



# PPMP20008 *Initiating and Planning Projects*

## Term 1 - 2017

Profile information current as at 10/10/2025 02:00 pm

All details in this unit profile for PPMP20008 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 designed for project managers to develop their skills in the initiating and planning stages of the project life cycle. The unit considers several different definitions of what is required when planning a project from the perspective of different standards, frameworks and academic works. Additionally, the unit investigates projects according to industry, project domain, and other factors that influence approaches to initiation and planning. The content of inputs and outputs required and the tools and techniques applied are studied throughout the unit. A highlight of the unit is the practical use of project estimates, work breakdown structures and work packets, as well as the development of a project charter, stakeholder registers and plans. This unit will be of interest to students that have a requirement to know more about project justification, project bidding, project contracts, estimating, planning and scheduling. Students will learn how to apply some of the project management procedures and processes in practical situations as well as developing some expertise in the use of project management software.

### 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

There are no requisites for 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 - 2017

- Brisbane
- Distance
- Mackay
- Melbourne
- 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. **Practical Assessment**

Weighting: 20%

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

Weighting: 20%

#### 3. **Practical Assessment**

Weighting: 20%

#### 4. **Practical Assessment**

Weighting: 20%

#### 5. **Presentation and Written Assessment**

Weighting: 20%

### 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, discussion with students, discussion with teaching team, self reflection.

**Feedback**

Course Content

**Recommendation**

No change required. Student feedback highlighted the practical nature of content. Students who were working in industry noted the expansion of their understanding and how the content assisted them in practice.

**Action**

Unit content is being updated to reflect approved changes to assessment.

Feedback from Student evaluations, discussion with students, discussion with teaching team, self reflection.

**Feedback**

Course Website

**Recommendation**

No change required. Students indicated that the course structure was very logical, with supporting documentation and resources attached to the weekly learning sections.

**Action**

Unit website is being updated to reflect approved changes to assessment.

Feedback from Student evaluations, discussion with students, discussion with teaching team, self reflection.

**Feedback**

Assessment

**Recommendation**

Students commented on the highly practical nature of the assessment in this course and that it tested understanding of the important concepts. A number of students were concerned with the amount of work required for the assessments in this subject. This was reflected in previous terms with a number of actions implemented in an attempt to address this. It is recommended that assessment five (the presentation) be removed. Further that assessment four, which is large be due in week 12. This will enable students to engage in the assessment they view as being practical and valuable, in greater depth with a continued emphasis on quality.

**Action**

The assessment tasks have been reviewed and updated. Changes include moving from four tenders to one project scenario. Feedback has been addressed by streamlining assessment tasks and will include a change from five assessments to three, one of which will be a quiz.

## Unit Learning Outcomes

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

1. Describe and discuss differing perspectives for project management life cycles within the initiating and planning projects life cycle phases.
2. Explain how organisational forms and stakeholder strategies might impact upon business case development and verification of business cases when the planning of projects is undertaken.
3. Critically analyse contractual arrangements that are used within project management domains.
4. Develop a project charter and stakeholder register for supplied case studies.
5. Develop project time, cost, resources and risk estimates for supplied case studies.
6. Develop project work breakdown structures, WBS dictionaries and compose work packets for supplied case studies.
7. Develop a project management plan and project sub-plans for supplied case studies.

This unit will satisfy one of the requirements for Australia Computer Society (ACS) accreditation in the postgraduate ICT course s.

The unit also 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.

The 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 codes as defined by SFIA:

- 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



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
<b>1 - Practical Assessment - 20%</b>				•			
<b>2 - Practical Assessment - 20%</b>						•	
<b>3 - Practical Assessment - 20%</b>					•		
<b>4 - Practical Assessment - 20%</b>							•
<b>5 - Presentation and Written Assessment - 20%</b>	•	•	•				



## Textbooks and Resources

### Textbooks

PPMP20008

#### Prescribed

##### **A Guide to The Project Management Body of Knowledge (PMBOK® Guide)**

Edition: 5th (2013)

Authors: PMI

PMI

Newtown Square , Pennsylvania , USA

ISBN: 978-1-935589-67-9

Binding: Paperback

PPMP20008

#### Prescribed

##### **Managing Successful Projects with PRINCE2**

Edition: 2009 (2009)

Authors: OGC/AXLEOS

TSO (The Stationery Office)

Norwich , UK

ISBN: 9780113310593

Binding: Paperback

#### Additional Textbook Information

1. An eBook version of *A Guide to The Project Management Body of Knowledge (PMBOK® Guide)* is available through CQU Library. Please follow the instructions posted on the Moodle web site to set up an account and download the eBook via [CQUniversity Library](#).
2. An eBook version of *Managing Successful Projects with PRINCE2* is available through the TSO Shop UK. Please follow the link <http://www.tsoshop.co.uk/bookstore.asp?FO=1162740#GEMS6473576> to purchase a copy. However, if paper copies are preferred, limited copies will be available at the CQUni Bookshop [here](#).

