



# PPMP20018 Project Management Practicum

## Term 2 - 2019

Profile information current as at 05/05/2024 04:03 am

All details in this unit profile for PPMP20018 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

This unit provides you with the skills necessary to succeed in a rapidly changing contemporary work environment. You will identify, formulate and solve problems while being provided with industry focused learning opportunities during your final year of study. You will actively engage in characteristics of an authentic project management practice. These will include: time and resource constraints, capability gaps, cross-cultural and multi-disciplinary teams addressing complex problems and differing leadership and team member working styles. This unit provides an opportunity for you to demonstrate a deep understanding and practical application of the knowledge and skills gained in the early stages of the Master of Project Management, as well as demonstrating the attributes required of a CQUniversity Graduate. You will undertake a project related to your domain of choice and participate in tasks associated with project management within a contemporary work environment. Assessment includes the opportunity to plan and execute a project, analyse your project performance and self-reflect on your experience and lessons learnt.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: 12

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.25

### Pre-requisites or Co-requisites

Pre-requisites: PPMP20015 Project Management Project Proposal

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 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Report**

Weighting: 15%

#### 2. **Practical Assessment**

Weighting: 35%

#### 3. **Reflective Practice Assignment**

Weighting: 50%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Student satisfaction survey

##### Feedback

Students appreciated the practical nature of the unit and that the unit better prepares students for industry.

##### Recommendation

Continue the student-centered and practical nature of the unit.

## Unit Learning Outcomes

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

1. Apply project management knowledge and skills
2. Plan and execute a project based on a project proposal
3. Critically analyse and reflect on strengths and weaknesses in knowledge and skills related to project management
4. Apply enabling processes used in certain project contexts.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Report - 15%	•			•
2 - Practical Assessment - 35%	•	•		
3 - Reflective Practice Assignment - 50%			•	

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Knowledge	○	○	○	○
2 - Communication	○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○	○
4 - Research	○	○	○	○

Graduate Attributes	Learning Outcomes			
	1	2	3	4
5 - Self-management	o	o	o	o
6 - Ethical and Professional Responsibility	o	o	o	o
7 - Leadership	o	o	o	o
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 - Report - 15%	o	o	o	o	o	o		
2 - Practical Assessment - 35%	o	o	o	o	o	o	o	
3 - Reflective Practice Assignment - 50%	o	o	o	o	o	o	o	

## Textbooks and Resources

### Textbooks

There are no required textbooks.

### IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## 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

**Stephen Hartley** Unit Coordinator  
[s.hartley@cqu.edu.au](mailto:s.hartley@cqu.edu.au)

## Schedule

**Week 1 - 15 Jul 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Unit and assessment overview Theme 1 - Understanding the current state Personal Perspectives		Workshop 1

**Week 2 - 22 Jul 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 1 - Understanding the current state People in Projects		Workshop 2

**Week 3 - 29 Jul 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 2 - Defining what to change		Workshop 3 Reflective 1 Baseline

**Week 4 - 05 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 2 - Defining what to change		Workshop 4 Practical 1 - Design Thinking Workshop Written - Proposal Report

**Week 5 - 12 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 3 - Idea Generation		Workshop 5 Practical 2 Prioritisation

**Vacation Week - 19 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		No workshop

**Week 6 - 26 Aug 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 3 - Idea Generation		Workshop 6

**Week 7 - 02 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 4 - A preference for action		Workshop 7

**Week 8 - 09 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 4 - A preference for action		Workshop 8

**Week 9 - 16 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 5 - What works?		Workshop 9 Practical 3 - Poster and Prototype Gallery Presentations

**Week 10 - 23 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 5 - What works?		Workshop 10

**Week 11 - 30 Sep 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 6 - Reflective practice		Workshop 11

**Week 12 - 07 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Theme 6 - Reflective practice		Workshop 12 Reflective 2 Report

**Review/Exam Week - 14 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
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**Exam Week - 21 Oct 2019**

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Proposal Report

**Assessment Type**

Report

**Task Description**

This assessment requires you to develop a concise and persuasive project proposal. You may develop the proposal within a domain or industry of your choice e.g. construction, engineering, information and communications technology, business and service management etc. The proposal must address the social issue defined and demonstrate a social innovation mindset. The high level social issue will be complex and you need to narrow your project focus to a very specific aspect of the issue. You will need to identify the specific problem or opportunity that your proposal will target and persuasively describe how the project aligns to the strategic direction of CQUniversity and the unit learning outcomes. The scope of the project should be realistic in terms of ability to execute the project within the term. This is an individual assessment.

**Assessment Due Date****Return Date to Students**

Every effort will be taken to provide feedback to students prior to the Week 5 Practical part 1 Prioritisation, however in some cases this may not be practicable.

**Weighting**

15%

**Assessment Criteria**

The Proposal Report (Due 8am Monday Week 4; 15 marks) will be assessed with reference to the following concepts:

1. Description (3 marks)
2. Alternatives (1 mark)
3. Stakeholders (4 marks)
4. Project approach (2 marks)
5. Resources, cost and funding source (2 marks)
6. Ethics and risk management (3 marks)

A professional format and a postgraduate standard of spelling, grammar, presentation and conciseness will be considered within the marking structure.

