



# PPMP20008 *Initiating and Planning Projects*

## Term 1 - 2020

Profile information current as at 17/05/2022 01:54 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 1 - 2020

- 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 survey

##### Feedback

Students commented on the ease of navigating the Moodle site and access to the resources.

##### Recommendation

Continue to provide a user friendly Moodle site with relevant and contemporary resources.

## 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%	•	•	•	•	•

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
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 are available for purchase at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code)

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

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

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

## 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

**Masoud Aghajani** Unit Coordinator

[m.aghajani@cqu.edu.au](mailto:m.aghajani@cqu.edu.au)

## Schedule

### **Week 1 - 09 Mar 2020**

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 - 16 Mar 2020**

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 - 23 Mar 2020**

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 - 30 Mar 2020**

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 - 06 Apr 2020**

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 - 13 Apr 2020**

Module/Topic	Chapter	Events and Submissions/Topic

**Week 6 - 20 Apr 2020**

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)	Assessment 1: On-line quiz due Lecture 6 Tutorial 6  <b>Online Quiz</b> Due: Week 6 Friday (24 Apr 2020) 11:45 pm AEST

**Week 7 - 27 Apr 2020**

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

**Week 8 - 04 May 2020**

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  <b>Project plan</b> Due: Week 8 Friday (8 May 2020) 11:55 pm AEST

**Week 9 - 11 May 2020**

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 - 18 May 2020**

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 - 25 May 2020**

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 - 01 Jun 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Reflective practice presentations and unit review/summary	Not applicable	Tutorial 12: Unit review/summary and lessons learnt presentation (Assessment 3) due week 12.  Note: no lectures in Week 12.  <b>Lessons Learnt Presentation and Written Submission</b> Due: Week 12 Monday (1 June 2020) 8:00 am AEST

## Term Specific Information

Unit Coordinator contact information: Please contact your local lecturer/tutor as the first point of contact (Unit Coordinator is the local contact for online/distance students). Please email the Unit Coordinator (r.desilva2@cqu.edu.au) if you have concerns that need to be escalated. Provide your best contact details and a brief description of the reason/s for your message. Copy any emails to your lecturer/tutor as relevant. I will reply as soon as possible.

Australian Eastern Daylight Time (AEDT) ends on the first Sunday of April. Therefore, all Australian times will revert to Australian Eastern Standard Time. All students, especially those living in NSW, VIC, TAS & ACT and other areas where Australian daylight saving times are observed should check to attend classes and/or submit assessments at the correct times. All students are responsible for submitting their assessment items at the correct times.

## Assessment Tasks

### 1 Online Quiz

**Assessment Type**

Online Quiz(zes)

**Task Description**

This quiz tests content from weeks 1, 2, 3, 4 and 5. Students can access up to three attempts whilst the quiz is open. The quiz must be completed during week 6.

If you are sick and unable to do the quiz during the entire time the quiz is available, you will be required to submit an application (via Moodle) for an extension including appropriate documentation such as a medical certificate. Please note that only extension applications, via Moodle, will be responded to.

You can attempt the quiz at any location as long as you have access to Moodle and an internet connection.

**Number of Quizzes**

3

**Frequency of Quizzes**

Other

**Assessment Due Date**

Week 6 Friday (24 Apr 2020) 11:45 pm AEST

**Return Date to Students**

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. You will need to provide evidence (e.g. screenshots) of any problems encountered. Extensions will not be approved unless the causes are not within the control of students.

**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. This is a group assessment and all internally enrolled students must be in groups. Online/Distance students have the option to complete the assessment in groups, or individually, due to logistical reasons.

**Assessment Due Date**

Week 8 Friday (8 May 2020) 11:55 pm AEST

**Return Date to Students**

Week 10 Friday (22 May 2020)

Marks and feedback files will be released as soon as the marking process is completed.



