



# PPMP20008 *Initiating and Planning Projects*

## Term 2 - 2018

Profile information current as at 02/10/2022 12:48 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

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 2 - 2018

- 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. **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 Student comments, staff feedback, SET Indigenisation Committee, Indigenisation of the Curriculum Community of Practice.

#### Feedback

Cultural awareness and sensitivity has been recognised as critical for success in contemporary project management environments, this is explored through the inclusion of Aboriginal and Torres Strait Islander perspective into the curriculum. It is important that this is done in an appropriate, meaningful and sustainable manner.

#### Recommendation

It is recommended that a mentor/instructor who is able to assist and advise the unit developer on Aboriginal and Torres Strait Islander perspectives is engaged to ensure that representations of Aboriginal and Torres Strait Islander perspectives are appropriate whilst maintaining meaningful alignment to project management concepts.

## 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



### 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: 6th edn (2017)

Authors: Project Management Institute

Project Management Institute

Newtown Square , PA , USA

ISBN: 9781628251845

Binding: Paperback

PPMP20008

#### Prescribed

##### **Managing successful projects with PRINCE2**

Edition: 6th ed (2017)

Authors: Bennett , Nigel

TSO

Norwich , UK

ISBN: 9780113315338

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](#). However, paper copies are still available, if preferred, through the CQUni Bookshop.
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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**Natalie Ewin** Unit Coordinator

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## Schedule

**Week 1 - 09 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Project Management	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 1 PRINCE2 (2017) Chapters 1 & 3 Previous versions PMBOK (5th Ed) Chapter 1 PRINCE2 (2009) Chapters 1 & 2	Lecture 1 Tutorial 1

**Week 2 - 16 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Cycles and Structures	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 2 & 3, Part 2: 1.8-1.9 PRINCE2 (2017) Chapters 5, 7 Previous versions PMBOK (5th Ed) Chapter 2, PRINCE2 (2009) Chapter 3, 5	Lecture 2 Tutorial 2

**Week 3 - 23 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Project justification and plan	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 4 Introduction, 4.1, 4.2, 13.1, 13.2 PRINCE2 (2017) Chapter 6 Previous versions PMBOK (5th Ed) Part 1: Chapter 3 introduction, 3.1-3.4, 4.1-4.2, 13.1, 13.2 PRINCE2 (2009) Chapter 4	Lecture 3 Tutorial 3

**Week 4 - 30 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Cost and resource management	Prescribed versions PMBOK (6th Ed) Part 1: Chapters 7.1, 7.2, 7.3 Prince2 (2017) Chapter 9.1 Previous versions PMBOK 5th Ed Chapter 7, 9.1 Prince2 Chapter 7	Lecture 4 Tutorial 4

**Week 5 - 06 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Scope and schedule	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 5, 6.1-6.5 Prince2 (2017) Appendix A.26 Work Package (Product description outline) Previous versions PMBOK 5th Ed Chapter 5, 6.1-6.6 Prince2 (2009) Appendix A.26 Work Package (Product description outline)	Lecture 5 Tutorial 5

**Vacation Week - 13 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
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**Week 6 - 20 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Risk Management	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 11 Prince2 (2017) Chapter 10 Previous versions PMBOK (5th Ed) Chapter 11 Prince2 (2009) Chapter 8	Quiz (online assessment) due Lecture 6. Tutorial 6.  <b>Online Quiz</b> Due: Week 6 Friday (24 Aug 2018) 11:50 pm AEST

**Week 7 - 27 Aug 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Quality Management Process Improvement	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 8 Prince2 (2017) Chapter 8, Appendix A22 Previous versions PMBOK Chapter 8 PRINCE2 Chapter 6, Appendix A22	Lecture 7 Tutorial 7

**Week 8 - 03 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Procurement management Ethics	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 12 Introduction, 12.1 PMI Code of Ethics and Professional Conduct (Internet resource) AIPM Code of Ethics and Professional Conduct (Internet resource) Previous versions PMBOK Chapter 12 Introduction, 12.1	Assessment 2 due Lecture 8 Tutorial 8

**Week 9 - 10 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
The Project Manager	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 3 Prince2 (2017) Chapter 2.4 Previous versions PMBOK Chapter 1.7	Lecture 9 Tutorial 9  <b>Project plan</b> Due: Week 9 Monday (10 Sept 2018) 8:00 am AEST

