



# PPMP20011 Contract and Procurement Management

## Term 1 - 2023

Profile information current as at 28/04/2024 09:19 am

All details in this unit profile for PPMP20011 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 Contract and Procurement Management unit will equip you with the knowledge, skills, and techniques required for acquiring external products, results, and services to meet the needs of the company and to achieve the project goals. It also offers you the opportunity to identify, apply, and develop different negotiation strategies as well as assessing and responding to the potential risks encountered during the procurement. You will study contract types, procurement standards, legal and ethical aspects of commercial contracts as well as project tendering and awarding. On successful completion of this unit, you will have the capacity to apply the appropriate practices for managing contracts, conflicts, delays, claim, and disputes.

### 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

Co- requisites: PPMP20007

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 - 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. **Practical Assessment**

Weighting: 40%

#### 2. **Group Work**

Weighting: 50%

#### 3. **Online Quiz(zes)**

Weighting: 10%

### 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

##### Feedback

The unit provided students with an opportunity to gain in-depth knowledge about procurement and contract management

##### Recommendation

Maintain good teaching practice and continue updating the unit material with research-informed and research-based material

#### Feedback from SUTE

##### Feedback

Peer assessment for assignment one provided an opportunity to learn from other students' work and reflect on my own knowledge and understanding of the unit material

##### Recommendation

Provide clear guidelines and examples for conducting the peer assessment by students

## Unit Learning Outcomes

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

1. Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
2. Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
3. Employ risk management planning and identification and assess the risk encountered over the procurement process
4. Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts
5. Evaluate and develop clear legal, financial and technical components of project contracts
6. Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

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.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Online Quiz(zes) - 10%		•	•	•		
2 - Practical Assessment - 40%	•	•			•	•

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
3 - Group Work - 50%	•		•	•	•	•

## Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Knowledge	○	○	○	○	○	○
2 - Communication				○	○	
3 - Cognitive, technical and creative skills	○	○	○	○		○
4 - Research		○	○		○	○
5 - Self-management				○		○
6 - Ethical and Professional Responsibility				○	○	
7 - Leadership		○		○		
8 - Aboriginal and Torres Strait Islander Cultures						

## Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Online Quiz(zes) - 10%	○		○		○	○		
2 - Practical Assessment - 40%	○	○	○	○				
3 - Group Work - 50%	○		○		○	○	○	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

No formal textbook is required for this unit.

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- CQUniversity Library Resources
- Students are requested to join the Project Management Institute (PMI) and be a member of the PMI to download the materials.
- E-reading List
- Online databases e.g. Emerald and ScienceDirect) for journal articles

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Saiful Islam** Unit Coordinator  
[m.islam3@cqu.edu.au](mailto:m.islam3@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Introduction to Procurement</b>	<b>Topics:</b> <ul style="list-style-type: none"><li>• Introduction to procurement</li><li>• Value for money (VFM)</li><li>• Procurement management plan</li><li>• Procurement strategies</li></ul>	Tutorial 1: <ul style="list-style-type: none"><li>• Overview of the unit</li><li>• Introduction to the procurement plan</li></ul>

### Week 2 - 13 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Procurement Routes - I</b>	<b>Topics:</b> <ul style="list-style-type: none"><li>• Introduction to procurement routes</li><li>• Selection criteria for procurement routes</li><li>• Design-Bid-Build (DBB) route</li><li>• Design-Build (Integrated) route</li><li>• Management (Packaged) route</li><li>• Comparison of procurement routes</li><li>• Client types</li></ul>	Tutorial 2: <ul style="list-style-type: none"><li>• Case studies and exercises</li><li>• Illustrative material and videos</li><li>• Release and discuss Assessment 1 - Part A (30%)</li></ul>

