



# PPMP20008 *Initiating and Planning Projects*

## Term 1 - 2021

Profile information current as at 19/05/2022 09:58 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 - 2021

- 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
<b>1 - Online Quiz(zes) - 20%</b>	•	•	•		
<b>2 - Written Assessment - 50%</b>	•	•	•	•	•
<b>3 - Reflective Practice Assignment - 30%</b>				•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
<b>1 - Knowledge</b>	○	○	○	○	○
<b>2 - Communication</b>	○	○	○	○	○

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

## Textbooks and Resources

### Textbooks

PPMP20008

#### Prescribed

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

Edition: 6th edn. (2017)

Authors: Project management institute (PMI)

Project Management Institute (PMI)

Pennsylvania , USA

ISBN: 9781628253900

Binding: eBook

PPMP20008

#### Prescribed

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

Edition: 6th edn. (2017)

Authors: ACELOS Limited

The Stationery Office (TSO)

United Kingdom

ISBN: 9780113315338

Binding: eBook

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Project management software such as MS Project

## 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 - 08 Mar 2021**

Module/Topic	Chapter	Events and Submissions/Topic
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## Introduction to project management

### Mandatory reading

- 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.

### Lecture 1

The lecturer starts with an overview of the unit and the assessments. The topics to be discussed in the lecture are project, programs and portfolio definitions, project life cycle, project domains, project success, intro to PMBOK and intro to PRINCE2.

### Tutorial 1

The tutorial focuses on reviewing the concepts presented in the lecture. Tutors also explain the unit expectations and student's pathway to success.

## Week 2 - 15 Mar 2021

### Module/Topic

### Chapter

### Events and Submissions/Topic

## Justifying a project and project organisation

### Mandatory reading

- PMBOK (6th Ed) Part 1: Chapter 2 (Section 2.4)
  - PRINCE2 (2017): Chapter 4, Chapter 5
- Refer to the unit Moodle page of this week for additional resources.

### Lecture 2

The lecturer discusses the different organisational structures from the project management perspective and explains the roles projects play in today's organisations. The other topics to be discussed are project justification, outputs/outcomes/benefits and business case.

### Tutorial 2

The tutor provides a brief overview of the lecture content and engages students in a class exercise. Students will also work on a short case study. Group formation for *Assessment 3 - project plan* starts within the tutorial session.

## Week 3 - 22 Mar 2021

### Module/Topic

### Chapter

### Events and Submissions/Topic

## Initiating a project

### Mandatory reading

- PMBOK (6th Ed) Part 1: Chapter 4 (Sections 4.1)
- Refer to the unit Moodle page of this week for additional resources.

### Lecture 3

Building on the topics discussed in weeks 1 and 2, the lecturer starts with explaining the project initiation processes and documents. The other topics that will be touched are the statement of work (SOW), project charter, the role of PM in the initiation. The lecture will be closed by an introduction to project planning. The lecturer will also explain *Assessment 2* case studies and questions.

### Tutorial 3

The tutor provides a brief overview of the lecture topics and engages students to work on examples of project initiation documents. Students will also work on several multiple-choice questions to get ready for the quiz. Group formation for *Assessment 3 - project plan* will be finalised within the tutorial session.

## Week 4 - 29 Mar 2021

### Module/Topic

### Chapter

### Events and Submissions/Topic

Managing stakeholders and communications

**Mandatory reading**

- PMBOK (6th Ed) Part 1: Chapter 10, Chapter 13
- Refer to the unit Moodle page of this week for additional resources.

**Lecture 4**

The lecturer discusses the importance of stakeholder management in projects and covers various important topics relevant including stakeholder management processes, stakeholder identification and analysis, stakeholder engagement and communication plan.

**Tutorial 4**

The tutor provides a brief overview of the lecture topics and engages students to work on a stakeholder identification and analysis exercise.

