



PPMP20013 Project Management for Operators of Large Assets

Term 2 - 2019

Profile information current as at 27/04/2024 05:42 am

All details in this unit profile for PPMP20013 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

This unit will provide you with an introduction and overview of the functions and processes of project management that are used by owners and operators of large assets. Large assets may be fixed items such as mines, manufacturing and process plants, or may be linear assets such as railways, roads, power and telephone networks. These assets may be owned by governments, such as schools, universities and hospitals or they may be owned privately, such as office buildings, sugar mills and aircraft. Large assets may also be tangible such as a hospital or a mine, but they can also be less tangible, such as software or managed services. By aspiring to work for organisations with these kinds of assets, you will investigate, study and describe key project process related to the identification, justification and selection of projects for defining, designing, building and maintaining large assets. In addition, you will explore different project and program contracts for operational and non-operational work undertaken in-house and through external sub-contractors. You will learn the means by which asset rich organisations estimate, finance and budget projects, then how they manage and organise bids, project teams, safety, quality, claims and undertake governance processes throughout their projects. Your study concludes by looking at the closure or project phases of the project, hand-over and warranty arrangements.

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

Anti-Requisite PPMP20005

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 2 - 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 Moodle feedback

Feedback

Clash between assessment timing and other units causing students to have too great a workload in crucial ending weeks.

Recommendation

The timing and grading of assessments will be changed to enable better time management by students.

Unit Learning Outcomes

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

1. Identify Australian Standards recommended for projects in asset rich organisations
2. Evaluate project, programme and portfolio management practices used by asset rich organisations
3. Justify project selection and execution processes in a sample case study
4. Critically analyse cost effective project management approaches for safety, quality and change in asset rich organisations.

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
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
1 - Knowledge	○	○		

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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

PPMP20013

Prescribed

Engineering Project Management

Edition: 3 (2008)

Authors: N. J. Smith

Blackwell Publishing

Melbourne , Victoria , Australia

ISBN: 978-1-4051-6802-1

Binding: Other

[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: [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

Ronny Veljanovski Unit Coordinator
r.veljanovski@cqu.edu.au

Schedule

Week 1 - 15 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Define project management for operators of mines, plants and owners of large assets.	Mandatory Readings <ul style="list-style-type: none">• Smith (2008) Chapters 1 & 2; Tasks prior to lecture and tutorial <ul style="list-style-type: none">• Download Planning and Approving Projects (ANAO);• Download AS 4120-1994 (SAI);• Locate your company internal Project Development Manuals (if exists and available) for your own study. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Unit Introduction Review Portfolio Assessment

Week 2 - 22 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Explore and explain the project justification and contract processes.	Mandatory Readings <ul style="list-style-type: none">• Smith (2008) Chapters 3, 4 & 5; Tasks prior to lecture and tutorial <ul style="list-style-type: none">• Download Developing and Managing Contracts (ANAO);• Download HB 140-2000 (SAI). Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 1 Write Portfolio for Week 1 due Friday at 11.30 AEST.

Week 3 - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Explore and explain the financing of projects.

Mandatory Readings
 • Smith (2008) Chapters 6;
Tasks prior to lecture and tutorial
 • Download Accounting Principles: A Business Perspective Volume 2 Managerial Accounting.
Additional Readings and Activities
 You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Lecture 2
 Write Portfolio for Week 2 due Friday at 11.30 AEST.

Week 4 - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Define and apply estimating processes and concepts to the project.	Mandatory Readings • Smith (2008) Chapters 7 Additional Readings and Activities You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.	Lecture 3 Write Portfolio for Week 3 due Friday at 11.30 AEST.

Week 5 - 12 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Manage the project requirements and change processes.	Mandatory Readings • Smith (2008) Chapters 8, 9 & 10; Tasks prior to lecture and tutorial • Download Relationship Contracting (ACA) Additional Readings and Activities You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.	Lecture 4 Write Portfolio for Week 4 due Friday at 11.30 AEST.

Vacation Week - 19 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 26 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Identify and apply project contract conditions to project teams and project processes.	Mandatory Readings • Smith (2008) Chapters 11 & 12; Tasks prior to lecture and tutorial • Download AS 4915-2002 (SAI). Additional Readings and Activities You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.	Lecture 5 Write Portfolio for Week 5 due Friday at 11.30 AEST. Online Quiz Due: Week 6 Friday (30 Aug 2019) 11:45 pm AEST

Week 7 - 02 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Define and apply quality assurance and quality control.

Mandatory Readings

- Smith (2008) Chapters 4, 11 & 12;

Tasks prior to lecture and tutorial

- Download AS/NZS ISO 9004:2011 (SAI).

