



PPMP20008 *Initiating and Planning Projects*

Term 3 - 2017

Profile information current as at 09/12/2022 09:31 pm

All details in this unit profile for PPMP20008 have been officially approved by CQU University 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

The Initiating and Planning Project unit will equip you with the knowledge and skills required to effectively initiate and plan projects in challenging environments. You will study different standards, frameworks and practices with the opportunity to apply these by utilising relevant tools and techniques to enhance project initiation and planning. On successful completion, you will have prepared a range of project management artifacts that underpin effective initiation and planning of projects.

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 3 - 2017

- Brisbane
- Distance
- 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. **Online Quiz(zes)**

Weighting: 20%

2. **Written Assessment**

Weighting: 50%

3. **Reflective Practice Assignment**

Weighting: 30%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Teaching staff

Feedback

Issues with the assessment load.

Recommendation

Recommendations for changes to the unit were submitted and approved. Changes to the assessment load and structure will be implemented in T3 2017.

Feedback from Student evaluations

Feedback

Unit reflects that of professional project management.

Recommendation

The unit will continue to deliver a broad perspective of initiating and planning projects.

Feedback from Discipline Team

Feedback

Unit materials will need to be reviewed and updated with the release of the PMBoK 6th edition.

Recommendation

Review and update unit materials once PMBoK 6th edition is available.

Unit Learning Outcomes

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

1. Analyse the underlying project need and justification
2. Apply contemporary techniques to identify and analyse stakeholders
3. Analyse, define and effectively decompose project scope
4. Apply appropriate project estimation techniques
5. Critically analyse and define actions to address project uncertainty.

This unit will satisfy one of the requirements for Australian Computer Society (ACS) accreditation in the postgraduate ICT courses.

The unit contributes to the required number of academic study units for students wishing to undertake profession certification with the Project Management Institute's (PMI) professional qualifications, such as CAPM or PMP.

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

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Online Quiz(zes) - 20%	•	•	•		
2 - Written Assessment - 50%	•	•	•	•	•
3 - Reflective Practice Assignment - 30%				•	•

Alignment of Graduate Attributes to Learning Outcomes

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

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Online Quiz(zes) - 20%	○	○	○	○	○			
2 - Written Assessment - 50%	○	○	○	○	○			
3 - Reflective Practice Assignment - 30%	○	○	○	○	○			

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

For further information, see the Assessment Tasks.

Teaching Contacts

Shane Doyle Unit Coordinator

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Schedule

Week 1 - 06 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Project Management	PMBOK Chapter 1 PRINCE2 Chapters 1 & 2	Tutorial 1 Lecture 1
Week 2 - 13 Nov 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Life Cycles, organisational structures, gates, project boards and stakeholders	PMBOK Chapter 2, 13.1, 13.2 PRINCE2 Chapter 3, 5	Tutorial 2 Lecture 2
Week 3 - 20 Nov 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Project processes and project justification	PMBOK Chapter 3.1-3.4, 4.1-4.2 PRINCE2 Chapter 4	Tutorial 3 Lecture 3
Week 4 - 27 Nov 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Cost & human resource management	PMBOK Chapter 7, 9.1 Prince2 Chapter 7	Tutorial 4 Lecture 4
Vacation Week - 04 Dec 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Week 5 - 11 Dec 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Scope and schedule	PMBOK Chapter 5, 6.1-6.2 Prince2 Appendix A.26	Tutorial 5 Lecture 5
Week 6 - 18 Dec 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Risk Management	PMBOK Chapter 7 Prince2 Chapter 8	Quiz (online assessment) due Tutorial 6. Lecture 6. Online Quiz Due: Week 6 Friday (22 Dec 2017) 11:45 pm AEST
Week 7 - 01 Jan 2018		
Module/Topic	Chapter	Events and Submissions/Topic
Quality Management Process Improvement	PMBOK Chapter 8 PRINCE2 Chapter 6	Tutorial 7 Lecture 7
Week 8 - 08 Jan 2018		
Module/Topic	Chapter	Events and Submissions/Topic
Procurement management	PMBOK Chapter 12.1 PRINCE2 Chapter A.4, A.22	Tutorial 8 Lecture 8
Week 9 - 15 Jan 2018		
Module/Topic	Chapter	Events and Submissions/Topic
The Project Management Plan	PMBOK Chapter 4.2 PRINCE2 Chapter A.16	Project Plan (written assessment) due Tutorial 9 Lecture 9 Project plan Due: Week 9 Friday (19 Jan 2018) 11:45 pm AEST
Week 10 - 22 Jan 2018		
Module/Topic	Chapter	Events and Submissions/Topic

Lessons Learnt Reflection	PMBOK Chapter - sections on 'lessons learned' Prince2 Chapter 18.4.4; Appendices A.14, A.15	Tutorial 10 Lecture 10
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Week 11 - 29 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Presenting Tailoring	PMBOK Prince2 Chapter 19	Tutorial 11 Lecture 11

Week 12 - 05 Feb 2018

Module/Topic	Chapter	Events and Submissions/Topic
Reflective Practice	Not applicable	Reflective Practice Assessments Lessons Learnt Presentation Due: Week 12 Monday (5 Feb 2018) 8:00 am AEST

Assessment Tasks

1 Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

This quiz tests content from weeks 1, 2, 3, 4 and 5.