### Week 3 - 20 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
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<b>Procurement Routes - II</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Collaborative procurement routes</li> <li>• Multi Prime Contracting</li> <li>• Design Sequencing</li> <li>• Public-Private Partnerships</li> <li>• Alliancing</li> <li>• Joint Ventures</li> </ul>	Tutorial 3: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material</li> </ul>
<b>Week 4 - 27 Mar 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Contracts and Contracting Principles</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Introduction to contracts and contract law</li> <li>• Contracting strategies</li> <li>• Fixed-price contracts</li> <li>• Cost reimbursable contracts</li> <li>• Change orders in contracts</li> <li>• Client-contractor relationships</li> <li>• Risks in contracting</li> </ul>	Tutorial 4: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> <li>• Discuss Assessment 1 - Part B: (10%)</li> <li>• Form Assessment 2 groups</li> </ul>
<b>Week 5 - 03 Apr 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Cost Estimation and Budgeting</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Project cost estimation</li> <li>• Cost estimation methods</li> <li>• Factors affecting the cost estimates</li> <li>• Project budgeting</li> <li>• Elements of project budget</li> <li>• Developing and establishing project budget</li> <li>• Evaluating project budget</li> </ul>	Tutorial 5: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Release and discuss Assessment 2 (50%)</li> <li>• Finalise Assessment 2 groups</li> </ul>
<b>Vacation Week - 10 Apr 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Christmas break</b>		
<b>Week 6 - 17 Apr 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Change Orders, Claims, Disputes and Resolutions</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Change orders (variations)</li> <li>• Development of change orders</li> <li>• Sources of claims</li> <li>• Development of claims</li> <li>• Minimising claims</li> <li>• Causes of disputes</li> <li>• Dispute resolution methods</li> </ul>	Tutorial 6: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> </ul>
<b>Week 7 - 24 Apr 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Risks in Procurement</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Main risks in procurement</li> <li>• Managing procurement risks</li> <li>• Risk management plan</li> <li>• Identifying procurement risks</li> <li>• Assessing and analysing procurement risks</li> <li>• Controlling and mitigating procurement risks</li> </ul>	Tutorial 7: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> <li>• <b>Assessment 1 Part A (30%) - Due Week 7 Monday</b></li> </ul> <b>Assessment 1 (40%): Practical Assessment (Individual + Peer Assessment)</b> Due: Week 7 Monday (24 Apr 2023) 11:59 pm AEST
<b>Week 8 - 01 May 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>

<b>Negotiations in Procurement</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Introduction and principles of negotiation</li> <li>• Process and structure of negotiation</li> <li>• Effective negotiation (BATNA and ZOPA)</li> <li>• Negotiation strategies</li> <li>• Conflict resolution through negotiation</li> <li>• Negotiating with powerful suppliers</li> </ul>	Tutorial 8: <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> <li>• Assessment 2 discussion</li> <li>• <b>Assessment 1 Part B (10%) - Due Week 8 Friday</b></li> </ul>
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#### Week 9 - 08 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Tendering, Bidding and Contract Awarding</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Introduction to tendering</li> <li>• Tendering and bidding process</li> <li>• Invitation for tenders</li> <li>• Submission and opening of bids</li> <li>• Technical and financial evaluation of bids</li> <li>• Assessment of best-combined offer</li> <li>• Contract awarding</li> </ul>	Tutorial 9 <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> <li>• Assessment 2 discussion</li> </ul>

#### Week 10 - 15 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Outsourcing</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Introduction to outsourcing</li> <li>• Benefits of outsourcing</li> <li>• Problems with outsourcing</li> <li>• Types of outsourcing</li> <li>• Supply matrix and strategies</li> <li>• Risks in outsourcing</li> <li>• Ethics in outsourcing</li> </ul>	Tutorial 10 <ul style="list-style-type: none"> <li>• Case studies and exercises</li> <li>• Illustrative material and videos</li> <li>• Assessment 2 - Q&amp;A</li> </ul>

#### Week 11 - 22 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Ethics in Procurement</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Ethics in procurement</li> <li>• Ethical principles in procurement</li> <li>• Types of unethical behaviours</li> <li>• Ethical issues during procurement stages</li> <li>• Ethical issues in contract management</li> <li>• Spiral of ethical risks</li> <li>• Detection and prevention of unethical practices</li> </ul>	Tutorial 11 Assessment 2 Part B- Presentations start. This tutorial session will be dedicated to the presentation (Assessment 2 Part B). Students will <b>submit their PowerPoint</b> slides via Assessment 2 Part B Moodle on <b>Monday, Week 11</b> . The presentation will be given in their respective tutorial sessions based on the agreed schedule.

