PPMP20007 *Project Management Concepts*
Term 3 - 2020

Profile information current as at 26/04/2024 08:15 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.

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 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 3 - 2020

- Brisbane
- Melbourne
- Online
- Perth
- 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. **Online Test**
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 evaluations, feedback from the teaching team, feedback from individual students.

Feedback

Content: Unit content is relevant and useful. The content is at an appropriate level for the student cohort.

Recommendation

Continue with the current content, but note that a new edition of the textbook has been published. The unit will move to the new, 8th edition of the textbook in 2021. It will have updated materials including new case studies and examples of current snapshots from industry.

Feedback from Student evaluations, individual student feedback and feedback from the teaching team.

Feedback

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

Recommendation

Continue with the current organisation and web content, but note that in 2021 all the textbook related resources will be replaced with the resources for the new edition of the textbook.

Feedback from Student evaluations, individual student feedback and feedback from the teaching team.

Feedback

Assessment items: Positive feedback was received about assessment items. Students enjoyed researching and learning more about a topic of their choice in project management in assessment item 3. They also appreciated the practical aspects of the assessment items where they were able to apply the theory they were learning in class.

Recommendation

Continue with the current assessment regime, but with modifications to the assessment item 3 class presentation time due to reduced time in the tutorial/workshop classes.

Feedback from Student evaluations, feedback from the teaching team, feedback from individual students.

Feedback

Tutorial classes: Due to COVID-19 constraints and the reduced time now available for the tutorial/workshop classes, Microsoft Project practicals have had to be removed from the classes. Many students expressed disappointment about this.

Recommendation

Alternative mechanisms will be explored to include Microsoft Project practicals in the unit if there is no longer time to include all the practical work in the tutorial classes.

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 the Australian Computer Society (ACS) accreditation in the postgraduate Information and Communication Technology (ICT) courses. This unit is also part of an accreditation package granted by the ACS. The unit contributes to the required number of academic study units for students wishing to undertake professional 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 - Online Test - 50%	•	•	•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5

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 - Online Test - 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

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: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Rajesh Sarin Unit Coordinator
r.sarin@cqu.edu.au

Schedule

Week 1 - 09 Nov 2020

Module/Topic	Chapter	Events and Submissions/Topic
Modern Project Management. Organisation Strategy and Project Selection	Chapters 1 & 2 plus additional online material.	Tutorial activities: • Assessments overview • Academic Integrity and Academic Misconduct • Case study - A day in the life of a project manager • Chapter 1 & 2 - Review questions

Week 2 - 16 Nov 2020

Module/Topic	Chapter	Events and Submissions/Topic
Organisation: Structure and Culture	Chapter 3	Tutorial activities: • Review Assessment 2 requirements • Chapter 2 - Exercises 2, 3 & 5 • Chapter 3 - Review Questions

Week 3 - 23 Nov 2020

Module/Topic	Chapter	Events and Submissions/Topic

Defining the Project. Communication and Documentation	Chapter 4 plus Gido & Clement's Chapter 12 (available in the eReading list)	Tutorial activities: • Review Assessment 3 requirements • Case study - Moss and McAdams • Chapter 4 - Review Questions

Week 4 - 30 Nov 2020

Module/Topic	Chapter	Events and Submissions/Topic
Developing a Project Plan	Chapter 6	**Assessment 3 (Presentation) is worth 20% marks.** **Email your group members' details to your tutor along with your preferred presentation topics.**

Vacation Week - 07 Dec 2020

Module/Topic	Chapter	Events and Submissions/Topic
If you have enrolled late, go through the lectures and tutorials content you have missed. Prepare for the online quiz which needs to be completed during Week 7.		

Week 5 - 14 Dec 2020

Module/Topic	Chapter	Events and Submissions/Topic
Estimating Project Times and Costs	Chapter 5	**Assessment 3 - Presentation groups and topics are finalised. After this week, you must not change your group without the approval of your tutor.** **Assessment 2 is worth 15% marks. There will be five (5) weekly submissions in total.** **Assessment 2: Part 1** **- Due during this week's tutorial class.**

Week 6 - 21 Dec 2020

Module/Topic	Chapter	Events and Submissions/Topic
Scheduling Resources and Costs	Chapter 8	**Assessment 2: Part 2** **- Due during this week's tutorial class**

Vacation Week - 28 Dec 2020

Module/Topic	Chapter	Events and Submissions/Topic
If you have enrolled late, go through the lectures and tutorials content you have missed. Prepare for the online quiz which needs to be completed during Week 7.		