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Natalie Ewin** Unit Coordinator

[n.ewin@cqu.edu.au](mailto:n.ewin@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
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The application of project management within different project domains.	PMBOK Chapter 1 PRINCE2 Chapters 1 & 2	Tutorial 1. Lecture 1.
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### Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Life Cycles, organisational structures, gates, project boards and stakeholders	PMBOK Chapter 2, 13 PRINCE2 Chapter 3	Tutorial 2. Lecture 2.

### Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project processes	PMBOK Chapter 3.1-3.4, 4.1-4.2 PRINCE2 Chapter 5, 12	Tutorial 3. Lecture 3.

### Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Cost & human resource management	PMBOK Chapter 9.1, 10.1 Prince2 Chapter 14	Tutorial 4. Lecture 4. Assessment 1  <b>Project Charter</b> Due: Week 4 Friday (31 Mar 2017) 11:45 pm AEST

### Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Scope and schedule	PMBOK Chapter 5, 6.1-6.2 Prince 2 A.26	Tutorial 5. Lecture 5.

### Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic

### Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Risk Management	PMBOK Chapter 7 Prince2 Chapter 8	Tutorial 6. Lecture 6. Assessment 2  <b>Scope, schedule, stakeholders</b> Due: Week 6 Friday (21 Apr 2017) 11:45 pm AEST

### Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Quality Management Process Improvement	PMBOK Chapter 8 PRINCE2 Chapter 6	Tutorial 7. Lecture 7.

### Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Procurement management	PMBOK Chapter 12.1 PRINCE2 Chapter A.4, A.22	Tutorial 8. Lecture 8. Assessment 3  <b>Requirements, Quality and Cost</b> Due: Week 8 Friday (5 May 2017) 11:45 pm AEST

### Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
The Project Management Plan	PMBOK Chapter 4.2 PRINCE2 Chapter A.16	Tutorial 8. Lecture 9.

## Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Business case Contracts Presenting	PMBOK Chapter 12.1 PRINCE2 Chapter 4	Tutorial 10. Lecture 10. Assessment 4  <b>Risk Register</b> Due: Week 10 Friday (19 May 2017) 5:00 pm AEST

## Week 11 - 22 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Lessons Learnt Reflection	PMBOK Chapter - sections on 'lessons learned' Prince2 Chapter 18.4.4	Tutorial 11. Lecture 11.

## Week 12 - 29 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Presentations		Please note on campus students will present during class on week 12. PowerPoint slides must be submitted prior to presenting. Distance students will submit PowerPoint Slides with notes/script in place of presenting.  <b>Reflections and lessons learnt presentation - 15</b> Due: Week 12 Friday (2 June 2017) 5:00 pm AEST

## Review/Exam Week - 05 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
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## Exam Week - 12 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
		There is no exam for this subject

## Assessment Tasks

### 1 Project Charter

#### Assessment Type

Practical Assessment

#### Task Description

#### Assignment Overview

This assessment item requires you to develop a **project charter** for the project described in a selected tender. Tenders will be supplied for a range of project domains:-

- Engineering and construction domain,
- IT Telecoms Software domain,
- Financial and business services domain,
- Welfare domain.

#### Purpose

This assessment item is to assist you to develop skills in and understand the contents and compilation of the project charter and component parts.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of rigorous structured assignment writing.

#### Assessment Due Date

Week 4 Friday (31 Mar 2017) 11:45 pm AEST

## Return Date to Students

Week 5 Friday (7 Apr 2017)

### Weighting

20%

### Assessment Criteria

You will be assessed on the appropriate application of the following project management concepts in the development of a project charter for the project described in the selected tender. This assessment is worth **20% of your final grade** for the subject, with a **total of 20 marks**, each mark is equivalent to 1% of the final grade.

1. Project Description (1 mark)
2. Project justification/investment appraisal (1 mark)
3. Project objectives and associated measures (2 marks)
4. High-level requirements (0.5 marks)
5. Assumptions and constraints (1 mark)
6. High-level risks (3 marks)
7. Summary milestone schedule (1 mark)
8. Summary budget (1 mark)
9. Stakeholder list (3 marks)
10. Proposed project lifecycle - waterfall or agile (1 mark)
11. Project approvals requirements (1.5 marks)
12. Assigned project manager (0.5 marks)
13. Structure of the project board (as per Prince2) authorising the project charter. (1.5 marks)
14. Clarity of expression, format, grammar, spelling and referencing. (2 marks)

### Note:

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for 0 (zero) marks where relevant.

### Referencing Style

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

### Submission

Online

### Submission Instructions

To be submitted as Microsoft Word file.

