



PPMP20008 *Initiating and Planning Projects*

Term 3 - 2023

Profile information current as at 27/04/2024 12:14 am

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 3 - 2023

- Brisbane
- Melbourne
- Online
- 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 SUTE survey

Feedback

This unit really provides critical aspects of project initiation and planning. The assessments are designed in a way that helps students in obtaining practical knowledge and skills in project management.

Recommendation

Continue to create authentic and practical case studies and scenarios for assessments. Review unit material and check the suitability of its content to the new revision of the textbook (PMBOK) that has been released in mid-2021.

Feedback from SUTE survey

Feedback

The Mentimeter quizzes and games being conducted at the end of lectures provide a better understanding of the subjects.

Recommendation

Mentimeter quizzes and presentations run at the end of lectures weeks 3, 4, 9 and 11. Work with the teaching team to expand its use across more lectures and perhaps tutorials.

Feedback from SUTE survey

Feedback

The assignments are designed and were based on real-time project scenarios, which is a good aspect of the unit. It would have been great to receive more guidance for Assessment 2.

Recommendation

Review the assignments instructions and provide more clarity to the students' tasks. Run weekly drop-in sessions so students can ask and clarify their questions about assignment tasks.

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 - Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 - Self-management	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>
6 - Ethical and Professional Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 - Leadership					<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
2 - Written Assessment - 50%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
3 - Reflective Practice Assignment - 30%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Textbooks and Resources

Textbooks

There are no required textbooks.

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

Thao Trinh Unit Coordinator
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Schedule

Week 1 - 06 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Project Initiation and Planning	<p>Mandatory reading</p> <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 1, Chapter 2 (Sections 2.3 and 2.3), Part 2: Sections 1.8-1.9• PMBOK (7th Ed) Part 1: Chapter 1, Chapter 2, Part 2: Chapter 2• PRINCE2 (2017): Chapter 2, Chapter 3 <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p>Lecture 1</p> <p>The lecturer starts with an overview of the unit and the assessments. The topics to be covered in the lecture are project, programs and portfolio definitions, project life cycle, project domains, project success, and introduction to PMBOK, and iPRINCE2.</p> <p>Tutorial 1</p> <p>The tutorial focuses on reviewing the concepts presented in the lecture. Tutors also explain the unit expectations and students' pathway to success.</p>

Week 2 - 13 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Justifying a project and project organisation	<p>Mandatory reading</p> <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 2 (Section 2.4)• PMBOK (7th Ed) Part 3: Chapter 3 (Tailoring)• PRINCE2 (2017): Chapter 4, Chapter 5 <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p>Lecture 2</p> <p>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 covered project justification, outputs/outcomes/benefits, and business case.</p> <p>Tutorial 2</p> <p>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 <i>Assessment 3</i> starts during the tutorial session.</p>

Week 3 - 20 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
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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* will be finalised within the tutorial session.

Week 4 - 27 Nov 2023

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.

Vacation Week - 04 Dec 2023

Module/Topic

Chapter

Events and Submissions/Topic

Week 5 - 11 Dec 2023

Module/Topic

Chapter

Events and Submissions/Topic

Scoping a project

Mandatory reading

- PMBOK (6th Ed) Part 1: Chapter 5
 - PRINCE2 (2017): Chapter 7, Appendix A.26
- Refer to the unit Moodle page of this week for additional resources.**

Lecture 5

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.

Tutorial 5

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 *group formation exercise for Assessment 3*. Students also exercise preparing a WBS in class. From this week onward, all students must attend tutorials; bring a draft of work done for Assessment 3, and present/show their work to the tutor. Following your tutor's guidance, tips and recommendations are crucial for your success in Assessment 3. Note that your tutor plays the role of client representative for Assessment 3.

Week 6 - 18 Dec 2023

Module/Topic	Chapter	Events and Submissions/Topic
Scheduling a project	<p>Mandatory reading</p> <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 6 <p>Refer to the unit Moodle page of this week for additional resources</p>	<p>Lecture 6</p> <p>The lecturer discusses various important concepts, approaches, and terminologies relevant to project schedule management. Schedule management processes, tools, and techniques in scheduling are among the topics that will be discussed.</p> <p>Tutorial 6</p> <p>After a short overview of the topics discussed in the lecture, students will engage in a scheduling exercise. The tutor will check the group work done for Assessment 3 and answers students' questions.</p> <p>Assessment 1 - Online Quiz Due: Week 6 Monday (18 Dec 2023) 11:45 pm AEST</p>

Vacation Week - 25 Dec 2023

Module/Topic	Chapter	Events and Submissions/Topic
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Week 7 - 01 Jan 2024

Module/Topic	Chapter	Events and Submissions/Topic
Planning for project resources and costs	<p>Mandatory reading</p> <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 7, Chapter 9• PRINCE2 (2017): Chapter 9 <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p>Lecture 7</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>Tutorial 7</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 - 08 Jan 2024

Module/Topic	Chapter	Events and Submissions/Topic
Planning for project risks and uncertainties	<p>Mandatory reading</p> <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 11• PRINCE2 (2017): Chapter 10 <p>Refer to the unit Moodle page of this week for additional resources.</p>	<p>Lecture 8</p> <p>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.</p> <p>Tutorial 8</p> <p>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.</p>

Week 9 - 15 Jan 2024

Module/Topic	Chapter	Events and Submissions/Topic
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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.**

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.

