



PPMP20008 *Initiating and Planning Projects*

Term 1 - 2019

Profile information current as at 02/10/2022 01:01 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 1 - 2019

- Brisbane
- Melbourne
- Online
- Perth
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**

Weighting: 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: 2017 (2017)

Authors: Bennett , Nigel

TSO

Norwich , UK

ISBN: 9780113315338

Binding: Paperback

Additional Textbook Information

Paper copies can be purchased at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code)

These books will be used throughout all units of study.

[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

Natalie Ewin Unit Coordinator

n.ewin@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Project Management	PMBOK (6th Ed) Part 1: Chapter 1, Chapter 2 & 3, Part 2: 1.8-1.9 PRINCE2 (2017) Chapters 2, 3, 5	Lecture 1 Tutorial 1

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Project justification	PMBOK (6th Ed) Part 1: Chapter 4 Introduction, 4.1, 4.2, 13.1, 13.2 PRINCE2 (2017) Chapter 6 Learn and understand terminology protocols when referring to Aboriginal and Torres Strait Islander Peoples (Moodle) Acknowledging Traditional Owners (Moodle)	Lecture 2 Tutorial 2

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Stakeholders	PMBOK (6th Ed) Chapter 13.1-13.2 Prince2 (2017) Chapter 7 Article: Kolko, J. (2015). Design Thinking Comes of Age. <i>Harvard Business Review</i> , 93(9), 66-71.	Lecture 3 Tutorial 3

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Scope and schedule	PMBOK (6th Ed) Part 1: Chapter 5, 6.1-6.5 Prince2 (2017) Appendix A.26 Work Package (Product description outline)	Lecture 4 Tutorial 4

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Cost, resource and risk management	PMBOK (6th Ed) Part 1: Chapters 7.1, 7.2, 7.3, 11 Prince2 (2017) Chapter 9.1, 10	Lecture 5 Tutorial 5

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Communicating	PMBOK (6th Ed) Part 1: Chapter 10 10 ways to present yourself more professionally by Jack Wallen (Internet resource) Preparing for your project board meeting by David Wilcox (Internet resource)	Quiz (online assessment) due Lecture 6. Tutorial 6.

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic

Quality Management	PMBOK (6th Ed) Part 1: Chapter 8 Prince2 (2017) Chapter 8, Appendix A22	Lecture 7 Tutorial 7 Online Quiz Due: Week 7 Monday (29 Apr 2019) 8:00 am AEST
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Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Contracts Procurement Ethics	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)	Assessment 2 due Lecture 8 Tutorial 8

Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Lessons Learnt Reflection	Prince2 (2017) Chapter 3.2, Appendices A.14, A.15	Lecture 9 Tutorial 9

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
The Project Manager	PMBOK (6th Ed) Part 1: Chapter 3 Prince2 (2017) Chapter 2.4	Lecture 10 Tutorial 10

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Tailoring Reflective practice	PMBOK (6th Ed) Part 1: Chapter 1.2.5 Prince2 (2017) Chapter 3.7, 4	Lecture 11 Tutorial 11

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Unit review/summary	Not applicable	Lecture 12: Unit summary/review Tutorial 12: Reflective practice presentation due

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Lessons Learnt Presentation and Written Submission Due: Review/Exam Week Monday (10 June 2019) 8:00 am AEST

Exam Week - 17 Jun 2019

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. The quiz must be completed during week 6.

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.

Number of Quizzes**Frequency of Quizzes**

Other

Assessment Due Date

Week 7 Monday (29 Apr 2019) 8:00 am AEST

Students can have up to three attempts whilst the quiz is open.

Return Date to Students

Week 7 Monday (29 Apr 2019)

Students will be able to see the marks they get for their quiz attempts.

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. Further details can be found on Moodle.

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. Extensions will not be provided on the basis of technical difficulty.

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**Return Date to Students****Weighting**

50%

Assessment Criteria

Your submission, using the template (supplied) 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 introduction (6 marks)
2. Stakeholders (10 marks)
3. Requirements management (6 marks)
4. Scope (11 marks)
5. Schedule (6 marks)
6. Cost Baseline (5 marks)
7. Risks (3 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

Online Group

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, as 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 your experience during the term.

In week 12, you must present a 2 minute presentation (in Microsoft PowerPoint) on a template (supplied) comprising one lesson learnt. 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 need to submit a written submission on a template (supplied) from lessons learnt by 8am Monday of the Review/Exam week.

Flex students will not present in person, however must submit a video with the PowerPoint slide by 8am Monday of week 12, plus the written submission using the template (supplied) 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

Review/Exam Week Monday (10 June 2019) 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 written submission is to be submitted to Moodle by 8am Monday of Review/Exam week.

Return Date to Students

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. Introduction (4 marks)
2. Lesson learnt framework - planned and actual (6 marks)
3. The lessons and improvement strategies (16 marks)
4. Conclusion and references (2 marks)
5. 2 minute presentation (2 marks).

Presentation: The presentation is 2 minutes, appropriately formatted using PowerPoint, Note: a maximum of two (2) slides. The first slide should contain the unit details, your name, student number, campus, tutor name and presentation title. The second slide is the presentation content and should contain only 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. A template will be provided for the written submission. On-campus students - every student must present to be awarded presentation marks and upload the presentation slide and written submission onto Moodle. 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 contact the unit coordinator to arrange completion of your presentation. Flex students need to upload a video of their two minute presentation, the presentation slide and the written submission.

Extension requests will only be accepted via Moodle. 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

Submission instructions will be provided on the Moodle site.

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