### Learning Outcomes Assessed

- Develop a project charter and stakeholder register for supplied case studies.

### Graduate Attributes

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

## 2 Scope, schedule, stakeholders

### Assessment Type

Practical Assessment

### Task Description

#### Assignment Overview

This assessment item requires you to develop the following

1. Scope baseline as described in PMBoK (5 marks)
2. Work package (a single example) as described in Prince2 (5 marks)
3. Schedule baseline (5 marks)
4. Stakeholder register (5 marks)

Case studies will be supplied for a range of project domains:-

- Engineering and construction domain,

- IT Telecoms Software domain,
- Financial and business services domain,
- Government / Human Services domain.

The submission must comply with the requirements outlined in the PMBOK v5 and PRINCE2 (2009).

**Note:**

The primary purpose of this assessment item is to assist you to develop skills and an understanding of scope baselines, work packages, schedule baseline and the stakeholder register. The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing. You are to develop and complete the documents as the project manager for the project described in your case. Do not simply describe the purpose of the documents.

**Group/s**

This assessment may be done in groups of up to **four** students. You must stay in the group for all group assessments and will utilise the same tender. If there are any issues with group members not contributing then they may be asked to leave the group and work on the remaining assessments individually. Flex students can work individually or form groups through the forum on the Moodle site.

**Assessment Due Date**

Week 6 Friday (21 Apr 2017) 11:45 pm AEST

**Return Date to Students**

Monday (1 May 2017)

**Weighting**

20%

**Assessment Criteria**

Your assignment will be assessed on the extent and quality it meets each of the following criteria.

1. The project management concepts within the scope baseline are correctly applied and the scope baseline is an accurate reflection of the project described in the selected tender (5 marks)
2. The project management concepts within the work package are correctly applied and the work package is an accurate reflection of the project described in the selected tender. (5 marks)
3. The project management concepts within the schedule baseline are correctly applied and the schedule baseline is an accurate reflection of the project described in the selected tender (5marks)
4. The concepts within the stakeholder register are correctly applied and the stakeholder register is an accurate reflection of the case study (5 marks)

Ensure your submissions are submitted in an appropriate format, are concise, demonstrate clarity of expression, correct grammar and spelling.

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for 0 (zero) marks where relevant.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

To be submitted as Microsoft Word documents

**Learning Outcomes Assessed**

- Develop project work breakdown structures, WBS dictionaries and compose work packets for supplied case studies.

**Graduate Attributes**

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

## 3 Requirements, Quality and Cost

### Assessment Type

Practical Assessment

### Task Description

#### Assignment Overview

This assessment item requires you to develop :-

- requirements management plan,
- quality management plan,
- cost management plan,
- cost baseline and funding requirements,

...you must then develop the items listed above for a selected case study. The case studies will cover a number of project domains:-

- Engineering and construction domain,
- IT Telecoms Software domain,
- Financial and business services domain,
- Welfare domain.

Your submissions must meet the minimum requirement outlined in the PMBOK (2013) and conform to the requirements outlined PRINCE2 (2009).

### Task

Your task is to consider the overview above and develop and complete the required items. You will be graded upon how well your submissions have been completed and reflect the case studies.

### Purpose

This assessment item is to assist you to understand and develop skills in the contents and compilation of project requirements, quality and cost management.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing.

### Group/s

This assessment may be done in groups of up to **four** students. You must stay in the group for all group assessments and will utilise the same tender. If there are any issues with group members not contributing then they may be asked to leave the group and work on the remaining assessments individually. Flex students can work individually or form groups through the forum on the Moodle site.

### Assessment Due Date

Week 8 Friday (5 May 2017) 11:45 pm AEST

### Return Date to Students

Monday (15 May 2017)

### Weighting

20%

### Assessment Criteria

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

1. The project management concepts within the requirements management plan are applied appropriately and the requirements management plan is an accurate reflection of the project described in the selected tender (5 marks)
2. The project management concepts within the quality management plan are applied appropriately and the quality management plan is an accurate reflection of the project described in the selected tender (5 marks)
3. The project management concepts within the cost management plan are applied appropriately and the cost management plan is an accurate reflection of the project described in the selected tender is complete and reflects the case (5 marks)
4. The project management concepts within the cost baseline are applied appropriately and the cost baseline is an accurate reflection of the project described in the selected tender is complete and reflects the case (5 marks)

Ensure your submissions are submitted in an appropriate format, are concise, demonstrate clarity of expression, correct grammar and spelling.

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for 0 (zero) marks where relevant.

## Referencing Style

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

## Submission

Online

## Submission Instructions

To be submitted as Microsoft Word and Excel document files

## Learning Outcomes Assessed

- Develop project time, cost, resources and risk estimates for supplied case studies.