As this practical unit is your last project management subject, having studied PMBoK, PRINCE2 and Agile, there is an opportunity to draw from a range of potential references including completed units, academic texts, peer-reviewed journals, current newspaper articles, government departmental reports, not-for-profit organisational publications, CQU website, allied professional services and personal critical reflections (if and where relevant). All references will be checked to ensure they are applicable to the in-text citation as reference falsification is deemed academic misconduct.

The assessment specification provided on the Moodle site provides further information.

**Referencing Style**

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

## Submission

Online

## Learning Outcomes Assessed

- Apply project management knowledge and skills
- Apply enabling processes used in certain project contexts.

## Graduate Attributes

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

# 2 Practical Assessment

## Assessment Type

Practical Assessment

## Task Description

This assessment requires you to participate in a number of sessions within your workshops as well as work on your project between class times.

There are three parts to this practical assessment:

**Practical 1:** Design Thinking Workshop (Workshop 4)

**Practical 2:** Prioritisation (Workshop 5).

During this workshop, the project proposal you submitted earlier will be prioritised against others to determine which project your group will deliver. As a group, you will then submit the outcome of the prioritisation process including all other documentation supporting the decision.

This assessment is practical, not theoretical and therefore once your group has received approval to continue with the project, your group is then required to action the successful proposal, both in terms of initiation, planning and execution with an agile project management framework. You will be required to develop the project output to at least a prototype stage which you will later use to elicit feedback.

**Practical 3:** Poster and Prototype Gallery Presentation (Workshop 9).

All students will have the opportunity to give and receive feedback on the posters and prototypes during the Week 9 workshop gallery. Students can then apply this feedback and edit their posters prior to submitting this assessment. Both the edited posters and copies of all the written feedback must also be submitted via Moodle. While this is a group assessment, only those students who attend the workshops and demonstrate an active and genuine contribution will be allocated marks against each of these practicals. If you are unable to attend a practical you must apply for an extension. As the activities build on each other, you may have to perform a different tasks determined by the unit coordinator.

## Assessment Due Date

This assessment is divided into three parts which are described in the criteria below and further on the Moodle site. Each part must be submitted the day of the allocated workshop.

## Return Date to Students

## Weighting

35%

## Assessment Criteria

This assessment will be assessed against three deliverables:

1. **Practical 1:** Design Thinking Workshop (10 marks)
2. **Practical 2:** Prioritisation (10 marks)
3. **Poster and Prototype Presentation Gallery** (15 marks)

The professional standard and format of these practicals must include appropriate spelling, grammar, presentation and conciseness and will be included in the marking structure with further assessment specifications found on the Moodle site.

Make sure you reference with the APA and that all references and in-text citations map to each other.

As this practical unit is your last project management subject having studied PMBoK, PRINCE2 and Agile, there is an opportunity to draw from a range of potential references including completed units, academic texts, peer-reviewed journals, current newspaper articles, relevant government departmental reports, not-for-profit organisational publications, CQU website, allied professional services and personal critical reflections.

These references will be checked to ensure they are applicable as falsification of references is deemed academic misconduct.

### Referencing Style

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

### Submission

Offline Online

### Learning Outcomes Assessed

- Apply project management knowledge and skills
- Plan and execute a project based on a project proposal

### Graduate Attributes

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

## 3 Reflective Practice Assignment

### Assessment Type

Reflective Practice Assignment

### Task Description

This assessment requires you to engage in reflective practice and complete two reports.

**Reflective 1:** Baseline

**Reflective 2:** Reflective Report.

Reflective activities early in the term will represent a baseline or personal 'current state' with later activities acting as a comparison to the baseline. You will be able to analyse the data you gather in the exercises to develop your reflective practice report. The activities and reports aim to highlight to you how reflective practice is embedded in to project management and how you can incorporate it into your professional development and career planning. This is an individual assessment.

### Assessment Due Date

This assessment has two parts; Reflective 1: Baseline is due on Friday of Week 3 and Reflective 2: Report is due Friday of Week 12

### Return Date to Students

### Weighting

50%

### Assessment Criteria

Your reflective practice will be assessed in two parts:

**Reflective 1:** Baseline (Due Friday week 3 - 10 marks)

**Reflective 2:** Report (Due Friday week 12 - 40 marks)

The assessment specifications on the Moodle site provide further information in relation to the assessment.

As with the other assessment, a professional and high standard of spelling, grammar, presentation and conciseness will be considered within the marking structure. Similarly, given this is your last project management unit having studied



PMBok, PRINCE2 and Agile, there is an opportunity to draw from a range of potential references including completed units, academic texts, peer-reviewed journals, current newspaper articles, relevant governmental reports, not-for-profit organisational publications, CQU website, allied professional services and personal critical reflections. These references and in-text citations will be checked to ensure they are applicable as falsification of references is deemed academic misconduct.

### **Referencing Style**

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

### **Submission**

Online

### **Learning Outcomes Assessed**

- Critically analyse and reflect on strengths and weaknesses in knowledge and skills related to project management

### **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