15%	•			•	
2 - Practical Assessment - 15%			•		
3 - Presentation - 20%					•
4 - Examination - 50%	•	•	•	•	

### 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					

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Online Quiz(zes) - 15%	○							
2 - Practical Assessment - 15%	○							
3 - Presentation - 20%	○	○	○	○	○	○		
4 - Examination - 50%	○	○	○		○		○	

## Textbooks and Resources

### Textbooks

PPMP20007

#### Prescribed

#### **Project Management The Managerial Process**

Edition: 7E (2017)

Authors: Larson, EW, Gray, CF

McGraw-Hill Education

New York , NY , USA

ISBN: 978-1-259-66609-4

Binding: Hardcover

#### **Additional Textbook Information**

Hardcopy, eBook and SmartBook options are available for the textbook.

Paper copies are available for purchase at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code)

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Microsoft Power Point
- Access to Microsoft Project 2016

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Jacqueline Jarvis** Unit Coordinator  
[j.jarvis@cqu.edu.au](mailto:j.jarvis@cqu.edu.au)

## Schedule

### **Week 1 - 09 Mar 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Modern Project Management. Organisation Strategy and Project Selection	Chapters 1 and 2 plus additional online material.	Form Assessment 3 (Presentation) groups

### **Week 2 - 16 Mar 2020**

Module/Topic	Chapter	Events and Submissions/Topic
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Organisation: Structure and Culture	Chapter 3	Form Assessment 3 (Presentation) groups and submit preferred topics. <b>(Remember after this week you must not change your group or tutorial without approval from your tutor)</b>
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### Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Defining the Project. Communication and Documentation	Chapter 4 and Gido & Clements Chapter 12 (available in the eReading list)	Assessment 3 (Presentation) groups, topics and schedules are finalised.

### Week 4 - 30 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Developing a Project Plan	Chapter 6	<b>Assessment 2: Part 1 due - in week 4 workshop</b> (Start submitting Assessment item 2 (in class) from this week. Assessment 2 is worth 15% marks. 8 weekly submissions in total)

### Week 5 - 06 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Estimating Project Times and Costs	Chapter 5	<b>Assessment 2: Part 2 due - in week 5 workshop</b>

### Vacation Week - 13 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Possible "make-up" classes due to public holiday clashes. Revise for online quiz. If you have enrolled late, go through the chapters and workshops you have missed.		

### Week 6 - 20 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Scheduling Resources and Costs	Chapter 8	<b>Assessment 2: Part 3 due - in week 6 workshop</b>  <b>Assessment 3: Presentation (20%)</b> - materials (Due: Monday 9:00 am AEST) and in-class presentations commence.

### Week 7 - 27 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Managing Risk. Change Control. Quality Management.	Chapter 7 and Kerzner chapter 20 (available in eReading list)	<b>Assessment 1: Online Quiz (15%) opens (Monday of week 7) - closes Monday of week 9.</b>  <b>Assessment 2: Part 4 due - in week 7 workshop</b>  <b>Assessment 3 Presentation continues (20%)</b>

### Week 8 - 04 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
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**Assessment 1: Online Quiz (15%)  
(quiz closes Monday of week 9)**

Reducing Project Duration

Chapter 9

**Assessment 2: Part 5 due - in  
week 8 workshop**

**Assessment 3 Presentation  
continues (20%)**

### Week 9 - 11 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Progress Performance Measurement and Evaluation	Chapter 13	<b>Assessment 1: Online Quiz (15%) (quiz closes Monday of week 9)</b> <b>Assessment 2: Part 6 due - in week 9 workshop</b> <b>Assessment 3 Presentation continues (20%)</b>

### Week 10 - 18 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Project Closure	Chapter 14	<b>Assessment 2: Part 7 due - in week 10 workshop</b> <b>Assessment 3 Presentation continues (20%)</b>

### Week 11 - 25 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Leadership: Being an Effective Project Manager. Managing Project Teams	Chapters 10 and 11	<b>Assessment 2: Part 8 due - in week 11 workshop</b> <b>Assessment 3 Presentation continues (20%)</b>

### Week 12 - 01 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
An Introduction to Agile Project Management.	Chapter 16	<b>Assessment 3 Presentation continues (20%)</b>

### Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Online Quiz(15%)

#### Assessment Type

Online Quiz(zes)

#### Task Description

This assessment item involves an **online quiz**. The quiz will be available on Monday in **Week 7** and will be open for approximately two weeks.