Assessment 2 - Case Study Report

Due: Week 9 Friday (19 Jan 2024)
11:45 pm AEST

Week 10 - 22 Jan 2024

Module/Topic	Chapter	Events and Submissions/Topic
Integrating a project management plan	Mandatory reading <ul style="list-style-type: none">• 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 <p>The lecturer provides a recap of many initiation and planning processes as per PMBOK and PRINCE2 by exploring the concept of project integration management. The lecturer also discusses the project manager's role in integration and project tailoring.</p> Tutorial 10 <p>The tutor provides a recap of the 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 presentations.</p>

Week 11 - 29 Jan 2024

Module/Topic	Chapter	Events and Submissions/Topic
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Adaptive life cycle management

Recommended reading

- Agile Practice Guide (2017): Chapter 1, Chapter 2, Chapter 3
Refer to the unit Moodle page of this week for additional resources.

Lecture 11

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.

Tutorial 11

Oral group presentations (Assessment 3 - Part A) will start in the tutorial class based on a pre-scheduled plan.

Assessment 3 - Project Plan Due: Week 11 Friday (2 Feb 2024) 11:45 pm AEST

Week 12 - 05 Feb 2024

Module/Topic	Chapter	Events and Submissions/Topic
Project manager as a leader	Mandatory reading <ul style="list-style-type: none">• PMBOK (6th Ed) Part 1: Chapter 3 Refer to the unit Moodle page of this week for additional resources.	Presentations <p>The remaining groups will give their <i>oral presentation (Assessment 3 - Part A)</i> based on a pre-scheduled plan in the tutorial classes.</p> Lecture 12 <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 lecturer concludes the unit by demonstrating various leadership styles.</p> Tutorial 12 <p>Oral group presentations will continue during the tutorial class.</p>

Exam Week - 12 Feb 2024

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Assessment 1 - Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

This assessment item involves an online quiz which is worth **20%** of the unit marks. The quiz will evaluate your knowledge and understanding of topics and material covered in the first 5 weeks of this unit.

- Only **ONE** attempt will be allowed.
- The quiz will only be conducted in class during the scheduled tutorial classes for on-campus students. A separate Zoom session will be scheduled for online students.
- The quiz will be similar to an invigilated exam, meaning that there will be a CQU staff member present to supervise the quiz.
- The quiz is considered a **closed-book quiz**, and seeking any form of assistance is prohibited.

- On-campus students must attend their tutorial class in week 6 to complete the quiz. Distance and online students **must attend a Zoom session** to undertake the quiz in real-time. Students must share their screens and switch on their cameras and microphones while attempting the quiz. Each student will be placed in a separate breakout room under the exam condition.
- It is crucial for all students to be present at the beginning of the session. Late attendance will impact your ability to complete the quiz.
- **Late attendance of 20 minutes after the quiz starts will be disqualified.**
If a student fails to take the quiz as scheduled during the class, they will receive zero marks.
- There will be forty (40) questions (multiple-choice questions).
- There will be a time limit of 50 minutes to complete the quiz. Your quiz will automatically be submitted after 50 minutes.
- The quiz covers the content of weeks 1 to 5 (lectures, tutorials, and mandatory readings).
- When you attempt the quiz, the questions will be randomly selected from a pool of questions and displayed to you. It is very unlikely that two students will receive the same questions.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 6 Monday (18 Dec 2023) 11:45 pm AEST

On-campus students are required to participate in the week 6 tutorial for the test, while online students will receive Zoom session access details from the unit coordinator ahead of the quiz.

Return Date to Students

Students will be able to view their marks once quiz has been closed.

Weighting

20%

Assessment Criteria

- The quiz will consist of 40 questions.
- Each question will carry equal marks (0.5 marks).
- There will be no penalty for wrong answers.

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 also inform the unit coordinator of this unit. You will need to provide evidence (e.g. screenshots) of any problems encountered. Extensions will only be approved if the causes are out of the student's control.

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 Assessment 2 - Case Study Report

Assessment Type

Reflective Practice Assignment

Task Description

This assessment item is an **individual** assignment that is worth **30%** of the total marks.

The students will be given one or two case studies on project-related issues.

Several questions will be asked in relation to the case studies 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, it is essential for students 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 distill lessons learned. The lessons learned from this assessment 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 performs quality research; thoroughly and critically analyse the case; and answers the questions by 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 - Outlines the purpose of the report and case studies, a summary of the analysis, key findings and lessons learned.
- Introduction - Introduces the case studies, the purpose of the report and the report structure.
- Body - Critically analyse the case studies in the light of asked questions while appropriately linking theory to case issues and findings.
- Conclusion - Summarises the identified issues, arguments, and lessons learned.
- Reference list - as per specified referencing style.