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Lecture 6

Write Portfolio for Week 6 due Friday at 11.30 AEST.

Week 8 - 09 Sep 2019

Module/Topic

Design and apply document management and governance processes.

Chapter

Mandatory Readings

- Smith (2008) Chapters 12, 13 & 14;

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Events and Submissions/Topic

Lecture 7

Write Portfolio for Week 7 due Friday at 11.30 AEST.

Week 9 - 16 Sep 2019

Module/Topic

Manage change, disputes, arbitration and mediation.

Chapter

Mandatory Readings

- Smith (2008) Chapters 4, 15 & 20;

Tasks prior to lecture and tutorial

- Visit The Institute of Arbitrators & Mediators Australia web site;
- Visit the DRBF Practices and Procedures web site.

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Events and Submissions/Topic

Lecture 8

Write Portfolio for Week 8 due Friday at 11.30 AEST.

Week 10 - 23 Sep 2019

Module/Topic

Critically analyse the implications and impacts of safety.

Chapter

Mandatory Readings

- Smith (2008) Chapters 3.11-3.13;

Tasks prior to lecture and tutorial

- Download AS 1470-1986 (SAI);
- Visit Safe Work Australia web site.

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Events and Submissions/Topic

Lecture 9

Write Portfolio for Week 9 due Friday at 11.30 AEST.

Week 11 - 30 Sep 2019

Module/Topic

Explore modern approaches to extended projects.

Chapter

Mandatory Readings

- Smith (2008) Chapters 16 & 17;

Tasks prior to lecture and tutorial

- Visit The Australian Constructors Association web site.

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Events and Submissions/Topic

Lecture 10

Write Portfolio for Week 10 due Friday at 11.30 AEST.

Tender Essay Due: Week 11 Friday (4 Oct 2019) 11:45 pm AEST

Week 12 - 07 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
Ensure sustainability.	Mandatory Readings <ul style="list-style-type: none">• Smith (2008) Chapters 18, 19, 20 & 21; Tasks prior to lecture and tutorial <ul style="list-style-type: none">• Visit the Department of the Environment Sustainable communities web site;• Visit the BHP Billiton Society web site. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 11 Write Portfolio for Week 11 due Friday at 11.30 AEST. Consolidated Portfolio Due: Week 12 Friday (11 Oct 2019) 11:45 pm AEST

Review/Exam Week - 14 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Online Test Due: Review/Exam Week Monday (14 Oct 2019) 1:45 pm AEST

Exam Week - 21 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Consolidated Portfolio

Assessment Type

Portfolio

Task Description

DETAILS

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

Further information is available on the Moodle site.

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;
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 discussing the value of project management for mining, plant and large asset operators and owners. 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 your personal and workplace practice. 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.

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 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 textbook you should also refer to other sources on the Moodle web site and additional relevant peer reviewed academic journal articles of your choosing.

SUBMISSION

You are encouraged to discuss your ideas with your business and student colleagues on the unit discussion forum, before submitting your portfolio.

The file submitted must be a Microsoft Word (.doc or .docx) document.

Submit a copy of your consolidated portfolio online through the unit website on Moodle.

Please be aware that the Consolidated Portfolio is an essay reflecting on your learning and experience through the term and is NOT just your weekly portfolios put together.

Assessment Due Date

Week 12 Friday (11 Oct 2019) 11:45 pm AEST

Portfolio's must be submitted weekly with a final consolidated portfolio submitted at the end of week 12

Return Date to Students

Exam Week Friday (25 Oct 2019)

Weighting

35%

Assessment Criteria

The assessment for this assignment will consist of a measurement of how comprehensively you address 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

Upload to Moodle as a single Microsoft Word document

Learning Outcomes Assessed

- Identify Australian Standards recommended for projects in asset rich organisations
- Evaluate project, programme and portfolio management practices used by asset rich organisations

Graduate Attributes

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

2 Tender Essay

Assessment Type

Written Assessment

Task Description

You should use AS 4120-1994 as the basis of developing a tender request as the principal for a project in the mining, construction or in an industry where there are large plant equipment and/or large assets being managed or maintained. The project may be one of your choosing based on your current work practice or may be one selected from a set of possible projects on the Moodle web site. You must ensure that your tender document is consistent with all of the Australian standards referred to in this unit.

Should you wish to use a tender template from the organisation you work for then you may do so. However, you must ensure that all of the ten items in the task definition below are included in your tender.

You must obtain the agreement from your lecturer and unit coordinator that the subject project scope of your tender is suitable for this unit.