#### Week 12 - 29 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Emerging Trends in Procurement: Sustainable Procurement</b>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Introduction to sustainable procurement</li> <li>• Principles of procuring sustainability</li> <li>• Concepts in sustainable development</li> <li>• Benefits of sustainable procurement</li> <li>• Policy context of Australian Government</li> </ul>	Tutorial 12 Assessment 2 Part B- Presentations <b>The rest of the presentations</b> will be given in their respective tutorial sessions based on the agreed schedule. <b>Assessment 2 Part A- Written report submission due on Friday, Week 12.</b>  <b>Assessment 2 (50%): Critical Analysis Report (Group Work) + Presentation (Individual) Due:</b> Week 12 Friday (2 June 2023) 11:59 pm AEST

**Review/Exam Week - 05 Jun 2023**

Module/Topic	Chapter	Events and Submissions/Topic
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**Exam Week - 12 Jun 2023**

Module/Topic	Chapter	Events and Submissions/Topic
Final Exam		<b>Assessment 3 (10%): Online Quiz</b> Due: Exam Week Monday (12 June 2023) 11:45 pm AEST

## Assessment Tasks

### 1 Assessment 1 (40%): Practical Assessment (Individual + Peer Assessment)

**Assessment Type**

Practical Assessment

**Task Description**

This is an individual assignment comprising two parts:

- **Part A (30%):** You are required to submit a written report responding to the specific tasks; and
- **Part B (10%):** Represents a “peer assessment” report evaluating your peers' submission. Marks will be awarded based on the quality of your evaluation.

The assessment contains descriptions and the scope of work for a multi-component real-world case study. The case study and assessment requirements will be provided on the unit Moodle website.

**Part A: You are required to submit a written report considering the followings:**

- Analyse the case study and propose the most suitable procurement route(s) for the case study (sub-projects).
- The characteristics of the client, constraints, conditions and available resources for each sub-project should be provided.
- Justify the proposed procurement route(s) for each sub-project and explain why each route is the most suitable to make the project successful.
- Propose and justify an appropriate contract type for each sub-project.
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost, and resources to the project framework.
- Your report should include a thorough analysis along with discussion and supporting evidence.
- Clarity of expression, language, format, presentation, in-text citations, and references.

**Part B: The peer assessment aims to enhance your understanding and allows you to learn from this assessment by exchanging knowledge with your peers considering the followings:**

- You are required to evaluate one submission by your peers which will be randomly and anonymously assigned to you.
- You will be asked to submit your evaluation report along with your constructive feedback and comments.
- You will evaluate the submission based on the assessment criteria and using the marking tool provided.
- Your evaluation will be checked and moderated to ensure the quality of the feedback and the peer assessment.
- Failing to submit the evaluation report will lead to zero (0) marks for this part.

**Assessment Due Date**

Week 7 Monday (24 Apr 2023) 11:59 pm AEST

Assessment 1: Part A (Individual Written Report) Due: Monday Week 7 and Part B (Individual Peer Assessment Report) Due: Friday Week 8

