# PPMP20007 *Project Management Concepts*
## Term 2 - 2021

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 22-07-21

The end of term examination has been changed to an alternate form of assessment. The Learning Outcomes assessed will remain the same.

Please see your Moodle site for details of the alternative 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: 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 2 - 2021
- 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.

## 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. New edition of PMBOK.

**Feedback**

Unit content: The current content is relevant and useful. It is at an appropriate level for the student cohort. However, there is now a new edition of PMBOK that needs to be incorporated into the unit.

**Recommendation**

Where relevant, update the materials to reflect the new edition of PMBOK.

### Feedback from Student evaluations, feedback from the students and 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 (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 same assessment regime.

### Feedback from Student evaluations, feedback from the students and the teaching team.

**Feedback**

Tutorial classes: Due to COVID-19 constraints and the reduced time now available for the tutorial/workshop classes, there is less time to complete all the exercises and Microsoft Practicals in the class. There was also much less time for case studies that illustrate the theory and provide an excellent learning experience. Students indicated they would like longer tutorial classes to have more time for practical work and case study discussions. Although offshore students appreciate the opportunity to have zoom tutorial classes, feedback indicated that students would still prefer face-to-face classes.

**Recommendation**

The tutorial/workshop activities will be redesigned to incorporate the new edition of PMBOK and to accommodate within the allocated tutorial time.

## 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.
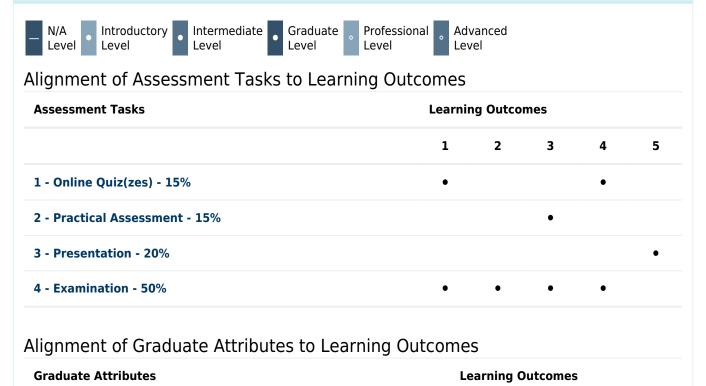
ACS members can use the tool MySFIA to build a skills profile at
https://www.acs.org.au/professionalrecognition/mysfia-b2c.html

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 - Examination - 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 - Examination - 50%** | ○ | ○ | ○ | | | | | |

# Textbooks and Resources

## Textbooks
PPMP20007

**Prescribed**

**Project Management: The Managerial Process**
Edition: 8E (2021)
Authors: Larson, EW, Gray, CF
McGraw-Hill Education
New York , NY , USA
ISBN: 978-1-260-57043-4
Binding: Paperback

**Additional Textbook Information**
Both paper and eBook versions can be purchased 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 2019 (available on campus and for download)

# Referencing Style

**All submissions for this unit must use the referencing styles below:**

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

For further information, see the Assessment Tasks.

# Teaching Contacts

**Jacqueline Jarvis** Unit Coordinator
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# Schedule

| **Week 1 - 12 Jul 2021** | | |
| --- | --- | --- |
| **Module/Topic** | **Chapter** | **Events and Submissions/Topic** |
| Modern Project Management. Organisation Strategy and Project Selection | Chapters 1 & 2 plus additional online material. | **Assessment 3:** Form assessment 3 (Presentation) groups |
| **Week 2 - 19 Jul 2021** | | |
| **Module/Topic** | **Chapter** | **Events and Submissions/Topic** |

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Organisation: Structure and Culture | Chapter 3 | **Assessment 3:** Form assessment 3 (Presentation) groups and submit preferred topics. (Remember, after this week you **must** not change your group or tutorial class.) |

**Week 3 - 26 Jul 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Defining the Project. Communication and Documentation | Chapter 4 plus chapter from Gido & Clements (Communication and Documentation - available in the eReading list) | **Assessment 3:** (Presentation) groups, topics and schedule finalised.<br><br>**Assessment 2:** Part 1 due in week 3 workshop.<br>(Start submitting assessment item 2 (in class) from week 3.  Assessment item 2 is worth 15%. 10 weekly submissions in total (weeks 3-12).) |

