



# PPMP20009 Project Management Methodologies

## Term 1 - 2017

Profile information current as at 17/05/2022 01:38 pm

All details in this unit profile for PPMP20009 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

This unit is designed for project managers and uses core project management theories and principles to explain the project life cycle and associated practices and knowledge areas. Emphasis is placed on the evolving nature of project management knowledge and therefore highlights the social principles of project management and the influences from professional bodies, industry and governments. Case studies expand these principles through the illustration of key project outputs, such as business cases, project plans, scope statements, and other plans and schedules. Project management industry practice standards and frameworks are used to illustrate how project success criteria is aligned to the principles of time, resource, quality and cost measurement according to the project domain. The unit uses industry extension standards to expand upon the foundation principles of project management and demonstrate how standard principles are adjusted when applied in different industry sectors. Note: If you have successfully completed unit PPMP20001 you cannot take this unit.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

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 - 2017

- Brisbane
- Distance
- Mackay
- Melbourne
- 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. **Presentation and Written Assessment**

Weighting: 20%

#### 2. **Portfolio**

Weighting: 30%

#### 3. **Practical Assessment**

Weighting: 25%

#### 4. **Practical Assessment**

Weighting: 25%

### 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 email

##### Feedback

First of all the bad design or planning of the course where 75% of it is due in week 12

##### Recommendation

The assignments will be moved forward a little more. Also students are informed that the dates are the latest dates for submission, rather than the date for when you do the assignment. This obviously has not been made clear.

##### Action

Students are told again, that the due dates are the 'latest date for submitting their assignment'. Students were told to do their assignments earlier.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Explain strategies for continuous professional development within an evolving project management discipline.
2. Critically analyse project management practice, frameworks and standards as might be applied to different project domains.
3. Compare and contrast how different domains of project management allocate responsibilities and the outputs that are used within stages of their life cycle.
4. Construct and justify a project management methodology that meets the institutional need of a supplied case study.
5. Formulate and propose the means of achieving continuous improvement with the methodology.

This unit will satisfy one of the requirements for Australia Computer Society (ACS) accreditation in the postgraduate ICT course s.

The unit also 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



## Textbooks and Resources

### Textbooks

PPMP20009

#### Prescribed

##### **Project Management: A Systems Approach to Planning, Scheduling, and Controlling**

Edition: 11th (2013)

Authors: Kerzner H

John Wiley

Hoboken , New Jersey , USA

Binding: Hardcover

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#### Supplementary

##### **A Guide to The Project Management Body of Knowledge (PMBOK Guide)**

Edition: 5th (2013)

Authors: PMI

PMI

Newtown Square , USA

ISBN: 978-1-935589-67-9

Binding: Paperback

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#### Supplementary

##### **Directing Successful Projects with PRINCE2**

Edition: 2009 (2009)

Authors: OGC/AXELOS

TSO (The Stationery Office)

Norwich , UK

ISBN: 9780113310609

Binding: Hardcover

#### Additional Textbook Information

1. An eBook version of *A Guide to The Project Management Body of Knowledge (PMBOK® Guide)* is available through CQU Library. Please follow the instructions posted on the Moodle web site to set up an account and download the eBook via [CQUniversity Library](#).
2. An eBook version of *Directing Successful Projects with PRINCE2* is available through the TSO Shop UK. Please follow the link <http://www.tsoshop.co.uk/bookstore.asp?FO=1162740#GEMS6473576> to purchase a copy. However, if paper copies are preferred, limited copies will be available at the CQUni Bookshop [here](#).

[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

**Bernard Wong** Unit Coordinator  
[b.wong@cqu.edu.au](mailto:b.wong@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Why project management?	Kerzner Chapter 1 Additional readings will be made available on the unit web site	Start of unit induction. Lecture 1.

### Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project management history.	Kerzner Chapter 2, & 21 Additional readings will be made available on the unit web site	Tutorial 1. Lecture 2. Portfolio 1 for Week 1 Due Friday (22 July 16) 05:00 PM AEST.

### Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project management professionalism.	Kerzner Chapters 4 & 8 Additional readings will be made available on the unit web site	Tutorial 2. Lecture 3. Portfolio 2 for Week 2 Due Friday (29 July 16) 05:00 PM AEST.

### Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Legislation, standards, frameworks, guidelines, methodologies.	Kerzner Chapter 9, 11.34 Implementing Organizational PM Preface & Chapter 1	Tutorial 3. Lecture 4. Portfolio 3 for Week 3 Due Friday (5 August 16) 05:00 PM AEST.

### Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project management domains.	Kerzner Chapters 1.14-1.16, & 3 Implementing Organizational PM Chapter 2	Tutorial 4. Lecture 5. Portfolio 4 for Week 4 Due Friday (12 August 16) 05:00 PM AEST

### Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Responsibilities and governance.	Kerzner Chapters 1.8-1.10, & 10, 11.35 Implementing Organizational PM Chapter 3 Managing Change Preface, Chapters 1, 2 & 3	Tutorial 5. Lecture 6. Portfolio 5 for Week 5 Due Friday (26 August 16) 05:00 PM AEST

### Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Life cycles and methodologies.	Kerzner Chapter 11.0-11.8 Implementing Organizational PM Chapter 4	Tutorial 6. Lecture 7. Portfolio 6 for Week 6 Due Friday (2 September 16) 05:00 PM AEST

Week 8 - 01 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Outputs vs., outcomes.	Kerzner Chapters 11.9-11.14, 11.22-11.29 Implementing Organizational PM Chapter 5 Implementing Organizational PM Chapter 5	Tutorial 7. Lecture 8. Portfolio 7 for Week 7 Due Friday (9 September 16) 05:00 PM AEST
Week 9 - 08 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Continuous improvement.	Kerzner Chapters 20.0-20.8, & 21.0-21.4 Implementing Organizational PM Appendices X2 & X3 Implementing Organizational PM Chapter 6	Tutorial 8. Lecture 9. Portfolio 8 for Week 8 Due Friday (16 September 16) 05:00 PM AEST  <b>Methodology (Group Assignment)</b> Due: Week 9 Friday (12 May 2017) 11:45 pm AEST
Week 10 - 15 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Managing change.	Kerzner Chapters 21.5-21.8, & 22	Tutorial 9. Lecture 10. Portfolio 9 for Week 9 Due Friday (22 May 15) 05:00 PM AEST
Week 11 - 22 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Complexity.	Kerzner Chapter 25	Tutorial 10. Lecture 11. Portfolio 10 for Week 10 Due Friday (23 September 16) 05:00 PM AEST
Week 12 - 29 May 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Summary.	Additional readings will be made available on the unit web site	<b>Presentation with accompanying script (Group Assignment)</b> Due: Week 12 Friday (2 June 2017) 11:45 pm AEST <b>Continuous improvement (Individual Assignment)</b> Due: Week 12 Friday (2 June 2017) 11:45 pm AEST
Review/Exam Week - 05 Jun 2017		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 12 Jun 2017		
Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Presentation with accompanying script (Group Assignment)

#### Assessment Type

Presentation and Written Assessment

#### Task Description

#### Assignment Overview

This assessment item requires you to work in a group of 2 or 3 and to consider:-

- strategies for continuous professional development,
- evolution of project management,
- project management practice, frameworks and standards,
- allocation of responsibilities within the project management life cycle, and
- outputs within the life cycle

...you must then undertake a presentation and submit a written script that explains and justifies project management methodologies for the following range of project domains:-

- Engineering and construction domain,
- IT Telecom Software domain,
- Financial and business services domain,
- Welfare domain.

You must submit a Microsoft PowerPoint presentation and then make a presentation to your peers that discusses and explains your insights to the above (flex student will answer questions over the telephone).

You must also submit a written set of presentation notes or script that matches your presentation. The notes can be either part of your PowerPoint presentation or written and submitted separately in Microsoft Word.