**Week 5 - 05 Apr 2021**

Module/Topic	Chapter	Events and Submissions/Topic
Scoping a project	<p><b>Mandatory reading</b></p> <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> <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p><b>Lecture 5</b></p> <p>The lecturer explains the importance of scope management and introduces various tools and techniques that are used for requirement identification for projects. Other topics that will be discussed are collecting and analysing requirements, project scope statement, establishing project priorities, scope creep, work breakdown structure (WBS), WBS dictionary and scope baseline. At the end of the session, lecturer explains Assessment 3 requirements and expectations.</p> <p><b>Tutorial 5</b></p> <p>After a recap of lecture content, the group work on Assessment 3 officially starts within the tutorial class where the tutor engages students in the <i>group formation exercise for Assessment 3</i>. Students also exercise preparing a WBS in class.</p> <p>From this week onward all students must attend tutorials; bring a draft of work done for group Assessment 3 and present/show their work to the tutor. Following your tutor guidance, tips and recommendation is crucial for your success in Assessment 3. Note that your tutor plays the role of client representative for Assessment 3.</p>

**Vacation Week - 12 Apr 2021**

Module/Topic	Chapter	Events and Submissions/Topic
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**Week 6 - 19 Apr 2021**

Module/Topic	Chapter	Events and Submissions/Topic
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Scheduling a project

**Mandatory reading**

- **PMBOK (6th Ed) Part 1: Chapter 6**  
Refer to the unit Moodle page of this week for additional resources

**Assessment 1**

Students are required to conduct *Assessment 1: online quiz* throughout the week.

**Lecture 6**

The lecturer discusses various important concept, approaches and terminologies relevant to project schedule management. Schedule management processes and, tools and techniques in scheduling are among the topics that will be discussed.

**Tutorial 6**

After a short overview of the topics discussed in the lecture, students will engage in a scheduling exercise. The tutor will check the group works done for Assessment 3 and answers students' questions.

**Online Quiz** Due: Week 6 Friday (23 Apr 2021) 11:45 pm AEST

**Week 7 - 26 Apr 2021**

Module/Topic	Chapter	Events and Submissions/Topic
Planning for project resources and costs	<p><b>Mandatory reading</b></p> <ul style="list-style-type: none"><li>• <b>PMBOK (6th Ed) Part 1: Chapter 7, Chapter 9</b></li><li>• <b>PRINCE2 (2017): Chapter 9</b></li></ul> Refer to the unit Moodle page of this week for additional resources.	<p><b>Lecture 7</b></p> <p>The lecturer will focus on introducing and explaining important topics relevant to resource and cost management in projects. Some of the topics that will be covered are resource and cost management processes, resource and cost management plans, estimating activity resources, estimating the project cost and determining project budget.</p> <p><b>Tutorial 7</b></p> <p>After a short overview of the topics discussed in the lecture, students will engage in a resource allocation exercise. Students will also practice with a cost baseline example. The tutor will then check the group works done for Assessment 3 and answers students' questions.</p>

**Week 8 - 03 May 2021**

Module/Topic	Chapter	Events and Submissions/Topic
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Planning for project risks and uncertainties

**Mandatory reading**

- PMBOK (6th Ed) Part 1: Chapter 11
  - PRINCE2 (2017): Chapter 10
- Refer to the unit Moodle page of this week for additional resources.

**Lecture 8**

The lecturer will talk about various risk and uncertainty related topics in project management. Students will be also exposed to several simple but effective tools and techniques for risk identification and response planning. Some of the topics that will be covered are risk definition, sources of uncertainty and risk, factors impacting risk management, risk management processes, risk identification, analysis and response planning.

**Tutorial 8**

After a short overview of the topics discussed in the lecture, the tutor engages students in a group activity with a risk-related case study. Students will need to form a risk register in the class. The tutor will then check the group works done for Assessment 3 and answers students' questions.

