



# PPMP20012 Program and Portfolio Management Information Systems

## Term 1 - 2019

Profile information current as at 29/04/2024 06:46 am

All details in this unit profile for PPMP20012 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 unit introduces you to systems thinking, systems engineering and systems management principles, concepts, tools and techniques for project, program and portfolio managers (PPPM). Systems thinking offers you a powerful perspective to help design clever and enduring solutions. In your study, you will learn how to effectively apply systems engineering and systems management to organise complex projects. You will also identify the implementation of systems to create outputs and manage information flows. You will study contemporary developments in PPPM using international software, standards and knowledge bases as well as modelling and simulation techniques. As a consequence of managing PPPM information, you will be able to support effective knowledge management and decision making in an organisation.

### 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

Pre-Requisite Units: PPMP20007 & PPMP20009

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 - 2019

- Brisbane
- Melbourne
- Online
- Perth
- Sydney

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Portfolio**

Weighting: 35%

#### 2. **Written Assessment**

Weighting: 30%

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

Weighting: 10%

#### 4. **Online Test**

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 Discipline review group

##### Feedback

Learning outcomes (LO's) are too many and too varied.

##### Recommendation

Revise LO's so that they are fewer and more explicit.

## Unit Learning Outcomes

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

1. Apply fundamental principles of system thinking to project, program and portfolio management
2. Demonstrate the use of system thinking tools and techniques to solve complex problems
3. Discuss contemporary developments and the importance of project, program and portfolio application systems
4. Explain the importance for project management application systems to enable knowledge management and decision making
5. Evaluate the importance of project management application systems to monitor performance and manage change across projects, programs and portfolios.

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



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Portfolio - 35%	•		•		
2 - Written Assessment - 30%		•		•	
3 - Online Quiz(zes) - 10%	•	•			
4 - Online Test - 25%			•		•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge	○		○	○	○

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - Portfolio - 35%	○	○	○	○	○	○	○	
2 - Written Assessment - 30%	○	○	○	○				
3 - Online Quiz(zes) - 10%	○		○					
4 - Online Test - 25%	○		○			○	○	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

This unit uses online material, such as the SEBoK (<https://www.sebokwiki.org/>), and other material from online journals and case study web sites.

### 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: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Richard Egelstaff** Unit Coordinator  
[r.egelstaff@cqu.edu.au](mailto:r.egelstaff@cqu.edu.au)

## Schedule

### Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Explain the relevance of systems thinking to PM.	<p>Readings:</p> <ul style="list-style-type: none"><li>SEBoK (<a href="https://www.sebokwiki.org">https://www.sebokwiki.org</a>)</li><li>AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites:</li></ul> <ul style="list-style-type: none"><li>Please download the Full Final Report from the National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling</li><li>You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li></ul>	Unit Introduction Lecture 1 Tutorial 1 Review Portfolio Assessment

### Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Identify different systems thinking tools and techniques to aid project managers solve project problems.	<p>Readings:</p> <ul style="list-style-type: none"><li>SEBoK</li><li>AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites:</li></ul> <ul style="list-style-type: none"><li>Please download Chapter 5: Overarching Failures of Management of the Chief Counsel's report from the National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling;</li><li>You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li></ul>	Lecture 2 Tutorial 2 Write and submit Portfolio for Week 1

### Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Assess the relevance of systems engineering to project cases.	<p>Readings:</p> <ul style="list-style-type: none"><li>SEBoK</li><li>AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites:</li></ul> <ul style="list-style-type: none"><li>You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li></ul>	Lecture 3 Tutorial 3 Write and submit Portfolio for Week 2

### Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Describe how systems engineering concepts and methodologies can help a project manager organise a project.	<p>Readings:</p> <ul style="list-style-type: none"> <li>• SEBoK</li> <li>• AS/NZS 15288 Systems engineering – Systems life cycle processes;</li> </ul> <p>Optional Readings, Case Study, and Web Sites:</p> <ul style="list-style-type: none"> <li>• You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li> </ul>	Lecture 4 Tutorial 4 Write and submit Portfolio for Week 3
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### Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Explain the importance of appropriate selection of Project Management (PM) application systems in regards to project realisation.	<p>Readings:</p> <ul style="list-style-type: none"> <li>• SEBoK</li> <li>• AS/NZS 15288 Systems engineering – Systems life cycle processes;</li> </ul> <p>Optional Readings, Case Study, and Web Sites:</p> <ul style="list-style-type: none"> <li>• You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li> </ul>	Lecture 5 Tutorial 5 Write and submit Portfolio for Week 4

### Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Describe how the use of PM application systems can lead to effective PM knowledge management and decision making.	<p>Readings:</p> <ul style="list-style-type: none"> <li>• SEBoK</li> <li>• AS/NZS 15288 Systems engineering – Systems life cycle processes;</li> </ul> <p>Optional Readings, Case Study, and Web Sites:</p> <ul style="list-style-type: none"> <li>• You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li> </ul>	Lecture 6 Tutorial 6 Write and submit Portfolio for Week 5  <b>Online Quiz Due:</b> Week 6 Monday (22 Apr 2019) 11:45 pm AEST

### Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Compare and contrast the advantages and disadvantages of different manual and electronic PM application systems within each PM knowledge area over the life cycle of a project.	<p>Readings:</p> <ul style="list-style-type: none"> <li>• SEBoK</li> <li>• AS/NZS 15288 Systems engineering – Systems life cycle processes;</li> </ul> <p>Optional Readings, Case Study, and Web Sites:</p> <ul style="list-style-type: none"> <li>• You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li> </ul>	Lecture 7 Tutorial 7 Write and submit Portfolio for Week 6

### Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Identify how PM application systems can assist project managers to monitor performance and manage changes within the project.	<p>Readings:</p> <ul style="list-style-type: none"> <li>• SEBoK</li> <li>• AS/NZS 15288 Systems engineering – Systems life cycle processes;</li> </ul> <p>Optional Readings, Case Study, and Web Sites:</p> <ul style="list-style-type: none"> <li>• You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.</li> </ul>	Lecture 8 Tutorial 8 Write and submit Portfolio for Week 7

**Week 9 - 13 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Propose appropriate PM application systems to support successful project execution in different industries.	Readings: • SEBoK • AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites: • You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.	Lecture 9 Tutorial 9 Write and submit Portfolio for Week 8

**Week 10 - 20 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Discuss contemporary developments in the use of PM application systems.	Readings: • SEBoK • AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites: • You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.	Lecture 10 Tutorial 10 Write and submit Portfolio for Week 9  <b>Group Essay</b> Due: Week 10 Friday (24 May 2019) 11:59 pm AEST

**Week 11 - 27 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Discuss contemporary developments in the use of PM application systems.	Readings: • SEBoK • AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites: • You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.	Lecture 11 Tutorial 11 Write and submit Portfolio for Week 10 & 11

**Week 12 - 03 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Summary and review	Readings: • SEBoK • AS/NZS 15288 Systems engineering – Systems life cycle processes; Optional Readings, Case Study, and Web Sites: • You will also be required to read some academic journal papers or texts, visit YouTube, or other web sites information.	Lecture 12 Tutorial 12 <b>Consolidated Portfolio</b> Due: Week 12 Monday (3 Jun 2019) 11:45 pm AEST

**Review/Exam Week - 10 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Online Test</b> Due: Review/Exam Week Monday (10 June 2019) 11:45 pm AEST

**Exam Week - 17 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic

## Term Specific Information

The set texts for this unit are accessed through the web and the Australian Standards. The main text is the SEBoK (Systems Engineering Body of Knowledge) [www.sebok.org](http://www.sebok.org).