The quiz covers the content from weeks 1, 2, 3, 4, and 5 (lectures and readings) as well as content covered in workshops from weeks 1, 2, 3, 4, 5 and 6.

- You can attempt the quiz at any location provided you have access to Moodle and a good internet connection.
- There are 30 questions (a combination of multiple-choice and true/false questions). You will be given **three**

**attempts** to complete the quiz. Each attempt will generate a different quiz. To generate a quiz, the system selects questions randomly from a bank of questions for each chapter.

- There will be a time limit of 40 minutes to complete each quiz attempt.
- Make sure you use a reliable internet connection for each attempt. It is your responsibility to leave sufficient time for a second or third attempt in alternative locations in case you encounter technical difficulties.
- **If you attempt the quiz more than once, you will be awarded your highest mark.**
- Note that although this quiz is aligned to learning outcome 1, it only relates to the first part of the learning outcome as agile project management is not covered until later in the term.

Your result will be available after you complete an attempt.

#### Number of Quizzes

1

#### Frequency of Quizzes

#### Assessment Due Date

Quiz opens on Monday Week 7 and closes on Monday of Week 9 at 11:55 PM (AEST)

#### Return Date to Students

Each attempt's marks are displayed immediately. Finalised marks are available when the quiz closes.

#### Weighting

15%

#### Assessment Criteria

The quiz has 30 questions. Each question is of equal weighting.

#### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

#### Submission

Online

#### Submission Instructions

This is an online quiz.

#### Learning Outcomes Assessed

- Discuss the activities typically involved in both traditional and agile project management
- Explain the impact of organisational structure and culture on project success

#### Graduate Attributes

- Knowledge

## 2 Workshop Activities

#### Assessment Type

Practical Assessment

#### Task Description

#### Practical Assessment (workshop exercises and MS-Project 2016 practicals)

This assessment item is to be developed and submitted as part of your weekly workshop sessions. It consists of a series of 8 practicals and class exercises to be completed in weeks 4 – 11 (inclusive). For on-campus students this work is **due in the weekly workshop**, not the due date shown in Moodle. The date given in Moodle is to cater for all scheduled workshop classes. **No marks** will be awarded for work **submitted or developed outside** the workshop/tutorial class or for late submissions.

Each weekly practical is a pre-requisite for the next weekly practical (i.e. this work is being developed incrementally each week). It is therefore important to complete the work scheduled each week.

#### On-campus students

1. To be awarded marks this work must be developed and submitted in your weekly workshop **as and when** directed by your tutor. Only work completed in-class and submitted in-class will be accepted and awarded marks.
2. Attendance at workshops/tutorials is compulsory.
3. Marks will be deducted if you arrive late for the workshop.
4. Your tutor will monitor your progress in class. Be prepared to answer questions and explain your work to your

tutor in class. Marks may be deducted if your tutor is not satisfied with your progress or understanding of the work.

### Off-campus (distance education) students

1. For distance education students the due date for the weekly workshop submissions is the date shown on the unit website. Late submissions will be awarded 0 marks.
2. The unit coordinator is your tutor and may make arrangements to discuss your work with you.

### Notes to all students:

1. Do not exchange or share files with any other students or this will result in a plagiarism incident being raised and 0 marks awarded for the practical involved.
2. You may be required to demonstrate your knowledge of the software and/or explain your answers before marks are awarded for this assessment item.
3. Templates will be provided for recording your answers to the Microsoft Project practical exercises and selected class exercises.
4. A link to the booklet with the Microsoft Project practicals can be found on the unit website.

**Due date:** Although there is a final due date specified for each workshop (in Moodle), there is a total of 8 weekly submissions that **must be developed and submitted as scheduled in the weekly workshop sessions. These Workshop tasks commence in week-4.**

### Assessment Due Date

This task commences with an “in-class” submission in week 4 and continues with “in-class” weekly submissions until the end of week 11. There is a total of 8 weekly submissions. On-campus students must develop and submit the scheduled work in their weekly workshop.

### Return Date to Students

The weekly submissions will be marked and returned within 1 week of their submission.