You are encouraged to use assignment output and ideas that you may have developed from previous units as supporting evidence for your presentation.

### **Task**

Your task is to consider the three learning outcomes listed below in the context of this unit. You must then make a presentation of 15 minutes length that summarises the learning outcomes below and how they relate to the spectrum of the major project domains discussed during the unit (flex students will answer questions over the telephone). Once your 15 minute presentation has been made you must be prepared to answer questions for 10 minutes from unit participants. You will be graded based on how well you have made your presentation and described, discussed, explained and critically analysed the project management theories and principles according to these assignment instructions.

### **Purpose**

The primary purpose of this assessment item is to help you to develop and demonstrate your skills in the use of project management concepts, principles, theories and arguments about the application of organisational project management methodologies. You are particularly required to demonstrate your ability to differentiate methodological aspects as they relate to different projects and different project domains.

The secondary purpose of this assignment is to give you the opportunity to enhance your analysis, critical thinking and written communication skills; particularly in the areas of argument development and oral presentation.

### **Structure**

Your presentation should be a properly constructed academic presentation. Please contact the Academic Learning and Teaching Services for assistance if you require. It should contain an effective introduction, body, and conclusion. The introduction should introduce the presentation and include your major arguments. The body should present the evidence you have collected to support your arguments, and the conclusion should restate your arguments, summarise the evidence and make a conclusion regarding your arguments.

The presentation should contain a coherent, but necessarily restricted review of the academic literature on the project management topics in question. Your literature review should be integrated into the presentation, not a separate section. Do not include an executive summary or an abstract. A reference list formatted in the prescribed Harvard style is compulsory. Do not include a bibliography.

This assessment item involves researching your assigned topic to enhance your understanding of project management concepts and utilisation of academic literature. Whilst you should use the recommended textbooks you may also refer to relevant peer reviewed, academic journal articles.

You will be expected to present information and evidence from, and cite, at least twenty (20) times from the peer reviewed material used in the unit. You are also encouraged to cite other material that is peer reviewed.

### **Assessment Due Date**

Week 12 Friday (2 June 2017) 11:45 pm AEST

Presentation will be arranged during the unit in Weeks 11 and 12

### **Return Date to Students**

Exam Week Friday (16 June 2017)

### **Weighting**

20%

### **Assessment Criteria**

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

1. Critical analysis of strategies for continuous professional development? (5%)
2. Critical analysis of the evolution of project management? (5%)
3. Critical analysis of the project management practice, frameworks and standards as reflected in different project



- domains? (15%)
4. Critical analysis of the allocation of responsibilities within the project management life cycle as reflected in different project domains? (15%)
  5. Critical analysis of the project management outputs within the life cycle as reflected in different project domains? (15%)
  6. A demonstration of a thorough knowledge and application of relevant project management principles, concepts, methods and theories as reflected in different project domains? (15%)
  7. Appropriate and well structured, concise and clear expression of project management arguments in response to the assessment task? (5%)
  8. A clear flow of thought throughout the presentation with a clear purpose described in the introduction and a comprehensive conclusion? (5%)
  9. A critical review and integration of relevant academic and professional literature (cited at least twenty (20) times)? (5%)
  10. Clarity of expression, grammar and spelling? (5%)
  11. Strict conformity to CQUniversity Australia Harvard Referencing Guide? (5%)
  12. Appropriate presentation format and presented within slide and note/script limit: 10 to 20 slides & notes/script? (5%)

### Referencing Style

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

### Submission

Online

### Submission Instructions

To be submitted as a PowerPoint document file and optionally a Microsoft Word document file

### Learning Outcomes Assessed

- Explain strategies for continuous professional development within an evolving project management discipline.
- Critically analyse project management practice, frameworks and standards as might be applied to different project domains.
- Compare and contrast how different domains of project management allocate responsibilities and the outputs that are used within stages of their life cycle.

### Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 2 Consolidated Portfolio (Individual Assignment)

### Assessment Type

Portfolio

### Task Description

#### Assignment Overview

In this unit you are required to complete a weekly portfolio. A portfolio provides evidence of previous and current experience and presents a dynamic record of your growth and professional learning over the duration of this unit. Your portfolio will provide an account of your learning based on your practise and your critical reflection.

#### Task

Your task is to write a weekly portfolio reflecting upon your learnings from the prior week. In your portfolio you will identify:

1. the learning outcomes and module/topic of the unit,
2. a description of your experience, including reading samples or records,
3. your learning from your experiences, and
4. any supporting documentation of prior or current learning.

### Purpose

The primary purpose of this assessment item is to help you to develop skills for undertaking research and translating, via

your technical and creative skills, underpinning concepts about project management methodologies. The secondary purpose of this assignment is to give you the opportunity to enhance your analysis, critical thinking and written communication skills; particularly in the areas of thinking about and reflecting on different project domains and project management methodologies. Developing a portfolio, as a result, makes your learning more explicit as you translate your workplace and personal experiences into documented evidence. You can then learn to critically examine the nature of your learning on this unit in relation to specific experiences in your project management practice and demonstrate that you have learned from those experiences and how you have achieved or maintained your professional competence as a result.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of rigorous structured assignment writing.

### **Structure**

You will be provided on the Moodle web site with a portfolio template. You should use this template and upload a weekly portfolio to the Moodle web site. At the end of this unit you will consolidate your portfolio into a single document and upload an overall consolidated portfolio submission.

Your portfolio should contain a coherent, but necessarily restricted review of the academic literature related to the project management topics for each week. You should also include a weekly reference list formatted in the prescribed Harvard style. You are also encouraged to include a bibliography.

This assessment item involves researching the topics to enhance your understanding of each concept through an utilisation of academic literature and secondary sources. Whilst you must use the recommended textbooks and web links, you should also refer to other sources on the Moodle web site and additional relevant peer reviewed academic journal articles of your choosing.

### **Weekly Portfolio**

Your weekly portfolio can be as long or as short as you want it to be. It is your portfolio and shows your development of understanding during the unit. Naturally, this will make the portfolio different for everyone. Each student's background, education, current and past work experiences is what makes it different. Each student's personal researches will be different.

What you need to do is to give yourself enough time to reflect and show how you have thought and come to grips with the ideas that address the learning outcomes of the unit. The amount of time you should be allocating to the unit is 12 to 16 hours per week (which includes writing the portfolio). So there should be a fair bit of time for you to make the reflections and reach a depth of insight that will make the portfolio meaningful.

With each weeks portfolio that you submit you do not include the writing that you made for a prior week. Instead you use the same portfolio template using only the section for the week you are writing about. In other words each week's portfolio is a reflection upon that week. You should however, revisit the whole of the unit learning outcomes each week. The portfolio for any previous week is a reflection of your insights and thoughts for that week. Once you upload the portfolio then leave it for that week. Over the duration of the unit you will find that there is a development and change of your ideas as you study the material. You will then have opportunity at the end of the unit to consolidate everything and show how you have gained the insights that the unit is seeking to provide. At the end of the unit you should review your weekly portfolios and consolidate them into a single submission. You should make a personal reflection in this submission. This is the assessment that gets marked.

It is to your benefit to have the personal discipline to make sure that you do not get behind. If you are allocating 12 or 16 hours per week for the unit then there is plenty of time for the portfolio. If you find that one week you slip then ok, but the unit is fundamentally planned so that you need to allocate 12 to 16 hours each week. Two hours lost in one week means that you need to do 14 to 18 hours the next!

The unit is straight forward, but there are lots of web sites to visit and material to download. The text books are only part of the story and you won't be able to do the unit with just the text books. Unfortunately, much of the material is written from a North American perspective. You will need to consider other industry sectors and also to be able to translate the learning outcomes into an Australian or other cultural perspective. Therefore, you will need to download other files and visit web sites to be able to gather the material you need in your portfolio.