Week 7 - 04 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic
Managing Risk. Change Control. Quality Management.	Chapter 7 plus Kerzner's Chapter 20 (available in eReading list)	**Assessment 1 (Online Quiz) is worth 15% marks.** **The online quiz opens Monday this week and closes Monday next week.** **Assessment 2: Part 3** **- Due during this week's tutorial class**

Week 8 - 11 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic

Reducing Project Duration	Chapter 9	**The online quiz closes Monday this week.** **Assessment 2: Part 4** **- Due during this week's tutorial class** **Online Quiz(15%)** Due: Week 8 Monday (11 Jan 2021) 11:45 pm AEST
Week 9 - 18 Jan 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Progress Performance Measurement and Evaluation	Chapter 13	**Assessment 2: Part 5** **- Due during this week's tutorial class** **Tutorial Activities (15%)** Due: Week 9 Friday (22 Jan 2021) 11:45 pm AEST
Week 10 - 25 Jan 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Project Closure	Chapter 14	**Assessment 3 - Zoom Presentations to be held this week during the tutorial classes.** **Presentation (20%)** Due: Week 10 Monday (25 Jan 2021) 9:00 am AEST
Week 11 - 01 Feb 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Leadership: Being an Effective Project Manager. Managing Project Teams	Chapters 10 & 11	**Assessment 3 -** **Zoom Presentations to be continued this week too during the tutorial classes.**
Week 12 - 08 Feb 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
An Introduction to Agile Project Management.	Chapter 16	**Assessment 4 (Online Test) is worth 50% which will be held during the University examination period.** **Online Test - Guidelines, Revision & Preparation**
Exam Week - 15 Feb 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Online Test (50%) Due: Exam Week Monday (15 Feb 2021) 11:45 pm AEST

Term Specific Information

Unit Coordinator
Rajesh Sarin
Location - Brisbane Campus
Phone 07 3295 1141
Email - r.sarin@cqu.edu.au

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 from 09:00 AM Monday (AEST) of Week 7 to 11.45 PM Monday (AEST) of Week 8 on the Moodle website.
The quiz covers the content from Weeks 1 to 5 (lectures and readings) as well as tutorials content from Weeks 1 to 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.
- **If you attempt the quiz more than once, you will be awarded your highest score.**
- Each attempt will generate a different quiz. To generate a quiz, the system selects questions randomly from a bank of questions from each chapter.
- There will be a time limit of **45 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.
- 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
Week 8 Monday (11 Jan 2021) 11:45 pm AEST
Quiz opens on Monday Week 7 and closes on Monday of Week 8.

Return Date to Students
Week 8 Monday (11 Jan 2021)
Each attempt's marks are displayed immediately. Final marks are available after the quiz is closed.

Weighting
15%

Assessment Criteria
The quiz consists of 30 questions.
Each question carries equal marks.

Referencing Style

- Harvard (author-date)

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 Tutorial Activities (15%)

Assessment Type
Practical Assessment

Task Description
This assessment item is to be completed and submitted as part of your weekly tutorial classes. It consists of a series of exercises to be completed in weeks 5 – 9 (inclusive). This work is due during the weekly tutorial classes but not the due date shown in Moodle. The date given in Moodle is to cater for all scheduled tutorial classes. No marks will be awarded

for work submitted outside the tutorial class or for late submissions.

- Attendance in the tutorial classes is compulsory.
- Marks will be deducted if you join the tutorial late.
- To be awarded marks, the weekly exercises must be completed and submitted during your weekly tutorial class as and when directed by your tutor.
- Only work completed in-class and submitted during your weekly tutorial class will be accepted and awarded marks.
- Your tutor will monitor your progress in the tutorial 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.
- Do not exchange or share files with any other students or this will result in a plagiarism incident being raised and 0 marks awarded.
- You may be required to demonstrate your knowledge and/or explain your answers before marks are awarded for this assessment item.

Due date: Although there is a final due date specified for each tutorial in Moodle, there is a total of 5 weekly submissions that **must be completed and submitted as scheduled in the weekly tutorial classes**.

Assessment Due Date
Week 9 Friday (22 Jan 2021) 11:45 pm AEST
This task commences with an “in-class” submission in week 5 and continues with “in-class” weekly submissions until the end of week 9. There is a total of 5 weekly submissions.