**Week 4 - 02 Aug 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Developing a Project Plan | Chapter 6 | **Assessment 2:** Part 2 due in week 4 workshop. |

**Week 5 - 09 Aug 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Estimating Project Times and Costs | Chapter 5 | **Assessment 2:** Part 3 due in week 5 workshop. |

**Vacation Week - 16 Aug 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Possible "make-up" classes scheduled due to public holiday clashes. Prepare for the online quiz (opens in week 7 and is worth 15%). Complete assessment item 3 presentation materials for submission - due on Monday of week 6. | | |

**Week 6 - 23 Aug 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Scheduling Resources and Costs | Chapter 8 | **Assessment 3: Presentation (20%).** Submission due Monday 9:00am AEST and in-class presentations commence<br>**Assessment 2:** Part 4 due in week 6 workshop. |

**Week 7 - 30 Aug 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 (15%)** opens Monday of week 7 - closes Monday of week 9.<br>**Assessment 2:** Part 5 due in week 7 workshop.<br>**Assessment 3:** Presentations continue (20%) |

**Week 8 - 06 Sep 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | |

| | | Assessment 1: Online Quiz (15%) (quiz closes Monday of week 9). |
|---|---|---|
| Reducing Project Duration | Chapter 9 | **Assessment 2:** Part 6 due in week 8 workshop**.** |
| | | **Assessment 3:** Presentations continue (20%) |

**Week 9 - 13 Sep 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Progress Performance Measurement and Evaluation | Chapter 13 | **Assessment 1: Online Quiz (15%)** (quiz closes Monday of week 9). **Assessment 2:** Part 7 due in week 9 workshop. **Assessment 3:** Presentations continue (20%) |

**Week 10 - 20 Sep 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Project Closure | Chapter 14 | **Assessment 2:** Part 8 due in week 10 workshop. **Assessment 3:** Presentations continue (20%) |

**Week 11 - 27 Sep 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Being an Effective Project Manager. Managing Project Teams | Chapters 10 & 11 | **Assessment 2:** Part 9 due in week 11 workshop. **Assessment 3:** Presentations continue (20%) |

**Week 12 - 04 Oct 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| An Introduction to Agile Project Management. | Chapter 16 | **Assessment 2:** Part 10 due in week 12 workshop. **Assessment 3:** Presentations continue (20%) |

**Review/Exam Week - 11 Oct 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

**Exam Week - 18 Oct 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

# Assessment Tasks

## 1 Assessment 1

**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**

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

**Submission**
Online

**Submission Instructions**
This is an online quiz.

**Graduate Attributes**

- Knowledge

**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

# 2 Assessment 2

**Assessment Type**
Practical Assessment

**Task Description**
**Practical Assessment (workshop/tutorial class exercises and practicals)**
This assessment item is to be developed and submitted as part of your weekly workshop sessions. For this assessment item, marks are based on in-class work and the submission of selected work during the week 3-12 tutorial/workshop classes. 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.
Where practical work is involved, the completion of the practical work is normally a pre-requisite for the next practical. It is therefore important to complete the work scheduled each week before your next class.
**On-campus students**

1. To be awarded marks your 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. Marks will be deducted if you arrive late for the workshop.
3. 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.
   2. You may be required to demonstrate your knowledge of any software being used and/or explain your answers before marks are awarded for this assessment item.
   3. Templates will be provided for recording your answers.

**Assessment Due Date**

This task commences with an "in-class" submission in week 3 and continues with "in-class" weekly submissions until the end of week 12. There is a total of 10 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**
Each weekly tutorial will be assessed based on student performance in all class activities and the submission of selected work specified during the class. Work must be developed and submitted during the scheduled tutorial class to be awarded marks. Each of the 10 weekly tutorials is worth 1.5 marks.

**Referencing Style**

   - Harvard (author-date)
   - American Psychological Association 7th Edition (APA 7th edition)

**Submission**
Online

**Submission Instructions**
Work must be developed and submitted as and when students are directed to do so during their tutorial class.