## Assessment Tasks

### 1 Consolidated Portfolio

#### Assessment Type

Portfolio

#### Task Description

#### Assignment Overview

In this unit, you are required to complete weekly portfolios and a consolidated 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 practice 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: the learning outcomes and module/topic of the unit, a description of your experience including reading samples and/or records, the learning from your experiences, and 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 and portfolio management information systems. The secondary purpose of this assignment is to give you the opportunity to enhance your analysis, critical thinking and written communication skills. 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 website with a portfolio template. You should use this template and upload a weekly portfolio to the Moodle website. At the end of this term, you will consolidate your weekly portfolios into a single document and upload an overall consolidated portfolio. 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 style. You are also encouraged to include a bibliography. This assessment item involves researching the topics to enhance your understanding of each concept through a 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 website 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 hours per week, 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 week's 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 term, 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 term, 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 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 hours each week.

The unit is straight forward, but there are lots of websites to visit and material to download. The textbooks are only part of the story and you won't be able to do the unit with just the textbooks. Unfortunately, much of the material is written from a North American perspective. You will need to consider other industry sectors and 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 websites 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. 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.

Portfolio for week 1 is due in week 2, portfolio for week 2 is due in week 3 and so on. Please note that there is one template for week 10 & 11 portfolio and is due at the end of week 11.

### **Consolidated Portfolio**

You will be provided with a template for the consolidated portfolio due at the end of the term. Since you will have made your own journey studying during the term then the material that you will want to include in the consolidated portfolio will be unique for you. Your consolidated portfolio will explain how you have developed your understanding of the learning outcomes and the topics with each week's study.

- Your consolidated portfolio **MUST** be made as a single submission (one file). The weekly submissions should form an appendix to the consolidated portfolio as per the consolidated portfolio suggested layout.

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

The consolidated portfolio is the important one. It is 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 consolidated portfolio is that you can imagine that you are going before an examination board at the end of the term and presenting to them a complete portfolio of your journey throughout the term. 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. You also 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 APA referencing guide. To locate the guide then Google "CQU APA referencing" and download the PDF file for the current year.

It is because 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 at the end of week 12.

### **Return Date to Students**

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

### **Weighting**

35%

### **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 APA Referencing Guide (author-date)? (5%)
6. Document clarity and presentation format? (10%)

### **Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### **Submission**

Online

### **Submission Instructions**

To be submitted as weekly Microsoft WORD document files then a final consolidated Microsoft WORD file.

### **Learning Outcomes Assessed**

- Apply fundamental principles of system thinking to project, program and portfolio management
- Discuss contemporary developments and the importance of project, program and portfolio application systems

### **Graduate Attributes**

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

## **2 Group Essay**

### **Assessment Type**

Written Assessment

### **Task Description**

#### **Task**

Your task is to consider the contents of:-

- SEBoK
- AS/NZS 15288 Systems engineering – Systems life cycle processes
- Full Final Report from the National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling
- Chapter 5: Overarching Failures of Management of the Chief Counsel's report from the National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling
- Other material as you feel appropriate

Then you must write an essay describing how these contents address the questions they pose and that explain the relevance of systems thinking to a project and an organisation by using the theories and ideas related to common themes used during this unit, such as:-

- General systems management
- Organisational structures, forms and culture
- Engineering risk, risk management,
- Portfolio alignment
- Business value
- Portfolio management process cycle
- Organisational maturity.

You should illustrate your arguments by identifying what different systems thinking tools and techniques might aid project managers solve project problems, such as what occurred with Texas City and Deepwater Horizon.

**Purpose**

The primary purpose of this assessment item is to help you to be able to define systems thinking and classify the tools and techniques related systems thinking. 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 essay writing.

**Structure**

Your essay should be a properly constructed academic essay of 2,000 words. 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 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 APA 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 from the prescribed unit material and you also are encouraged to use other PEER REVIEWED sources. The assessment submission must be made online through the unit web site.