## 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 description and justification (4 marks)
2. Stakeholders (9 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)
10. Approvals (0.5 mark)
11. References (1.5 mark)

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 being allocated (where applicable). If you are sick and unable to do the Assessment by the due date, you will be required to submit an application (via Moodle) for an extension including appropriate documentation such as a medical certificate. Please note that only extension applications, via Moodle, will be responded to.

## 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 that didn't go well. Reflecting on your experiences can be just as meaningful as retaining concepts taught.

This assessment item requires students to reflect on their participation in the unit, identify lessons learnt, and consider what actions can be taken to address lessons and improve future study projects. The written submission involves both student initiated reflection and guided (tutor led) reflection. Please note that learnings are based on your role as a student in PPMP20008 and not based on the supplied project, used for this unit.

Students will need to determine a framework to base their lessons learnt on. In practice lessons learnt discussions are usually framed in certain ways to elicit key learnings. Consider what is the most effective way to do this within the

context of the course and your experience during the term.

All students must complete a written submission on a template (supplied) from lessons learnt by 8am, Monday of week 12.

Not using the supplied template may result in deduction of marks for non-compliance. The experiences/background in the different lessons used in the submission must be different. Similar experiences/situations will cause loss of marks. In addition to the written submission, in week 12, students must complete a 2 minute presentation (in Microsoft PowerPoint) on a template (supplied) comprising one lesson learnt. This lesson must be the same lesson as a lesson submitted in the written submission as advised in the specifications. Otherwise, marks will be deducted from both the written submission and the presentation for non-compliance. You must be prepared to answer questions from unit participants and your tutor after your presentation.

Internally enrolled students will complete their presentations in their scheduled tutorials. Please note that depending on class sizes some students may need to present in earlier weeks.

Online students do not present in person, however, they must submit a video of their 2 minute presentation, together with the PowerPoint slide (on the template supplied), comprising one lesson learnt. More details about the presentation submission process for online students will be provided by the Unit Coordinator during the term.

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 students to reflect on their 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 June 2020) 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.

### **Return Date to Students**

Assessment 3 marks and feedback files will be released upon the certification of grades for the Unit, as this Unit does not have an exam.

### **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 (2 marks)
2. Lesson learnt framework - planned and actual (6 marks)
3. The lessons and improvement strategies (15 marks)
4. Conclusion and references (2 marks)
5. Two (2) minute presentation (5 marks)

**Presentation:** The presentation is approximately 2 minutes in duration and formatted using PowerPoint. Note: a maximum of two (2) slides is permitted. The first slide should contain the unit details, your name, student number, campus, tutor name and presentation title. The second slide will comprise the content of your presentation and must include only one (1) lesson learnt. A template (via Moodle) will be provided for the presentation. Your lesson presented must be the same as one of the lessons in Part B (the written submission) or there will be deduction of marks. Further details will be provided in the specifications via Moodle.

On-campus students - every student must present to be awarded presentation marks, together with uploading the presentation slide and written submission onto Moodle. Students must first submit their presentation slides to Moodle before they present in class. This is a formal requirement as students who do not submit slides to Moodle before their presentation will not be able to present, and will lose all marks for the presentation component.

If you are unable to attend class and present during the time scheduled, then you must submit a request for an extension (via Moodle) with supporting documentary evidence such as a doctors certificate. Please note that only extension applications via Moodle, will be responded to. If the extension request is approved, you will then need to contact your campus lecturer/tutor to arrange completion of your presentation. Online/distance students need to upload a video of their two minute presentation, the presentation slide and the written submission.

**Written Submission:** The written submission should contain a lessons learnt framework, lessons shared, actions planned to address lessons for future study and include appropriate references. This submission comprises both student initiated reflection and guided (tutor led) reflection. Within the written submission please ensure clarity of expression, correct grammar, spelling and CQU APA referencing. A template (via Moodle) will be provided for this written submission. Extension applications for this submission must also be submitted via Moodle and accompanied by supporting documentation (i.e. medical certificate). Please note that only extension applications, via Moodle, will be responded to. Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required

standard. To achieve 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 being 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