**Return Date to Students**

Assessment marks will be released by the end of week 9

## Weighting

40%

### Assessment Criteria

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

#### Assessment criteria - Part A - Written Report

Marking criteria	Weight
1. Introduction: Defined the aims of the report and identified the project objectives and explained how the recommendations ensure Value for Money.	5
2. Procurement strategy: Appropriate mapping of the factors and characteristics of the project with the factors to be considered for the best procurement strategy.	10
3. Procurement routes: Proposed procurement route for each sub-project is appropriate, and the explanations are suitable to make the project successful.	25
4. Contract types: Proposed contract type for each sub-project is appropriate, and the explanation is suitable to make the project successful.	25
5. Contract type justification: Conditions impacting the selection of the proposed contract types for each sub-project are appropriately justified for both the owner and the contractor.	10
6. Budget: Appropriate budgetary estimate for any one of the sub-projects by listing main expense heads including assumptions.	10
7. Conclusion: Appropriate summary of the report and main findings.	5
8. Clarity of expression, language, format, presentation, in-text citations, and references.	10
<b>Total marks (Scaled to 30%)</b>	<b>100</b>

#### Assessment criteria - Part B - Peer Assessment (Evaluation)

Marking criteria	Weight
Discussion about recommended procurement strategy for each sub-project	10
Selection of the most suitable procurement route for each sub-project and provide thorough discussion based on the conditions provided in the case study.	20
Selection of the most suitable contract type for each sub-project and provide thorough discussion based on the conditions provided in the case study.	20
Discussions around appropriate budget estimates	20
Discussions around the likes (and dislikes) of the report	15
Discussions around areas of improvement for the report	15
<b>Total marks (Scaled to 10%)</b>	<b>100</b>

## Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

## Submission

Online

## Learning Outcomes Assessed

- Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
- Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
- Evaluate and develop clear legal, financial and technical components of project contracts
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

## Graduate Attributes

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

## 2 Assessment 2 (50%): Critical Analysis Report (Group Work) + Presentation (Individual)

### Assessment Type

Group Work

### Task Description

This is a group assignment comprising two parts:

- **Part A (35%):** You are required to submit a critical analysis report responding to the specific tasks about a real-life case study.
- **Part B (15%):** You are also required to give an individual presentation on your critical analysis report.

Groups will be randomly formed by the unit coordinator and each group will contain 3-4 members. A randomly formed group is part of this assessment to work in a new team and develop interpersonal and communication skills. The assessment will contain a real-life case study (project) along with the description and scope of the work involved. The assessment specifications and information about the case study will be provided on the unit Moodle website.

### Part A (35%): Critical Analysis Report (Group Submission):

You need to investigate and critically analyse a real-life case study by applying the knowledge gained throughout the term. The layout of the critical analysis report will be provided as part of assessment documents. The tasks each group will undertake are:

- Understanding and analysis of the case study and applying the concepts of contract and procurement strategies.
- Mapping the factors and characteristics of the case study with the factors to be considered for the best procurement strategy.
- Analysis and evaluation of the procurement routes which include a detailed description of why specific routes were selected.
- Analysis and evaluation of the contract types which include a detailed description of why specific contract types were selected.
- Identification, analysis, assessment, and mitigation of the risks associated with the case study.
- Analysis of the tendering process, the pricing, and the negotiation approaches used.
- Evaluation of legal, financial, and technical components of project contracts.
- Understanding of the application of ethics in procurement relevant to the case study.
- Clarity of expression, language, format, presentation, in-text citations, and references.

Important notes:

- The report should contain around 4000 words +/- 5% (excluding title page and references).
- Marks will be deducted for the reports exceeding the word limit by more than 5%.
- You need to discuss your progress every week with your tutor.
- Only one member of the group will submit the critical analysis report.
- Group members will be awarded the same marks for the critical analysis report.

### Part B (15%): Presentation (Individual)

Once your critical analysis report is near completion, as a team, you will need to prepare a presentation on key aspects of your critical analysis report. The presentation will give each individual team member a chance to reflect on his/her acquired knowledge and experiences throughout the teamwork and studying the unit while practicing your good presentation and communication skills. All team members **must attend** and present **an equal portion** of work.