**Week 9 - 10 May 2021**

Module/Topic

Chapter

Events and Submissions/Topic

Planning for change in projects

**Mandatory reading**

- PMBOK (6th Ed) Part 1: Chapter 4 (Section 4.2)
  - PRINCE2 (2017): Chapter 11
- Refer to the unit Moodle page of this week for additional resources.

**Assessment 2**

Assessment 2 - case study report submission is due by the end of the week.

**Lecture 9**

The lecturer focuses on discussing the concept and importance of change management in projects. Students will become familiar with integrated change control processes and will learn how to prepare a change management plan. Other topics that will be discussed include change causes and effects, change documents and change control board in project organisations.

**Tutorial 9**

After a short overview of the topics discussed in the lecture, the tutor engages students in a situational class activity when a client forces a team to make a change. Students will discuss their approaches. The tutor will then check the group works done for Assessment 3 and answers students' questions.

**Case Study Report** Due: Week 9  
Friday (14 May 2021) 11:45 pm AEST

**Week 10 - 17 May 2021**

Module/Topic

Chapter

Events and Submissions/Topic

Integrating a project management plan

**Mandatory reading**

- PMBOK (6th Ed) Part 1: Chapter 4 (Section 4.2)
  - PRINCE2 (2017): Chapter 13
- Refer to the unit Moodle page of this week for additional resources.

**Lecture 10**

The lecture provides a recap of many initiation and planning processes as per PMBOK and PRINCE2 by exploring the concept of project integration management. Other topics that will be discussed are the project manager role in integration and project tailoring.

**Tutorial 10**

The tutor provides a recap on topics discussed in the lecture. Then, students in groups engage in an exercise relevant to the project management plan. Students and the tutor spend most of their time checking and finalising their work done for Assessment 3. Students will receive hints on how to prepare for the next two weeks presentations.

**Week 11 - 24 May 2021**

Module/Topic	Chapter	Events and Submissions/Topic
Adaptive life cycle management	<p><b>Recommended reading</b></p> <ul style="list-style-type: none"> <li>• Agile Practice Guide (2017): Chapter 1, Chapter 2, Chapter 3</li> </ul> <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p><b>Presentations</b></p> <p>Oral presentations (Assessment 3 - Part A) will start in tutorial sessions based on a pre-scheduled plan.</p> <p><b>Lecture 11</b></p> <p>The lecturer discusses the differences between predictive and adaptive approaches in project management. Students will become familiar with the fundamentals of agile project management. Students will be exposed to topics such as agile mindset and value-driven delivery.</p> <p><b>Tutorial 11</b></p> <p>After a short recap of the lecture content, group presentations will start.</p>

**Week 12 - 31 May 2021**

Module/Topic	Chapter	Events and Submissions/Topic
Project manager as a leader	<p><b>Mandatory reading</b></p> <ul style="list-style-type: none"> <li>• PMBOK (6th Ed) Part 1: Chapter 3</li> </ul> <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p><b>Assessment 3</b></p> <p>Assessment 3 - presentation and project plan (Part A and Part B) submissions are due by the end of the week.</p> <p><b>Presentations</b></p> <p>The remained groups will conduct their oral presentation (Assessment 3 - Part A) based on a pre-scheduled plan in the tutorial classes.</p> <p><b>Lecture 12</b></p> <p>The last lecture will explore the role of the project manager as a leader. Students will become familiar with the leadership competencies of the project manager and explore PMI's talent triangle. The lecture concludes the unit by demonstrating various leadership styles.</p> <p><b>Tutorial 12</b></p> <p>After a short recap of the lecture content, group presentations will start.</p> <p><b>Project Plan Due:</b> Week 12 Friday (4 June 2021) 11:45 pm AEST</p>

## Assessment Tasks

### 1 Online Quiz

**Assessment Type**

Online Quiz(zes)

**Task Description**

The quiz would be open book and consists of multiple-choice questions only. You will have 30 minutes time to answer 20 questions. The quiz will evaluate your knowledge and understanding of project management concepts taught during Weeks 1 to 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 uninterrupted internet connection.

