



# PPMP20008 *Initiating and Planning Projects*

## Term 2 - 2020

Profile information current as at 20/04/2024 09:26 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 - 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. **Reflective Practice Assignment**

Weighting: 30%

#### 3. **Written Assessment**

Weighting: 50%

### 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 Evaluation

**Feedback**

Online learning can be overwhelming and non-engaging at times. It would be great if more practical and engaging activities can be added to lectures and tutorials.

**Recommendation**

Review unit lecture material and suitability of tutorials for online delivery. In addition, introduce further practical and engaging activities in classes.

#### Feedback from Student Evaluation

**Feedback**

The lecturer and tutors were always well prepared. They made the unit interesting for us and easy to follow.

**Recommendation**

This unit is considered as one of the foundation units for project management courses and therefore it is recommended to further equip the teaching team with online engagement tools.

#### Feedback from Student Evaluation

**Feedback**

The assessments in the unit (especially the group assignment) was authentic and practical. It helped me to test myself in a real project scenario. It would be more beneficial if assessments' content and marking criteria more clearly communicated to students.

**Recommendation**

Content, cases and marking criteria for Assessments 2 and 3 to be reviewed to improve clarity and ensure alignment with the unit learning outcomes.

## 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	○	○	○	○	○

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
3 - Cognitive, technical and creative skills	<input type="checkbox"/>				
4 - Research	<input type="checkbox"/>				
5 - Self-management	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
6 - Ethical and Professional Responsibility	<input type="checkbox"/>				
7 - Leadership					<input type="checkbox"/>
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%	<input type="checkbox"/>							
2 - Written Assessment - 50%	<input type="checkbox"/>							
3 - Reflective Practice Assignment - 30%	<input type="checkbox"/>							

## Textbooks and Resources

### Textbooks

PPMP20008

#### Prescribed

##### **A guide to the project management body of knowledge (PMBOK guide)**

6th edition (2017)

Authors: Project management institute (PMI)

Project management institute (PMI)

ISBN: 9781628253900

Binding: eBook

PPMP20008

#### Prescribed

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

2017 Edition (2017)

Authors: AXELOS

The Stationery Office Ltd

ISBN: 9780113315345

Binding: eBook

#### Additional Textbook Information

If you prefer to study with a paper copy, they are available at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code). eBooks are available at the publisher's website.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

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

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

## Referencing Style

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

For further information, see the Assessment Tasks.

## Teaching Contacts

**Masoud Aghajani** Unit Coordinator

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## Schedule

### Week 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Introduction to project management</b>	<b>• PMBOK (6th Ed) Part 1: Chapter 1, Chapter 2 (Sections 2.3 and 2.3), Part 2: Sections 1.8-1.9; • PRINCE2 (2017): Chapter 2, Chapter 3. Refer to the unit Moodle page of this week for additional resources.</b>	Lecture 1 Tutorial 1

### Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
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	<b>Mandatory reading</b>	
<b>Project organisation and justification</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 2 (Section 2.4)</li> <li>• PRINCE2 (2017): Chapter 4, Chapter 5</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 2 Tutorial 2

### Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Initiating a project</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 4 (Sections 4.1)</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 3 Tutorial 3 Group formation for <i>Assessment 3 - project plan</i> commenced

### Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Managing stakeholders and communications</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 10, Chapter 13</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 4 Tutorial 4 Group formation for <i>Assessment 3 - project plan</i> finalised

### Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Scoping for a project</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 5</li> <li>• PRINCE2 (2017): Chapter 7, Appendix A.26</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 5 Tutorial 5 - Team formation exercise for Assessment 3

### Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Scheduling for a project</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 6</li> </ul> Refer to the unit Moodle page of this week for additional resources	Lecture 6 Tutorial 6 Conduct <i>Assessment 1: online quiz</i>
		<b>Online Quiz</b> Due: Week 6 Friday (28 Aug 2020) 11:45 pm AEST

### Week 7 - 31 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Planning for project resources and cost</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 7, Chapter 9</li> <li>• PRINCE2 (2017): Chapter 7, Appendix A.26</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 7 Tutorial 7

### Week 8 - 07 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
	<b>Mandatory reading</b>	
<b>Planning for uncertainty and risk in projects</b>	<ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 11</li> <li>• PRINCE2 (2017): Chapter 8</li> </ul> Refer to the unit Moodle page of this week for additional resources.	Lecture 8 Tutorial 8

## Week 9 - 14 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Planning for change in projects	<b>Mandatory reading</b> <ul style="list-style-type: none"><li>• <b>PMBOK (6th Ed) Part 1: Chapter 4 (Section 4.2)</b></li><li>• <b>PRINCE2 (2017): Chapter 9</b></li></ul> <b>Refer to the unit Moodle page of this week for additional resources.</b>	Lecture 9 Tutorial 9 Submit <i>Assessment 2 - case study report</i>  <b>Case Study Report</b> Due: Week 9 Friday (18 Sep 2020) 11:45 pm AEST