### Weighting

15%

### Assessment Criteria

Week	Work to be submitted	Available Marks
4	Practical 1 + selected worksheet exercises	2
5	Practical 2 + selected worksheet exercises	2
6	Practical 3 + selected worksheet exercises	2
7	Practical 4 + selected worksheet exercises	2
8	Practical 5 + selected worksheet exercises	2
9	Practical 6 + selected worksheet exercises	1
10	Practical 7A + selected worksheet exercises	2
11	Practical 7B + selected worksheet exercises	2

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Apply scheduling, budgeting, risk management and other project management tools and procedures to a project

### Graduate Attributes

- Knowledge

## 3 Presentation (20%)

### Assessment Type

Presentation

## Task Description

In this assignment students are required to prepare and present material on an approved topic in project management. On-campus students must work in a group formed within their tutorial/workshop class as they will be required to give the presentation to their workshop class during the term. Distance education students may work on this assignment individually or in a group with other distance education students.

### On-campus students:

- The class presentations will commence in **week 6**.
- **No marks will be awarded if the presentation is not given in the scheduled workshop.**
- You will be organised into **groups of three (3) members maximum**. Groups will be organised in the weekly tutorial/workshops in week 1 and 2. You must provide your tutor with the details of the members of your group and your top two preferred topics by the end of week 2 **at the latest**. This allows time for you to negotiate an alternative topic if necessary. The earlier you give your tutor the details of your group and your preferred topics, the more likely you are to get your preferred topic.
- You must not change your tutorial/workshop class or group once your group has been formed and you must not change your workshop class after week 2. By the end of week 2, if you do not belong to any group, you must contact your tutor and adhere to the assignment allocated by your tutor.
- Your tutor will notify you about your approved topic and when your group is scheduled to present in class. The topics and presentation schedule must be finalised by **the end of Week 3**.
- All the research and preparation for your presentation must be completed and submitted on Moodle **on or before the start of week 6** (when class presentations commence). See Moodle for the exact due date. Marks will be deducted for late submission of the presentation materials. Note that your presentation marks cannot be awarded until after your class presentation is assessed and moderated. Marks cannot be released until end of term when all presentations have been given and the moderation process is complete.
- Remember you are not allowed to change your group or topic without approval from your tutor. this will only be allowed in very special circumstances.
- You should maintain a record of weekly meetings, decisions, task allocation, action lists with updates, etc. documenting each group member's contribution to the assessment item. This documentation helps to avoid internal conflict between team members and will be taken into account by the marker.
- If any member of the group is not contributing and attending regular group meetings you must discuss this with your tutor as soon as possible.
- You must submit the meeting records (contribution of work) along with your presentation files. **Failing to submit the records demonstrating member contributions to the work may result in 0 marks for this assessment item.**
- Group weekly meetings should commence as soon as the group is formed (i.e. in week 1 or 2 to select and submit your preferred topics by the end of week 2).
- You should contact your tutor about issues such as the membership of your group, selection of presentation topic, and schedule for their presentation.
- As the intention is that no topic should be covered more than once during the term the tutor will approve topics on a first-come basis.

### Distance students:

- The Unit Coordinator (UC) is your tutor and will approve your topic.
- Groups can be organised in week 1 and 2 or you can work individually. There is a distance education forum on the unit website. This forum can be used to contact other distance education students.
- You must provide your tutor (UC) with the details of the members of your "group" and your top two preferred topics by the end of week 2 **at the latest**.
- You must submit all the files by the due date in week 6.
- You are also required to submit a **video/audio recording of your presentation** as well as your resources for the presentation (i.e. submit recording/video, script, slides, etc.) by the due date.
- If you are working in a group, you are also required to submit meeting records. **Failing to submit the records demonstrating member contributions to the work may result in 0 marks for this assessment item.** If you are working on the assignment on your own you are required to submit a **log/diary of your weekly progress**.

### For all students:

Your presentation can be about:

- Any area of project management that is related to the weekly topics and adds a significant body of new material, a different perspective or depth to the information already covered in the course lecture material. It is important that you extend your knowledge and that of the class beyond what will be covered in this unit during the term. There is scope to research and present more information about many of the weekly topics. For example, in the

Quality Management topic, some students may wish to investigate Six Sigma or ICT students may wish to cover more detail about quality management in the Software Engineering discipline.