- Presentations will be held during the Week 12 tutorial.
- The presentation should cover all aspects of the report in no more than 15 slides.
- Too early and late finishes of the presentation result in reduced marks.
- Presentations will be graded based on individual performance during the presentation.
- The duration of the presentation must be between 14-16 minutes followed by 5 minutes of questions and answers.
- If a student is absent at the presentation, he/she will be marked zero (0/15) for the presentation although he/she has submitted the PowerPoint slides.

**Assessment Due Date**

Week 12 Friday (2 June 2023) 11:59 pm AEST

Assessment 2 Part A (written report) will be due on Friday, Week 12. Assessment 2 Part B (Presentation) will be started from Week 11 tutorial sessions.

**Return Date to Students**

Assignment marks will be released on the day of confirmation of grades

**Weighting**

50%

**Assessment Criteria**

The report will be assessed based on the quality of the work presented, the details, and the coherent analysis with the proper justifications of the proposed procurement routes, contract types, and the associated risks. Your submission should extend beyond the unit material and you are Requested to use available online resources and any additional relevant information. The report will be assessed according to the following criteria:

**Part A (35%): Critical Analysis Report**

Marking criteria	Weight
Appropriate analysis of the case study while applying the concepts of contract and procurement strategies	10
Appropriate analysis and selection of procurement route and contract type	25
Critical analysis of the project risks and reasons for poor management of them	15
Critical analysis of the disputes and negotiation strategies associated with the project	15
Provision of appropriate recommendations for procurement contract and negotiation of project termination.	20
Conclusion and summary of the report	5
Clarity of expression, language, format, presentation, in-text citations, and references.	10
<b>Total marks (Scaled to 35%)</b>	<b>100</b>

**Part B (15%): Oral presentation (Individual)**

Marking criteria	Weight
Preparation and consistency of presentation slides (quality, flow, readability, use of bullet points, graphics, in-text citations, and a reference list)	20
Understanding and relevance of the presentation content	40
Response to questions during Q/A	20
Presentation manners (professionalism, pace, eye contact, etc.)	10
Presentation timing including Q/A	10
<b>Total marks (Scaled to 15%)</b>	<b>100</b>

**Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

**Submission**

Online Group

**Submission Instructions**

Only one member from a group should upload the submission files but all group members must give presentation.

**Learning Outcomes Assessed**

- Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
- Employ risk management planning and identification and assess the risk encountered over the procurement

process

- Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts
- Evaluate and develop clear legal, financial and technical components of project contracts
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

#### **Graduate Attributes**

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

### **3 Assessment 3 (10%): Online Quiz**

#### **Assessment Type**

Online Quiz(es)

#### **Task Description**

The primary purpose of this assessment item is to help you identify the risks and commercial negotiation strategies associated with contract and procurement management. The secondary purpose of this assessment is to give you the opportunity to enhance your analysis and critical thinking skills.

- The quiz will be held during exam week.
- The quiz will remain open for one full day (24 hours).
- You can attempt the quiz at any location provided you have uninterrupted access to Moodle.
- Make sure to use a reliable internet connection during your quiz attempt.
- You will have thirty (30) minutes to complete the quiz.
- Only **ONE (1)** attempt is allowed.

#### **Number of Quizzes**

1

#### **Frequency of Quizzes**

#### **Assessment Due Date**

Exam Week Monday (12 June 2023) 11:45 pm AEST

The quiz must be completed within its allocated time frame

#### **Return Date to Students**

Marks will be released after online quiz has been closed.

#### **Weighting**

10%

#### **Assessment Criteria**

- The online quiz will consist of multiple-choice questions which will be randomly selected from a pool of questions from the related topics.
- The online quiz will cover the content from the lectures, tutorials, and recommended reading material.
- The online quiz will be marked by the Moodle computer program upon submission.

#### **Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

#### **Submission**

Online

#### **Submission Instructions**

Online Submission

#### **Learning Outcomes Assessed**

- Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
- Employ risk management planning and identification and assess the risk encountered over the procurement process

- Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts

#### **Graduate Attributes**

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

## 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