**Graduate Attributes**

   - Knowledge
   - Communication
   - Cognitive, technical and creative skills

**Learning Outcomes Assessed**

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

# 3 Assessment 3

**Assessment Type**
Presentation

**Task Description**
In this assessment item 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 four (4) 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, plus a recording of your presentation, must be completed and submitted on Moodle **by the due date at 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.
- 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. clearly documenting each group member's contribution to the assessment item. This documentation helps to avoid internal conflict between team members and will also 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 (including documentation regarding member contributions to the 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). This will allow you to select and submit your preferred topics by the end of week 2(or earlier).
- You should contact your tutor about issues such as the membership of your group, selection of presentation topic, and scheduled date for your 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.
- There is a distance education forum on the unit website that can be used to contact other distance education students to form groups. You also have the option of working on this assessment item individually.
- You must provide your tutor (UC) with the details of the members of your "group" (which can have 1-4 members) and your top two preferred topics by the end of week 2 **at the latest**.
- You must submit all the required files by the due date in week 6.
- 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 topic related to project management not already covered in the unit or a topic that extends the class knowledge about one of the weekly topics. Where your topic is related to a topic already covered in the unit, you must add a significant body of new material, a different perspective or depth to the information already covered in the unit 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.
- Topics must be **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 menu for more information and to access the **detailed specification and templates for this assessment item**. The 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.** Ideally the script should include some potential questions and responses indicating where you would pose questions to engage your audience during the presentation.. In addition, the end of the script **must** include three potential questions (with their answers) that you would anticipate being asked by your audience at the end of the presentation that would require further elaboration or explanation of some aspect of your topic.
You **must** include in-text citations and your list of 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. These are 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 (and link to the recording) 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

| Criteria | Marks |
|---|---|
| **1. Content** (detailed script of presentation) (see template provided in Moodle) | |
| **1 a. Introduction**<br>• *Clear introduction of topic and team with an agenda/table of contents, engage audience from the start.* | 1 |
| **1 b. Body**<br>• *Quality of content (plus must extend class knowledge about project management), quality of references and level of detail provided.*<br>• *Correct referencing of the sources of the material (in-text citation) - mandatory)* | 6 |
| **1 c. Conclusion**<br>• *Summarise the key points and conclude the presentation* | 1 |
| **2. Visual Aids (slides)**<br>• *Quality of the slides, diagrams/tables/charts relevant to content, appearance of the slides, layout, correct spelling etc.*<br>• *Source of the content and any images etc. must be shown on the slides - mandatory* | 3 |
| **3. Delivery of content (individual mark)**<br>• *First impressions created by the speakers, professional behaviour and appearance*<br>• *Engagement with the audience (eye contact, posing of questions to engage the audience etc.)*<br>• *Fluency, pace, expression, transfer between speakers etc.*<br>On campus students: This will also include how well you handle questions from the audience. | 4 |
| **4. Anticipated potential questions from the audience (individual mark)**<br>*You are to prepare questions that you anticipate you might be asked from the audience at the end of the presentation. These must be related to your topic, but not questions that can be answered with material straight from your slides/script. These questions should require you to elaborate on aspects of your presentation and cover more depth or detail about the topic than you covered in your presentation.* **Each student must be responsible for at least one of these question/answer pairs.**<br>Marks will be awarded based on quality of questions **and answers** – **documentation must include who is responsible for each question** as this will be an individual mark. There must be at least one question/answer pair from each student in the group. | 2 |
| **5. Timing**<br>*Timing must be within the range of 15 – 17 minutes.*<br>*(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 provided in Moodle)<br>*You must submit a log/record of all team meetings (at least one per week). Meetings should commence as soon as your team has been formed. Your records must include meetings from* **at least weeks 2 to week 6.** *Team members must take turns in the roles of Organiser and Minute-taker. Meeting documentation must be submitted before the work can be marked. It is compulsory for all teams. This documentation is important as it not only demonstrates your record keeping, it also shows member contributions and can impact on individual marks if someone in the team has not contributed sufficiently to the work.*<br>**On campus students and Distance students working in teams**: *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.
** Refer to 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**

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

**Submission**
Online

**Submission Instructions**
Presentation files and associated documentation (script, meeting records, slides, document with shareable link to zoom recording) 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.

**Graduate Attributes**

- Knowledge
- Communication
- Research
- Self-management
- Ethical and Professional Responsibility

**Learning Outcomes Assessed**

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

# 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