TASK

Your task is to consider the contents of the unit and apply it to a tender request. Your tender must do the following:

1. Define the project in the context of mining, plant, or a large asset;
2. Explain the project justification and contract process;
3. Explain the financing of the project;
4. Identify the project conditions, project team and project processes required;
5. Provide your expected estimates to the tenderer for the project labour, plant, materials, and sub-contractors;
6. Provide your requirements for project changes;
7. Provide your requirements for quality assurance and quality control;
8. Provide your requirements for document management, reporting and governance;
9. Provide your requirements for disputes, arbitration and mediation;
10. Provide your requirements for safety.

PURPOSE

The primary purpose of this assessment item is to help you to develop skills for expressing the manner in which a principal normally engages with contractors through a tendering process. 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 tender writing.

STRUCTURE

Your tender should be as much as practically possible a properly constructed tender. However, you must also include references within your tender and a reference list formatted in the prescribed style is compulsory at the end of your tender. Do not include a bibliography.

SUBMISSION

You are strongly encouraged to discuss your ideas with your business and student colleagues on the unit discussion forum, before drawing your conclusions and submitting your assignment. However, the assessment must be your own. The file submitted must be a Microsoft Word (.doc or .docx) document.

Submit a copy of your tender online through the unit website on Moodle.

You can submit any additional documents (drawings, specifications, etc) in a Zip file. However, your tender essay **MUST** be a separate Word document so that Turnitin scoring can be completed.

ASSIGNMENT SIZE AND REFERENCING CRITERIA

There is NO word limit for this assignment as each project selected will differ and the amount of documentation in a tender can differ; however it is hoped that your assignment will be concise. You are encouraged to take advantage of referencing as a means of limiting the number of words in the assignment. When you are incorporating many of the sections from the Assessment Criteria below you can refer to the text contained in the relevant standard. For example, using the assessment criteria below you can put for 1.3.1.9 - "Closing of tenders - tender closing will conform to AS 4120-1994 section 6.4 p.9". If you have used a tender as a template that you have taken from your company then you may have different words that make it harder to align to the standards. You should then look through your tender template and whenever possible add a comment, such as - "this section is similar to AS 4120-1994 section 6.4 p.9". Ensuring you have accurate references is important and will allow the marker to easily identify where your tender maps to the unit material. As a consequence you will be able to gain the **MAXIMUM MARKS**.

Assessment Due Date

Week 11 Friday (4 Oct 2019) 11:45 pm AEST

Return Date to Students

Review/Exam Week Friday (18 Oct 2019)

Weighting

30%

Assessment Criteria

1. Reflection of AS 4120-1994 (45%)
2. Financing justification and financial arrangements of the project by the Principal (5%)
3. Contractual terms (15%)
4. Quality Assurance and Control requirements (20%)
5. Safety requirements (15%)

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Justify project selection and execution processes in a sample case study
- Critically analyse cost effective project management approaches for safety, quality and change in asset rich organisations.

Graduate Attributes

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

3 Online Quiz

Assessment Type

Online Quiz(zes)

Task Description**ASSIGNMENT**

- There will be 10 multiple choice questions in the quiz which will be randomly selected from a pool of questions.
- The quiz will be available from 00:00am Monday morning to midnight Sunday night (which is 00:00am the following Monday).
- You may attempt the quiz 3 times and your average score will apply.
- You have 30 minutes on each time to attempt the quiz.

PURPOSE

- The primary purpose of this assessment item is to help you to identify factors associated with the first five weeks of the unit.
- The secondary purpose of this assignment is to give you the opportunity to enhance your research, analysis and critical thinking skills.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 6 Friday (30 Aug 2019) 11:45 pm AEST

Return Date to Students

Week 6 Friday (30 Aug 2019)

Weighting

10%

Assessment Criteria

1. Your answers will be graded in Moodle based on material from the first five week of this unit.
2. An average score for your attempts will apply.
3. 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

- Identify Australian Standards recommended for projects in asset rich organisations
- Critically analyse cost effective project management approaches for safety, quality and change in asset rich

organisations.

Graduate Attributes

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

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 (14 Oct 2019) 1:45 pm AEST

Return Date to Students

Exam Week Friday (25 Oct 2019)

Weighting

25%

Assessment Criteria

- Concise and completeness of the answer with relevant information to the question in context (10% per answer).
- Critical analysis of underpinning ideas and theories supported by relevant references taken from the unit (10% per answer).

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Evaluate project, programme and portfolio management practices used by asset rich organisations
- Justify project selection and execution processes in a sample case study

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