Notes:

- For each section of the report, a clear discussion of theory followed by a logical argument on case issues/problems is essential to secure a good mark.
- Students must use quality academic publications, online articles, websites, books, etc. to demonstrate their understanding of the unit concepts. Relevant in-text citations must be provided in the report as well as a reference list at the end.
- The report must be compiled and submitted as a Word document (.docx).
- The word limit is 2,000 words +/- 10% (excluding references and appendices).

Assessment Due Date

Week 9 Friday (19 Jan 2024) 11:45 pm AEST

Submission details will be provided on the Moodle website.

Return Date to Students

Week 11 Friday (2 Feb 2024)

Assessment marks and feedback will be released within two weeks from the submission due.

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 material and you are requested to use available online resources and any additional relevant information.

Marks distribution (scaled to 30% of unit marks):

- Executive summary (5%)
- Introduction (5%)
- Appropriate, concise, and clear analysis and key findings of questions (75%)
- Conclusion (5%)
- Clarity of expression, language, format, citations, and references (10%)

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 website.

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 Assessment 3 - Project Plan

Assessment Type

Written Assessment

Task Description

This assessment item is a **group** assignment that is worth **50%** of the unit marks. Each group will prepare a project plan in response to a given project brief. Students will study relevant project management topics from lectures and tutorials, conduct research and then apply various project management tools and techniques taught within the unit when preparing and presenting their project plan.

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 this assignment.
- Your tutor will play the role of client representative for your team.
- Your tutor will guide your team by checking part of your draft project plan each week and will give you verbal feedback.

Group Formation

- Each group should comprise 3-5 students (ideally 4 students in a group).
- Group formation starts in Week 2 within each tutorial class. 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 group members' allocations.

Group Formation Exercise

- Students within each group will start their assignment work with a group formation exercise that will be held during the Week 5 tutorial. The outcome of the exercise would be a group charter that will be part of your project plan. The group charter will be prepared to guide 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.
- The group charter and minutes of at least three group meetings must be appended in the appendix section of the project plan.
- *Any group conflict must be reported to the tutor as early as possible. The report must provide evidence and communication must include all the members.*

Assessment Components

The assessment has two components:

- Part A - Preparing the project plan (40%)
- Part B - Presenting the project plan (10%)

Part A - Project Plan Preparation (40%)

The project plan will contain the following sections:

- The project description and justification,
- The scope baseline,
- The schedule baseline,
- The cost baseline,
- The resource management plan,
- The risk management plan,
- The change management plan,
- The stakeholder and communication management plan,
- The team charter, task allocation, and meeting minutes, weekly progress reports (as an appendix).

Note: Attending weekly tutorials and showing the group progress to the tutor is a part of the assessment

Part B - Project Plan Presentation (10%)

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 group members must attend and present an equal portion of work.
- The presentation should cover all aspects of the project plan in no more than 15 slides.
- The presentations will be held during tutorial classes in weeks 11 and 12.
- Each presentation will be of **14-16 minutes in duration plus 5 minutes for Q&A.**
- No marks will be awarded if the presentation is not given in the scheduled tutorial.
- If a group member is absent on the day of the presentation, he/she will receive zero (0) marks for the presentation part.
- Presentations will be graded based on individual performances at the time of presentation.
- The presentation must be prepared as a PowerPoint file (*.pptx).
- The presentation slides must be emailed to the tutor at least 1 day prior to your presentation.
- An early or late finish of the presentation will result in reduced marks.

Notes

- The project plan must be prepared as a single Word document (.docx).
- The word limit for the project plan is 4000 words +/- 10% (excluding references and appendices).
- For each section of the project plan, a clear and concise discussion of key features and assumptions is essential to secure a good mark.
- In case you use any academic publication, online article, book, website, etc., you need to properly cite in the body of your assessment and provide a reference list as per the unit's referencing style.

Assessment Due Date

Week 11 Friday (2 Feb 2024) 11:45 pm AEST

Each group will submit a single Word file as Assessment 3 - Part A (Project Plan) and one PowerPoint file as Assessment 3 - Part B (Project plan presentation).

Return Date to Students

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

Weighting

50%

Assessment Criteria

Your project plan will be assessed based on the quality, professionalism, thoroughness, consistency, and proper application of project management tools and techniques taught in the unit.

Part A - marks distribution (scaled to 40% of unit marks):

- The project description and justification - 5%
- The scope baseline -15%
- The schedule baseline - 10%
- The resource management plan - 10%
- The cost baseline - 10%
- The stakeholder management and communication plan - 10%
- The risk management plan - 15%
- The change management plan - 5%
- The team charter - 5%
- The overall plan quality, minutes of meetings, and task allocation, weekly progress reports - 15%

Part B - marks distribution (scaled to 10% of unit marks):

- Quality and relevance of the presentation content (group marks) - 20%
- Quality of delivery (individual marks) - 50%
- Response to questions during Q & A (individual marks) - 20%
- Timing including Q&A (group marks) - 10%

Note: The marking rubric for both parts will be available on the Assessment page on Moodle website. Make sure you carefully read them before starting your work.

Referencing Style

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

Submission

Online Group

Submission Instructions

Only one member of the group needs to upload and submit both the files (Part A - Word file and Part B - PowerPoint file).

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