There are no bonus points for getting the portfolio perfect from the first week! In fact the portfolio for the first week is much more likely to be an amateurish attempt. It is unlikely that you'll really know what you're doing in the first and second week, and if you pretended you do then it would be hard to believe you anyway! Understanding and familiarity will only develop over time. As you do the portfolios' each week and keep revisiting the learning outcomes and adding the unit material then you will gain insights required. Unless you do that on a weekly basis you won't have the appropriate perspective to make the journey and reach the destination by the end of the unit.

### **Consolidated Portfolio**

Since you'll have made your own journey studying during the unit then the material that you will want to include in this portfolio will be unique for you. Your final portfolio will explain how you have developed your understanding of the learning outcomes and the topics with each week's study.

There are a number of ways you can provide a consolidated portfolio. It is up to you to decide which way work the best for you. Your final portfolio MUST be made as a single submission. For example:-

1. You could merge all your submissions into one and provide a single big file.
2. You could alternatively zip all of the previous portfolios into one and use a single 'master' portfolio to refer back

to each week.

You must NOT use an index and numbering system to identify material from prior week's leaving each portfolio on the unit web site.

Whatever way that you do it; the final portfolio is the important one! It's important that you make it clear to the marker what your consolidated portfolio refers to otherwise you may not get the marks you expect.

An analogy for the final portfolio is that you can imagine that you are going before an examination board at the end of the unit and presenting to them a complete portfolio of your journey through the unit. You will hand each board member a package that they should then be able to read and from it appreciate everything that you have done and learned during your work life and the unit.

### **Referencing**

Ensuring you have accurate references is important and will allow the marker to easily identify where your portfolio maps to the unit or other peer reviewed material. Also you need to show how you have made critical reflection on the material and added your own unique insights.

Referencing should be made according to CQU's Harvard referencing guide. To locate the guide then Google "CQU Harvard referencing" and download the PDF file for the current year.

It is as a consequence of your references and academic proficiency with critical analysis that you will be able to gain MAXIMUM MARKS.

### **Assessment Due Date**

Portfolio's must be submitted weekly with a final consolidated portfolio submitted in the review/exam week.

### **Return Date to Students**

Feedback on each weekly portfolio will be provided in the week following submission.

### **Weighting**

30%

### **Assessment Criteria**

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

1. Evidence in regular weekly portfolios of meeting the graduate attributes? (20%)
2. Qualitative reflections of each of the unit learning outcomes? (40%)
3. Quantitative achievement of the unit topics? (20%)
4. Clarity of expression, grammar and spelling? (5%)
5. Strict conformity to CQUniversity Australia Harvard Referencing Guide (author-date)? (5%)
6. Document clarity and presentation format? (10%)

### **Referencing Style**

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

### **Submission**

Online

### **Submission Instructions**

To be submitted as weekly Microsoft WORD document files then a final consolidated Microsoft WORD or ZIP file in the review/exam week.

### **Learning Outcomes Assessed**

- Explain strategies for continuous professional development within an evolving project management discipline.
- Critically analyse project management practice, frameworks and standards as might be applied to different project domains.
- Compare and contrast how different domains of project management allocate responsibilities and the outputs that are used within stages of their life cycle.

### **Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management

## 3 Methodology (Group Assignment)

### Assessment Type

Practical Assessment

### Task Description

#### Assignment Overview

This assessment item requires you to work in a group of 2 or 3 and to consider:-

- a project management methodology

...you must then write a 2,000 word ESSAY describing and justifying a high-level project management methodology that could be applied to a project from a selected case study.

The case study will be supplied for a range of project domains:-

- Engineering and construction domain,
- IT Telecom Software domain,
- Financial and business services domain,
- Welfare domain.

You are encouraged to use assignment outputs that you may have developed from previous assignments and units, as examples in the appendix of your essay.

### Task

Your task is to consider the domains above and write an ESSAY illustrating and explaining a methodology for the project from one case study.