**Week 10 - 17 Sep 2018**

Module/Topic	Chapter	Events and Submissions/Topic
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Lessons Learnt Reflection	Prescribed versions Prince2 (2017) Chapter 3.2, Appendices A.14, A.15 Previous versions Prince2 Chapter 2.2; Appendices A.14, A.15	Lecture 10 Tutorial 10
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### Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Presenting Tailoring	Prescribed versions PMBOK (6th Ed) Part 1: Chapter 1.2.5 Prince2 (2017) Chapter 3.7, 4 Previous Versions Prince2 Chapter 19	Lecture 11 Tutorial 11

### Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
Unit review/summary and reflective practice	Not applicable	Lecture 12: Unit summary/review Tutorial 12: Reflective practice presentation due  <b>Lessons Learnt Presentation and Written Submission</b> Due: Week 12 Monday (1 Oct 2018) 8:00 am AEST

### Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
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### Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
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## 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 submit an application for extension including appropriate documentation such as a medical certificate. You can attempt the quiz at any location as long as you have access to Moodle and an internet connection. The quiz comprises 20 multiple choice questions with a time limit of 30 minutes to complete the assessment.

#### Number of Quizzes

#### Frequency of Quizzes

Other

#### Assessment Due Date

Week 6 Friday (24 Aug 2018) 11:50 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 Monday (10 Sept 2018) 8:00 am AEST

**Return Date to Students**

Week 11 Monday (24 Sept 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 (4 marks)
2. Stakeholders (11 marks)
3. Requirements management (5 marks)
4. Scope (10 marks)
5. Schedule (6 marks)
6. Cost Baseline (6 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). Submissions 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 and Written Submission

### Assessment Type

Reflective Practice Assignment

### Task Description

Completion of PPMP20008 is like a project, it is likely you experienced situations that went well and those that didn't go well. Reflecting on your 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 this unit.

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. Consider what is the most effective way to do this within the context of the course and the experience during the term.

You must develop, submit and present a 2 minute presentation (in Microsoft PowerPoint) on one slide comprising one lesson learnt. The PowerPoint document must be submitted via 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. In addition, students will also need to submit a written submission from lesson learnt by 8am Monday of the Review/Exam week.

Flex students will not present, however they must submit a presentation script (PowerPoint slide) by 8am Monday of week 12, plus the written submission by Monday of the Review/Exam week.

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

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

Further information can be found on the Moodle site.

### **Assessment Due Date**

Week 12 Monday (1 Oct 2018) 8:00 am AEST

Presentations will be held in week 12 classes during tutorial times. Therefore, students must ensure they discuss the presenting times with their tutor. The PowerPoint slide is to be submitted to Moodle by 8am Monday of week 12. The written submission is to be submitted to Moodle by 8am Monday of Review/Exam week.

### **Return Date to Students**

Exam Week Tuesday (16 Oct 2018)

### **Weighting**

30%

### **Assessment Criteria**

Your assignment (individual presentation and written submission) 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. (7.5 marks)
2. The lessons identified demonstrated critical reflection. (7.5 marks)
3. Improvement strategies for each lesson are described against the five components of the SMART process. (SMART - Specific, measurable, achievable, relevant, time-bounded). (7.5 marks)
4. A clear flow of thought throughout with a clear purpose described in the introduction and a clearly articulated conclusion. Format and style is professional as if being presented to a project board and caters for different learning preferences. (7.5 marks).

**Presentation:** The presentation is appropriately formatted within the PowerPoint slide: Note: a maximum of one (1) slide only required containing one (1) lesson learnt.

**Written Submission:** The written submission should contain a lessons learnt framework, lessons shared and actions planned to address lessons for future study and references. Within the written submission please ensure clarity of expression, correct grammar, spelling and APA referencing.

On-campus students - every student 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. Flex students will not present, however they must submit a presentation script (PowerPoint slide) by 8am Monday of week 12, plus the written submission by Monday of the Review/Exam week.

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 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**

All students must submit individual PowerPoint presentations via Moodle in PowerPoint by 8am Monday of week 12. On campus students will present in their week 12 tutorial. Flex students will not present. All student must submit their written submission by 8am Monday of Review/Exam week.

### **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