Return Date to Students
Week 9 Friday (22 Jan 2021)
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
5	Selected exercises	3
6	Selected exercises	3
7	Selected exercises	3
8	Selected exercises	3
9	Selected exercises	3
	Total marks	15

Referencing Style

- Harvard (author-date)

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, you are required to prepare and present material on an approved topic within the project management discipline. You must work in a group formed within your tutorial class as you will be required to give the presentation to your tutorial class during the term.

- You are required to form a **group (maximum of 3 students) within your own tutorial class.**
- Groups and presentation topics must be finalised by the end of **Week 5**.
- You must email your tutor the details of the members of your group and your top two preferred topics by the **end**

of Week 4 at the latest.
- 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.
- 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.
- You are not allowed to change your group or topic without approval from your tutor. This will only be allowed in very special circumstances.
- If you do not belong to any group, you must contact your tutor as soon as possible and adhere to the assignment allocated by your tutor.
- All the research and preparation for your presentation must be completed and submitted on Moodle by Monday of **Week 10**.
- Marks will be deducted for late submission of the presentation materials as per the CQU Assessments policy.
- Group weekly meetings should commence as soon as the group is formed.
- 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.
- Meeting records documentation helps to avoid internal conflict between team members and will be taken into account by the marker.
- You must submit the meeting records (contribution of work) along with your presentation files.
- Failing to submit the meeting records demonstrating member contributions to the work may result in 0 marks for this assessment item.
- 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.
- **Zoom presentations will be held during the tutorial classes in Week 10 & 11.**
- Each group will be given around 15 minutes to do do their presentation.
- **If a group member is absent at Zoom Presentation, he/she will be awarded zero (0) marks for the assessment.**
- Your tutor will notify you of the date & time of your **Presentation Sessions.**

Presentation topic 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 Moodle website.**
- Click on the Assessment 3 link within Assessment block in Moodle 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.

You 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 the list of references in your script as well as your presentation slides.
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 discuss your choices of topics with your tutor and obtain approval for your selected topic from your tutor.

Assessment Due Date
Week 10 Monday (25 Jan 2021) 9:00 am AEST
All presentation materials must be submitted by the due date and time. Please refer to the detailed specifications for more information about the submission requirements on the unit Moodle website.

Return Date to Students
Week 12 Monday (8 Feb 2021)

Weighting
20%

Assessment Criteria

Marking Guide for Assessment 3 (Presentation)	**Marks**
1. Content organisation (based on detailed script)	
• Introduction: · *Clear introduction of the topic, presentation objectives with an agenda/table of contents · Introduce the team*	2
• Body: · *Quality of content and level of details provided · Correct referencing of the sources of the material (in-text citation) · Flow of information and coherence - spelling and grammar*	5
• Conclusion · *Summarise the key points and conclude the presentation*	1
2. Visual Aids (slides) · *Marks for quality of the slides, diagrams/tables/charts relevant to the content. · Source of the content and any images etc. must be shown on slides.*	2
3. Delivery of content (Individual mark) *Marks for delivery of the material. · First impressions created by the speakers · Professional behaviour and appearance · Transfer between speakers · Engagement with the audience (eye contact, posing of questions to the audience etc.) · Fluency, pace, expression etc. - Handling questions from the audience.*	5
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 the quality of the questions and answers – they must include who is responsible for each question.	2
5. *Presentation timing must be within the range of 14 – 16 minutes* equally distributed among all of the group members *(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 5 to Week 9. Team members take up the 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. Your presentation will not be marked if you do not submit meeting records.* If you are 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 specifications on the unit website for more details about what makes a good presentation and more details about the marking criteria

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Presentation files and associated documentation (script, meeting records etc.) must be submitted online by the due date and time. 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

4 Online Test (50%)

Assessment Type
Online Test

Task Description
This assessment item will consist of an online test. The online test will consist of questions related to the topics covered during Weeks 1 - 12 inclusive. The online test will include short answer questions which may involve calculations. The questions will aim to test your understanding of the key concepts covered in this unit. For more details about this assessment item, please see the unit Moodle website.

Assessment Due Date
Exam Week Monday (15 Feb 2021) 11:45 pm AEST
During the University examination period

Return Date to Students

Online test result will be released on the day of confirmation of grades.

Weighting
50%

Assessment Criteria
Please see the unit Moodle website for details

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Discuss the activities typically involved in both traditional and agile project management
- Interpret data and make appropriate recommendations within a project management context
- Apply scheduling, budgeting, risk management and other project management tools and procedures to a project
- Explain the impact of organisational structure and culture on project success

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Self-management
- Leadership

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