Your methodology must explain and justify itself within the context of the case study using the unit and peer reviewed material. You are encouraged to review Kerzner Chapter 21 and chapter 5 of the PMI Implementing Organizational Project Management document for an indication of the context and content of your methodology.

You will be graded upon how complete your methodology is. The justifications that you provide and how well you argue that it reflects the requirements of the organisation in the case study that you select.

### Purpose

The primary purpose of this assessment item is to help you to develop skills in the contents and compilation of a methodology.

The secondary purpose of this assignment is to give you the opportunity to consider the role of a methodology within the strategic project management plans of a selected organisation.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing.

### Essay Structure

Your submission should be made using Microsoft Office documents and the essay submitted as a separate 2,000 word Microsoft WORD document.

You should describe all of the required parts of your methodology in as complete manner as you deem appropriate. A range of sample methodologies will be identified for you to study during the unit. If you wish to include examples of any parts you may do so in an appendix. You must not include pictures or diagrams in the body of the essay. You must provide an ILLUSTRATION OR DRAWING OF YOUR METHODOLOGY in the appendix of your essay.

Your essay should be a properly constructed academic essay. It should contain an effective introduction, body and conclusion. The introduction should introduce the essay and include your argument. The body should present the evidence you have collected to support your argument, and the conclusion should restate your argument, summarise the evidence and make a conclusion regarding your argument. The essay should contain a coherent, but necessarily restricted review of the academic literature on the project management topics in question. The literature review should be integrated into the essay, not a separate section. Do not include an executive summary or an abstract. A reference list formatted in the prescribed Harvard style is compulsory. Do not include a bibliography.

This assessment item involves researching your assigned topic to enhance your understanding of project management concepts and utilisation of academic literature. Whilst you use the recommended textbooks you may also refer to relevant peer reviewed, academic journal articles. You will be expected to present information and evidence from, and cite, at least (the minimum requirement is from the unit resources but you twenty (20) times can use other PEER REVIEWED sources in addition).

### Assessment Due Date

Week 9 Friday (12 May 2017) 11:45 pm AEST

### Return Date to Students

Week 12 Friday (2 June 2017)

### Weighting

25%

## Assessment Criteria

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

- A pictorial illustration of the methodology is supplied? (10%)
- A high-level textural overview of the methodology is provided? (20%)
- Examples of procedural documentation are explained and aligned with the illustration and high-level text? (10%)
- An implementation plan has been explained that is an accurate reflection of the case study? (10%)
- The methodology reflects one of the following four criteria:-
  1. The methodology meets all of the basic learning requirements of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates sufficient quality of performance to be considered satisfactory or adequate or competent or capable in relation to the learning outcomes of the assignment. (10%)
  2. The methodology reflects an ability to use and apply fundamental concepts and skills of the unit, going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of analytical skills, and some originality or insight. (20%)
  3. The methodology demonstrates awareness and understanding of deeper and less obvious aspects of the unit, such as ability to identify and debate critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas to new situations, and ability to invent and evaluate new ideas. (30%)
  4. The methodology has been presented with imagination, originality or flair, based on proficiency in all the learning outcomes of the unit; work is interesting or surprisingly exciting, challenging, well read or scholarly. (40%)
- Clarity of expression, grammar and spelling? (10%)

## Referencing Style

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

## Submission

Online

## Submission Instructions

The essay must be submitted as a Microsoft Word document file.

## Learning Outcomes Assessed

- Construct and justify a project management methodology that meets the institutional need of a supplied case study.

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 4 Continuous improvement (Individual Assignment)

### Assessment Type

Practical Assessment

### Task Description

#### Assignment Overview

This individual assessment item requires you to consider:-

- continuous improvement

...you must then write a 2,000 word ESSAY describing and justifying a high-level approach to continuous improvement plan for an organisation from a selected case study.

The case study will be supplied for a range of project domains:-

- Engineering and construction domain,
- IT Telecom Software domain,
- Financial and business services domain,
- Welfare domain.