**Assessment Due Date**

Week 10 Friday (24 May 2019) 11:59 pm AEST

**Return Date to Students**

Week 12 Monday (3 June 2019)

**Weighting**

30%

**Assessment Criteria**

1. A description of the theories and ideas specific to general systems management, organisational structures, forms and culture, value management, engineering risk, risk management, systems engineering and an assessment of the linkages between these? (30%)
2. A demonstration of thorough knowledge and application of relevant project and portfolio management principles, concepts, methods and theories in a systems context? (20%)
3. Appropriate and well structured, concise and clear expression of systems engineering arguments in response to the assessment task? (10%)
4. A clear flow of thought throughout the paper with a clear purpose described in the introduction and a comprehensive conclusion? (10%)
5. A critical review and integration of relevant academic and professional literature (cited at least twenty (20) times from six (6) separate reference sources)? (15%)
6. Clarity of expression, grammar and spelling? (5%)
7. Strict conformity to CQUniversity Australia APA Referencing Guide? (5%)
8. Appropriate presentation format and presented within ( $\pm 10\%$ ) of the word limit: 2,000 words? (5%)

**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

**Submission**

Online Group

**Submission Instructions**

Distance Students can submit individually rather than in a group.

**Learning Outcomes Assessed**

- Demonstrate the use of system thinking tools and techniques to solve complex problems
- Explain the importance for project management application systems to enable knowledge management and decision making

**Graduate Attributes**

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

## 3 Online Quiz

### Assessment Type

Online Quiz(zes)

### Task Description

- The primary purpose of this assessment item is to help you to identify factors associated with systems thinking for project, program and portfolio management.
- The secondary purpose of this assignment is to give you the opportunity to enhance your research, analysis and critical thinking skills.
- You will be required to complete a series of multiple choice quiz questions related to the material and topics covered in the first 5 weeks of this unit.
- The quiz will be available from Monday 09:00 AM to Friday 11.45 PM in Week 6 on the Moodle website.

### Number of Quizzes

1

### Frequency of Quizzes

Other

### Assessment Due Date

Week 6 Monday (22 Apr 2019) 11:45 pm AEST

### Return Date to Students

Week 6 Monday (22 Apr 2019)

The quiz will be graded in the Moodle

### Weighting

10%

### Assessment Criteria

- There will be 10 multiple choice questions in the quiz which will be randomly selected from a pool of questions.
- You may attempt the quiz 3 times and your average score will apply.
- You have 30 minutes on each time to attempt the quiz.

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Apply fundamental principles of system thinking to project, program and portfolio management
- Demonstrate the use of system thinking tools and techniques to solve complex problems

### Graduate Attributes

- Knowledge
- Cognitive, technical and creative skills

## 4 Online Test

### Assessment Type

Online Test

### Task Description

This is an open book test.

- The test will be of 2 hours duration (120 minutes + 15 minutes perusal time).
- You will have to download the test, read the questions, make your answers, check, and finally upload your answers back into Moodle within 135 minutes.
- You should make sure you upload your test answers within time-frame otherwise a penalty of 5% will be applied for every 5 minutes of late submission.
- You should make sure that you save drafts of your test answers frequently in Moodle to ensure that you have partial answers secured in Moodle.
- The test will comprise of 10 questions. You are to submit your answers to 5 of the 10 questions using the assessment submission link located in Moodle.

- Your submission must be in a Microsoft Word document file format.

**Assessment Due Date**

Review/Exam Week Monday (10 June 2019) 11:45 pm AEST

**Return Date to Students**

Exam Week Friday (21 June 2019)

**Weighting**

25%

**Assessment Criteria**

The percentage of correct answers corresponding to:

1. A demonstration of thorough knowledge and application of relevant project and portfolio management principles, concepts, methods and theories in a systems context.
2. Appropriate and well structured, concise and clear expression of systems engineering arguments in response to the assessment questions.
3. A critical review and integration of relevant academic and professional literature.
4. Clarity of expression, grammar and spelling.
5. Strict conformity to CQUniversity Australia APA Referencing Guide.

**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

**Submission**

No submission method provided.

**Learning Outcomes Assessed**

- Discuss contemporary developments and the importance of project, program and portfolio application systems
- Evaluate the importance of project management application systems to monitor performance and manage change across projects, programs and portfolios.

**Graduate Attributes**

- Knowledge
- Cognitive, technical and creative skills
- 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