- Any other topic that is related to project management that is **approved by your tutor**.
- Some suggested topics can be found in the **detailed specification for this assessment item on the unit website**.
- Click on the assessment 3 link in the assessment block for more information and to access the **detailed specification and templates for this assessment item**. The detailed specification also includes more details about the marking criteria.

Both on-campus and distance students are required to produce a **detailed script for the presentation**. The script must include some potential questions and responses indicating where you would pose questions to engage your audience. In addition, the end of the script is to include three potential questions (with their answers) that you would anticipate being asked by your audience at the end of the presentation.

You **must** include in-text citations and your list of references references in your script as well as your slides.

**A more detailed assignment specification can be found in the assessment area for this assessment item on the unit website.**

**CQUniversity Library has many databases that contain refereed full-text journal articles. This is also a useful source of material for your assignment.**

The following library links may be useful to help you get started:

<http://libguides.library.cqu.edu.au/library-search-help>

<http://libguides.library.cqu.edu.au/evaluating-resources>

Remember that you **must obtain approval** for your selected topic. Discuss your choices of topics with your tutor.

### Assessment Due Date

The presentation materials are due on Monday of week 6. Refer to the unit website for the exact due date and time. Refer to the detailed specification on the unit website for more information about the submission requirements. Class presentations commence in the week 6 workshop and continue until the end of week 12

### Return Date to Students

Results will be published after all presentations are complete.

### Weighting

20%

### Assessment Criteria

## Marking guide for Assessment 3 - Presentation

Criteria	Marks
1. Content organisation (based on detailed script)	
a. Introduction : · <i>Clear introduction of topic, presentation objectives with an agenda/table of contents</i> · <i>Introduce the team</i>	1
b. Body: · <i>Quality of content and level of details provided</i> · <i>Correct referencing of the sources of the material (in-text citation)</i> · <i>Flow of information and coherence - spelling and grammar</i>	6
c. Conclusion · <i>Summarise the key points and conclude the presentation</i>	1
2. Visual Aids (slides) · <i>Marks for quality of the slides, diagrams/tables/charts relevant to content.</i> · <i>Source of the content and any images etc. must be shown on slides.</i>	3
3. Delivery of content (Individual mark) <i>Marks for delivery of the material.</i> · <i>First impressions created by the speakers</i> · <i>Professional behaviour and appearance</i> · <i>Transfer between speakers</i> · <i>Engagement with the audience (eye contact, posing of questions to the audience etc.)</i> · <i>Fluency, pace, expression etc.</i> <b>For on-campus students: · This will also include how well you handled questions from the audience.</b>	4

4. Anticipated potential questions from the audience (Individual mark) *You will anticipate and prepare potential questions and answers related to your topic that may arise from your audience. These questions could cover more depth or detail about the topic than you had time to cover in your presentation. Each student should be responsible for at least one of these question/answer pairs. Marks awarded based on quality of the questions and answers – they must include who is responsible for each question.* 2
5. Timing *Timing must be within the range of 14 – 16 minutes. (Marks will be deducted if the presentation is finished too early or too late).* 2
6. Member Contribution and meeting records (Separate document - see template). *You must submit a log/record of all group meetings (at least one per week). Meetings should commence as soon as your group has been formed. Your records must include meetings from at least week 2 to week 6. Team members take up roles of Organiser and Minute-taker. This document must be submitted by all groups before the work can be marked. It is compulsory for all groups. On-campus students and Distance students groups: · Your presentation will not be marked if you do not submit meeting records. Distance students working individually: · You must submit a log/diary of your weekly progress on this assessment item.* 1

**Total Marks** 20

\*\* Your script must be in a separate document and clearly show which slide is associated with the text. The script should express exactly what you plan to say during the presentation.

\*\* See the detailed assessment item 3 specifications on the unit website for more details about what makes a good presentation and more details about the marking criteria

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### Submission

Online

### Submission Instructions

Presentation files and associated documentation (script, meeting records etc.) must be submitted online by the due date. These must be submitted as separate files. Do NOT submit this work in a zip file. See the detailed specification on the unit website for more details about all the files that must be submitted. Only ONE member of the team is to submit the assignment on behalf of the team. ALL members of the team are responsible for checking that the correct files are submitted by the due date.

### Learning Outcomes Assessed

- Research a project management topic and prepare a presentation to effectively communicate the findings.

### Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

## 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