You are encouraged to use assignment outputs that you may have developed from previous assignments and units, as

examples in the appendix of your essay.

### **Task**

Your task is to consider the domains above and write an ESSAY illustrating and explaining continuous improvement plan for one case study.

Your plan must explain and justify itself within the context of the case study using the unit and peer reviewed material. You are encouraged to review Kerzner Chapter 21 and the PMI Managing Change in Organizations for an indication of the context and content of your plan.

You will be graded upon how well your continuous improvement plan has been completed and how well you argue that it reflects the requirements of the organisation in the case study that you select.

### **Purpose**

The primary purpose of this assessment item is to help you to develop skills in the contents and compilation of a continuous improvement plan for a project management methodology.

The secondary purpose of this assignment is to give you the opportunity to consider the role of a continuous improvement plan within the strategic project management plans of a selected organisation.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing.

### **Structure**

Your submission should be made using Microsoft Office documents and the essay submitted as a separate 2,000 word Microsoft WORD document.

You should describe all of the required parts of your continuous improvement plan in as complete manner as you deem appropriate. A range of sample continuous improvement plan will be identified for you to study during the unit. If you wish to include examples of any parts you may do so in an appendix. You must not include pictures or diagrams in the body of the essay. You must provide an ILLUSTRATION OR DRAWING OF YOUR CONTINUOUS IMPROVEMENT PLAN in the appendix of your essay.

Your essay should be a properly constructed academic essay. It should contain an effective introduction, body and conclusion. The introduction should introduce the essay and include your argument. The body should present the evidence you have collected to support your argument, and the conclusion should restate your argument, summarise the evidence and make a conclusion regarding your argument. The essay should contain a coherent, but necessarily restricted review of the academic literature on the project management topics in question. The literature review should be integrated into the essay, not a separate section. Do not include an executive summary or an abstract. A reference list formatted in the prescribed Harvard style is compulsory. Do not include a bibliography.

This assessment item involves researching your assigned topic to enhance your understanding of project management concepts and utilisation of academic literature. Whilst you use the recommended textbooks you may also refer to relevant peer reviewed, academic journal articles. You will be expected to present information and evidence from, and cite, at least twenty (20) times the unit resources but you can use other PEER REVIEWED sources where you can argue that they add greater relevance.

### **Assessment Due Date**

Week 12 Friday (2 June 2017) 11:45 pm AEST

### **Return Date to Students**

Exam Week Friday (16 June 2017)

### **Weighting**

25%

### **Assessment Criteria**

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

- A pictorial illustration of the continuous improvement plan is supplied? (10%)
  - A high-level textural overview of the continuous improvement plan is provided? (20%)
  - Examples of procedural documentation is provided and aligned with the illustration and high-level text? (10%)
  - An implementation plan has been developed that is an accurate reflection of the case study? (10%)
  - The continuous improvement plan reflects one of the following four criteria:-
1. The continuous improvement plan meets all of the basic learning requirements of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates sufficient quality of performance to be considered satisfactory or adequate or competent or capable in relation to the learning outcomes of the assignment. (10%)
  2. The continuous improvement plan reflects an ability to use and apply fundamental concepts and skills of the unit, going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of analytical skills, and some originality or insight. (20%)
  3. The continuous improvement plan demonstrates awareness and understanding of deeper and less obvious aspects of the unit, such as ability to identify and debate critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas to new situations, and ability to invent and evaluate new ideas. (30%)
  4. The continuous improvement plan has been presented with imagination, originality or flair, based on proficiency

in all the learning outcomes of the unit; work is interesting or surprisingly exciting, challenging, well read or scholarly. (40%)

- Clarity of expression, grammar and spelling? (10%)

### **Referencing Style**

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

### **Submission**

Online

### **Submission Instructions**

To be submitted as Microsoft Word document files.

### **Learning Outcomes Assessed**

- Formulate and propose the means of achieving continuous improvement with the methodology.

### **Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 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