Note: The quiz must be completed during week six. If you are sick and unable to do the quiz during this time, you will be required to provide a medical certificate before an alternative time can be arranged for you to take the quiz. You can attempt the quiz at any location as long as you have access to Moodle and an internet connection.

There are 20 multiple choice questions. There will be a time limit of 30 minutes to complete the quiz.

Number of Quizzes

Frequency of Quizzes

Other

Assessment Due Date

Week 6 Friday (22 Dec 2017) 11:45 pm AEST

Students must complete the quiz in week 6.

Return Date to Students

Information regarding feedback and marks for the quiz will be provided in Moodle.

Weighting

20%

Assessment Criteria

The quiz questions will be of equal weighting and there are no negative marks applied for incorrect answers. Therefore, students are encouraged to attempt all questions within the quiz.

Referencing Style

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

Submission

Online

Submission Instructions

This is an online quiz and students will require a stable internet connection during their attempt. Students are encouraged to complete the quiz during TASAC (the ICT help desk) working hours. If you have any technical difficulties, immediately contact TASAC and inform your tutor.

Learning Outcomes Assessed

- Analyse the underlying project need and justification

- Apply contemporary techniques to identify and analyse stakeholders
- Analyse, define and effectively decompose project scope

Graduate Attributes

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

2 Project plan

Assessment Type

Written Assessment

Task Description

Development of a project plan that is reflective of the supplied case and the concepts as outlined in the PMBOK guide and Prince2.

Assessment Due Date

Week 9 Friday (19 Jan 2018) 11:45 pm AEST

Return Date to Students

Week 11 Monday (29 Jan 2018)

Weighting

50%

Assessment Criteria

Your submission will be assessed on the following project management concepts, including how they reflect the project scenario and meet the requirements of PMBOK guide and Prince2.

1. Project description and justification (7 marks)
2. Stakeholders (10 marks)
3. Requirements management (5 marks)
4. Scope (10 marks)
5. Schedule (5 marks)
6. Budget (5 marks)
7. Risks (5 marks)
8. Tolerances (1 mark)
9. Lessons (2 marks)

Ensure your assessment is submitted in an appropriate format. The information within the file must be able to be read by Turnitin (i.e. no zip files, pictures or PDFs). Your submission should be concise, demonstrate clarity of expression and contain 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. Therefore, assessments will be marked accordingly including the possibility for 0 (zero) marks to be awarded, where applicable.

Referencing Style

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

Submission

No submission method provided.

Submission Instructions

Submission details will be provided on the Moodle site.

Learning Outcomes Assessed

- Analyse the underlying project need and justification
- Apply contemporary techniques to identify and analyse stakeholders
- Analyse, define and effectively decompose project scope
- Apply appropriate project estimation techniques
- Critically analyse and define actions to address project uncertainty.

Graduate Attributes

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

3 Lessons Learnt Presentation

Assessment Type

Reflective Practice Assignment

Task Description

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 supplied project used for earlier assessments.

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 students - 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 10 minute presentation (in Microsoft PowerPoint) discussing your reflection and lessons learnt. The PowerPoint document must be submitted in Moodle by 8am Monday of week 12. You must be prepared to answer questions from unit participants and your tutor after your presentation. Please note that depending on class sizes some students may have to present in earlier weeks.

Flex students will not present, however you must submit a presentation script within the notes section of the PowerPoint slides.

You will be graded on the quality of your presentation, the lessons learnt framework developed, the lessons shared, and the actions planned to address lessons for future study.

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

Further information can be found on the Moodle site.

Assessment Due Date

Week 12 Monday (5 Feb 2018) 8:00 am AEST

Presentations will be held in week 12 classes. This may include the lecture and tutorial times, therefore students must ensure they discuss the presenting times with their tutor. The PowerPoint slides are to be submitted to Moodle by 8am Monday of week 12.

Return Date to Students

Exam Week Friday (16 Feb 2018)

Weighting

30%

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 and recording 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 critical reflection. (5 marks)
 3. Improvement strategies for each lesson are described against the five components of the SMART process . (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. Presentation format and style is professional as if being presented to a project board. The presentation caters for different learning preferences. (5 marks).

Ensure the presentation is appropriately formatted within slide and note/script limit: 10 to 20 slides and notes/script. Please ensure 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. Therefore, assessments will be marked accordingly including the possibility for 0 (zero) marks to be awarded, where applicable

Further information can be found on the Moodle site.

Referencing Style

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

Submission

Offline Online

Submission Instructions

The presentations must be submitted to Moodle in PowerPoint by 8am Monday of week 12. On campus students will present in their week 12 tutorial. Flex students will not present but are to include a full script in the notes pages of the PowerPoint file.

Learning Outcomes Assessed

- Apply appropriate project estimation techniques
- Critically analyse and define actions to address project uncertainty.

Graduate Attributes

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

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