## Week 10 - 21 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Integrating a project management plan	<b>Mandatory reading</b> <ul style="list-style-type: none"><li>• <b>PMBOK (6th Ed) Part 1: Chapter 4 (Section 4.2)</b></li></ul> <b>Refer to the unit Moodle page of this week for additional resources.</b>	Lecture 10 Tutorial 10

## Week 11 - 28 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Adaptive life cycle management	<b>Recommended reading</b> <ul style="list-style-type: none"><li>• <b>Agile Practice Guide (2017): Chapter 1, Chapter 2, Chapter 3</b></li></ul> <b>Refer to the unit Moodle page of this week for additional resources.</b>	Lecture 11 Tutorial 11 Oral presentation - <i>Assessment 3 - Part A</i>

## Week 12 - 05 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
Project manager as a leader	<b>Mandatory reading</b> <ul style="list-style-type: none"><li>• <b>PMBOK (6th Ed) Part 1: Chapter 3</b></li></ul> <b>Refer to the unit Moodle page of this week for additional resources.</b>	Tutorial 12 Oral presentation - <i>Assessment 3 - Part A</i> Submit <i>Assessment 3 - presentation and project plan (Part A and Part B)</i>  <b>Project Plan</b> Due: Week 12 Friday (9 Oct 2020) 11:45 pm AEST

## Review/Exam Week - 12 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
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## Exam Week - 19 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Online Quiz

#### Assessment Type

Online Quiz(zes)

#### Task Description

The quiz will consist of 20 multiple-choice questions. The time limit of the test would be 30 minutes. The content of the tests will comprise project management concepts that will be discussed through Weeks 1, 2, 3, 4 and 5.

- Students can only access ONE attempt whilst the quiz is open.
- The quiz must be completed during Week 6.
- You can attempt the quiz at any location as long as you have access to Moodle and an internet connection.

**Number of Quizzes**

1

**Frequency of Quizzes**

Other

**Assessment Due Date**

Week 6 Friday (28 Aug 2020) 11:45 pm AEST

**Return Date to Students**

Week 6 Friday (28 Aug 2020)

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**

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

**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 Case Study Report

**Assessment Type**

Reflective Practice Assignment

**Task Description**

This is an individual assignment. Students will be given a case study on a previously completed project - a case of failed/troubled project. The assessment aims to analyse a completed project and distil lessons learnt. The lessons learnt will inform the development process of the project plan for a new project of a similar nature (e.g. Assessment 3). Several questions will be asked in relation to the topics discussed in the unit. The questions address different knowledge areas covered in the unit (e.g. scope management, cost management, stakeholder management and risk management) in relation to project initiation and planning. Therefore, for students, it is essential to acquire a good understanding of the topics covered during Weeks 1 to 8.

More importantly, each student is required to perform quality research, thoroughly and critically analyse the case, and answer questions making clear, relevant and logical arguments using quality references.

The report is an opportunity for students to reflect on their knowledge and learning throughout the term. Students are required to discuss questions logically using quality references from academic journals, books, standards (PMBOK and PRINCE2) and websites.

The assessment must be delivered in a 'report format' containing:

- Executive summary - outlining the purpose of the project and the report, analysis and findings.
- Introduction - the purpose of the report, a brief introduction to the project, and the structure of the report.
- Body - Identify issues during the initiation and planning stages of the project in the light of asked questions; critically analyse and discuss project issues by appropriately referring to the theory using high quality and

- relevant references; and document the lessons learned.
- Conclusion - A summary of identified issues, arguments and lessons learned.
- Reference list - as per specified referencing style.

Tips for preparing the case study report:

- For each section of the report, a clear discussion of theory followed by a logical argument on case issue/problems is essential to secure a good mark.
- Students must use quality academic publications, online articles, web pages, books etc. to demonstrate their understanding of concepts/theory so proper/relevant citations must be provided in the body of the report as well as a reference list at the end.
- Prepare the case study report as a Word document (\*.DOC or \*.DOCX).

**Note:** The written submission should be of 2500 words +/- 5% (excluding references and appendices).

### Assessment Due Date

Week 9 Friday (18 Sept 2020) 11:45 pm AEST

Submission details will be provided on the Moodle site.

### Return Date to Students

Week 11 Friday (2 Oct 2020)

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

### Weighting

30%

### Assessment Criteria

The report will be assessed based on the quality of the work presented, the details and the coherent analysis that contains proper justifications of the arguments based on quality references. Your submission should extend beyond the unit materials and you are requested to use available online resources and any additional relevant information.