**Number of Quizzes**

1

**Frequency of Quizzes**

Other

**Assessment Due Date**

Week 6 Friday (23 Apr 2021) 11:45 pm AEST

**Return Date to Students**

Week 6 Friday (23 Apr 2021)

Students will be able to see the marks upon completion of the quiz attempt.

**Weighting**

20%

**Assessment Criteria**

The quiz questions will have equal weighting and there would be no negative marks associated with incorrect answers. Therefore, students are encouraged to attempt all questions within the quiz.

**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 Unit Coordinator. 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 two case studies on project-related issues. Several questions will be asked in relation to each case study and the topics discussed in the unit. The questions address different knowledge areas covered in the unit in relation to project initiation and planning, e.g. scope management, cost management, stakeholder management and risk management. Therefore, for students, it is essential to acquire a good understanding of the topics covered during Weeks 1 to 8. The students will need to critically analyse the case studies, argue and distil lessons learned. The lessons learned will inform the development process of the project plan for a new project of a similar nature (e.g. Assessment 3).

It is important that each student perform quality research; thoroughly and critically analyse the case; and answer questions making clear, relevant and logical arguments using quality references. Here, quality references refer to academic journals, books, standards (PMBOK and PRINCE2) and reputable project management websites.

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

- Executive summary - outlining the purpose of the report and case studies, a summary of analysis and key findings and lessons learned.
- Introduction - a brief introduction to the case studies, the purpose of the report and report structure.
- Body - critical analysis of the case studies in the light of asked questions while appropriately linking theory, case issues and findings together.
- 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. PROPER and 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 must be of 2500 words +/- 5% (excluding references and appendices).

### Assessment Due Date

Week 9 Friday (14 May 2021) 11:45 pm AEST

Submission details will be provided on the Moodle site.

### Return Date to Students

Week 11 Friday (28 May 2021)

Marks and feedbacks will be released as soon as the marking process is complete.

### 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 in total with equal marks)	20
Conclusion	2
Referencing quality and relevance	2
Overall report quality	2
<b>Total of</b>	<b>30</b>

**Note:** Marking rubric will be available on Moodle assessment page. Make sure you carefully read it 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 various project management tools/techniques taught within the unit when preparing and presenting their project plan.

### **Important notes:**

#### **Client representative**

- 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 and each week prepare a part of the assignment.
- Your tutor will play the role of 'client representative' for your team.
- The client representative (your tutor) will guide your team by checking your draft project plan each week and giving you hints.

#### **Group formation**

- Ideally, each group will comprise 4 students.
- Group formation starts in Week 2 within each tutorial session. The group formation is required to be finalised no later than the end of Week 4.
- Group formation is at the discretion of your tutor meaning that your tutor decides about team members allocations.

#### **Group formation exercise**

- Students within each group will start their assignment work with a 'group formation exercise' that will be held in Tutorial Week 5. The outcome of the exercise would be a 'group charter' that will be a part of your project plan. The group charter will be prepared to guide the all members of the group in doing teamwork and include sections such as group members' biographies, group goal statement and approach, group ground rules and conflict resolution plan.

### **Assessment components**

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). 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.

- Each presentation will take 14-16 minutes duration plus 5 minutes for Q&A. Early and late finishes of presentation result in reduced marks.
- 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.

**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 and communication management plan,
7. Risk management plan,
8. Change management plan,
9. Group charter (as appendix).

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 plan as a single 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 (4 June 2021) 11:45 pm AEST

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

**Return Date to Students**

Week 12 Friday (4 June 2021)

Assessment 3 marks and feedback will be released upon the certification of grades.

**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%**

Quality 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:** Marking rubric for both Part A and Part B will be available on Moodle assessment page. Make sure you carefully read them 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