## Graduate Attributes

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

## 4 Risk Register

### Assessment Type

Practical Assessment

### Task Description

#### Assignment Overview

This assessment item requires you to develop a risk register for the project outlined in the selected tender. The tenders will be supplied for a range of project domains:-

- Engineering and construction domain,
- IT Telecoms Software domain,
- Financial and business services domain,
- Welfare domain.

The submission must meet the minimum requirement outlined in the PMBOK (2013) and PRINCE2 (2009). You will be graded upon how well your submission has been completed and reflects the case studies.

### Purpose

The primary purpose of this assessment item is to help you to understand and develop skills in project risk management. The assignment will also give you the opportunity to enhance your analysis and written communication skills.

### Assessment Due Date

Week 10 Friday (19 May 2017) 5:00 pm AEST

### Return Date to Students

Monday (29 May 2017)

### Weighting

20%

### Assessment Criteria

You will be assessed based on the following criteria. It is important that your assessment is submitted in an appropriate format, that it is concise, demonstrates clarity of expression, correct grammar and spelling; these aspects are incorporated into the allocated marks for this assessment.

1. Seven threats (negative risks) reflective of the project described in the selected tender are identified, analysed and entered appropriately on the risk register. (14 marks)
2. Three opportunities (positive risks) that are reflective of the project described in the selected tender are identified, analysed and entered appropriately on the risk register. (6 marks)

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for 0 (zero) marks where relevant.

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Develop a project management plan and project sub-plans for supplied case studies.

## Graduate Attributes

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

## 5 Reflections and lessons learnt presentation - 15

### Assessment Type

Presentation and Written Assessment

### Task Description

#### Assignment Overview

Completion of PPMP20008 is like a project, there are likely things that went well and things that did not. Reflecting on the experience can be just as meaningful as retaining concepts taught.

This assessment item requires you to reflect on your participation in the course, identify lessons learnt, and consider what actions can be taken to address lessons and improve future study projects. Please note these learnings are based on your role as a student in PPMP20008 and not based on the case study.

You will need to determine a framework to base your lessons learnt on. In practice lessons learnt discussions are usually framed in certain ways to illicit learnings from participants. Consider what is the most effective way to do this within the context of your group (Flex - if not in a group - for you as an individual), the course and the experience during the term. You must develop, submit and present a **15 minute presentation** (in Microsoft PowerPoint) discussing your reflection and lessons learnt, to your peers in week 12. You must be prepared to answer questions from unit participants after your presentation.

Flex students will not present, however must submit a written set of presentation notes/script. These notes are to be submitted within the notes section of the PowerPoint slides.

You will be graded based on how well you have made your presentation, the lessons learnt framework developed, the lessons shared, and the actions planned to address lessons for future study.

#### Purpose

This assessment item is to assist you to reflect on your performance in a project, identify lessons learnt, develop strategies to leverage those lessons and develop presentation skills.

#### Assessment Due Date

Week 12 Friday (2 June 2017) 5:00 pm AEST

The presentations will be arranged during week 12.

#### Return Date to Students

Review/Exam Week Friday (9 June 2017)

#### Weighting

20%

#### Assessment Criteria

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria:-

1. The framework for identifying lessons learnt would enable a meaningful lessons learnt process and address common issues experienced with lessons learnt in projects. (5 marks)
2. The lessons identified demonstrated deep reflection about the learning process. (5 marks)
3. SMART process improvement strategies were identified. (SMART - Specific, measurable, achievable, relevant, time-bounded). (5 marks)
4. A clear flow of thought throughout the presentation with a clear purpose described in the introduction and a comprehensive conclusion. Professional presenting style as if being presented to a project board. For on campus students this will be determined through the presentation, flex via the presentation notes. (5 marks).

Ensure the presentation is appropriately formatted within slide and note/script limit: 10 to 20 slides & notes/script, that there is clarity of expression, correct grammar, spelling and referencing. The presentation should cater for different learning preferences. Try not to read off your notes, this takes practice and confidence in the material being presented. Note for on campus students - every student in the group must present to be awarded marks in this assessment. If you are unable to attend class during the time you were to present, you must submit a request for extension via Moodle, with supporting documentary evidence such as a doctors certificate. If the extension request is approved, you will then

have to arrange another time with your tutor to do the presentation. In such cases, students will need to present the full presentation and will be marked independently of the group.

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for 0 (zero) marks where relevant.

### **Referencing Style**

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

### **Submission**

Online

### **Submission Instructions**

To be submitted as a PowerPoint document file - 10 to 20 slides.

### **Learning Outcomes Assessed**

- Describe and discuss differing perspectives for project management life cycles within the initiating and planning projects life cycle phases.
- Explain how organisational forms and stakeholder strategies might impact upon business case development and verification of business cases when the planning of projects is undertaken.
- Critically analyse contractual arrangements that are used within project management domains.

### **Graduate Attributes**

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