The allocated mark for the assessment parts are as below:

Executive summary	2
Introduction	2
Body (containing answers to 4-6 questions - equal marks)	20
Conclusion	2
Referencing quality	2
Overall report quality	2
<b>Total of</b>	<b>30</b>

**Note:** Detailed marking criteria will be available on Moodle assessment page. Make sure you carefully read the marking criteria before starting your work.

### Referencing Style

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

### Submission

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

## 3 Project Plan

### Assessment Type

Written Assessment

### Task Description

This is a group assignment. Each group will prepare a 'project plan' in response to a given project brief for a specific project. Students will study relevant project management topics from lectures/tutorials, conduct research and then apply their skills/learning when preparing and presenting a project plan.

### Important notes:

- Your tutor will play the role of 'client representative' for your team.
- The tutorial activities are designed to assist you in developing the project plan. Hence, it is essential to attend tutorials and actively engage in the designed activities.
- The client representative (your tutor) will guide your team when preparing the project plan.
- Students will form their groups in Week 2 tutorial and need to provide the team details (members name, student no.) to their respective tutors. Ideally, each group will comprise 4 students.
- The group formation is required to be finalised no later than the end of Week 4.
- The group selection within each tutorial class will be randomised, meaning that the tutor will categorise students into several groups and inform students accordingly.
- Students within each group will start their assignment work with a 'team formation exercise' that will be held in Tutorial Week 5. The outcome of the exercise would be a 'Team charter' that will be a part of the project plan. The team charter will be prepared to guide the individual group members in doing teamwork and include sections such as team members' biographies, team goal statement and approach, team ground rules and conflict resolution plan.

The assessment has two components:

- Part A - Presenting the project plan (Oral presentation)
- Part B - Project plan (Written submission)

### Part A - Project plan presentation (Oral presentation)

Once your project plan is near completion (during Weeks 11 and 12), as a team, you will have the chance to present the key aspects of your project plan to the client representative (your tutor) and other students. Individually, you are also given a chance to reflect on your acquired knowledge and experiences throughout your teamwork and studying the unit, while demonstrating your good presentation and communication skills.

- All team members must attend and present an equal portion of work.
- The presentation should cover all aspects of the project plan (Part B) in no more than 15 slides.
- The presentations will be held during the tutorial classes: Weeks 11 and 12 via Zoom.
- Presentations will have 14-16 minutes duration plus 5 minutes for Q&A.
- No marks will be awarded if the presentation is not given in the scheduled tutorial.
- Presentations will be graded based on the individual performance at the presentation.

Tips for preparing Part A:

- Prepare your presentation as a PowerPoint file (\*.PPT) so that you can share your screen and demonstrate your project plan during tutorial classes Weeks 11 and 12 via Zoom.

### Part B - Project plan (Written submission)

The project plan will contain the following sections:

1. Project description and justification,
2. Scope baseline,
3. Schedule baseline,
4. Resource management plan,
5. Cost baseline,
6. Stakeholder management and communication plan,
7. Risk management plan,
8. Change management plan,
9. Team charter.

Tips for preparing Part B:

- For each section of the project plan, a clear/concise discussion on key features and assumptions is essential to

secure a good mark.

- In case you use any academic publication, online article, web page, book etc. you need to properly cite in the body of your assessment and provide a references list as per requested referencing style.
- Prepare your project proposal as a Word document (\*.DOC or \*.DOCX).

**Note:** The project plan (Part B) should not go beyond 4000 words (excluding references and appendices).

### Assessment Due Date

Week 12 Friday (9 Oct 2020) 11:45 pm AEST

Each group will submit one PowerPoint file for Assessment 2 - Part A (Oral presentation) and one word file for Assessment 2 - Part B (Written submission).

### Return Date to Students

Exam Week Friday (23 Oct 2020)

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

50%

### Assessment Criteria

Your project plan (Part B) will be assessed based on the quality, level of professionalism, thoroughness, consistency and proper application of project management tools/techniques thought in the unit.

The allocated mark for Assessment 3 is as below:

#### Part A - Project proposal (Oral presentation) - 10%

Understanding and relevance of the presentation content (Group mark)	2
Timing including Q&A (Group mark)	2
Quality of delivery (individual mark)	4
Response to questions during Q&A (individual mark)	2
<b>Total of</b>	<b>10</b>

#### Part B - Project plan (Written submission) - 40%

1. Project description and justification	2
2. Scope baseline	7
3. Schedule baseline	3
4. Resource management plan	3
5. Cost baseline	5
6. Stakeholder management and communication plan	6
7. Risk management plan	6
8. Change management plan	2
9. Team charter	2
10. Overall plan quality	4
<b>Total of</b>	<b>40</b>

**Note 1:** Marks will be deducted if the presentation finishes too early or too late.

**Note 2:** Detailed marking criteria for both Part A and Part B will be available on Moodle assessment page. Make sure you carefully read the marking criteria before starting your work.

## **Referencing Style**

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

## **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

## 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