



# PPMP20018 Project Management Practicum

## Term 1 - 2020

Profile information current as at 25/04/2024 05:56 pm

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 1 - 2020

- Brisbane
- Mackay
- 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	○	○	○	○
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 - Report - 15%	○	○	○	○	○	○		
2 - Practical Assessment - 35%	○	○	○	○	○	○	○	
3 - Reflective Practice Assignment - 50%	○	○	○	○	○	○	○	

## 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

**Natalie Ewin** Unit Coordinator  
[n.ewin@cqu.edu.au](mailto:n.ewin@cqu.edu.au)

## Schedule

**Week 1 - 09 Mar 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<b>Theme 1</b> - Current State	<p><b>Mandatory</b> Prior to attending the workshop review the following:</p> <ul style="list-style-type: none"> <li>• Workshop Guide (wk 1 &amp; 2) - Theme 1: Current State</li> </ul> <p>There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.</p>	<p><b>Workshop 1</b> This workshop focuses on 'Personal Perspectives' and includes an overview of the unit and assessments. As it is a practicum you will be required to actively participate in the workshop activities, which for this week includes an introduction to the agile process of stand-up meetings (e.g. a daily scrum). You will also refresh your understanding of reflective practice through a focus on the Reflective 1 - Baseline assessment.</p> <p><b>By the end of this week:</b> You should have started your Reflective 1: Baseline</p> <p><b>Assessments Due:</b> There are no assessments due this week</p>

**Week 2 - 16 Mar 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<b>Theme 1</b> - Current State	<p><b>Mandatory</b> Prior to attending the workshop review the following:</p> <ul style="list-style-type: none"> <li>• Workshop Guide (wk 1 &amp; 2) - Theme 1: Current State</li> <li>• Assessment specifications for Reflective 1: Baseline and Report: Proposal</li> </ul> <p>There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.</p>	<p><b>Workshop 2</b> This workshop focuses on 'People in Projects' through the lens of 'Social Innovation'. You will be introduced to the social issue for the current term and how this issue is to be incorporated into your work throughout the term. With consideration to the social issue you will incorporate your week 1 work into a project proposal that addresses the social issue whilst utilising your values and skills. The project should also provide you with an opportunity to demonstrate the two skills that you have stated you wish to develop in your Reflective 1: Baseline.</p> <p><b>By the end of this week:</b> You should have: Nearly completed your Reflective 1: Baseline Started your Proposal Report</p> <p><b>Assessments Due:</b> There are no assessments due this week</p>

**Week 3 - 23 Mar 2020**

Module/Topic	Chapter	Events and Submissions/Topic

Theme 2 - Defining what to change

### **Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide (wk 3 & 4) - Theme 2: Defining what to change
- Assessment specifications for Reflective 1: Baseline and Report: Proposal

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

### **Workshop 3**

During this workshop you will explore the terms social issue and Information on this workshop can be found in the Guide.

### **By the end of this week:**

You should have:  
Completed and submitted your Reflective 1: Baseline  
Nearly finished your Proposal Report (which is due Monday week 4)  
Understand what you should bring to the design thinking session held in the Week 4 workshop, for further information please review the the Workshop Guide.

### **Assessments Due:**

Reflective 1 Baseline (Due 5pm Friday)

## **Week 4 - 30 Mar 2020**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 2** - Defining what to change

### **Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide (wk 3 & 4) - Theme 2: Defining what to change
- Assessment specifications for Practical 1: Design Thinking Session

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

### **Workshop 4**

In this workshop you will be completing Practical 1 - Design Thinking Session which is assessed. You need to be on time for the workshop. Students are not able to participate in the assessment after the design thinking session in their allocated workshop has begun. It is up to each student to ensure they are at the workshop before the session starts. If you attend after the session has started you will need to submit an extension request through Moodle as per the policy and procedure.

### **By the end of this week:**

You should have:  
Completed the design thinking session in your workshop.  
Scanned and submitted your design thinking workbook.

### **Assessments Due:**

Report: Proposal (Due Monday week 4)  
Practical 1 - Design Thinking Session (Due in the allocated workshop)

### **Proposal Report Due:** Week 4

Monday (30 Mar 2020) 11:45 pm AEST

## **Week 5 - 06 Apr 2020**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

### Theme 3 - Idea Generation

#### Mandatory

Prior to attending the workshop review the following:

- Workshop Guide (wk 3 & 4) - Theme 2: Defining what to change
- Assessment specifications for Practical 2: Prioritisation

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

#### Workshop 5

In this workshop you will work in a project team (of up to four students) to complete the assessment Practical 2 Prioritisation. If you are not present during this workshop you will need to submit an extension request through Moodle as per the policy and procedure. If the extension is granted you will have to liaise with the unit coordinator and arrange to complete the assessment as an individual.

NOTE: **Students who have not submitted a proposal** have a choice: Forgoing proposal submission and continuing on with the prioritisation assessment,

#### OR

Spending the workshop completing (and submitting) their proposal and forgoing the prioritisation assessment. Students found not to have completed a proposal but have attended and been provided other student's proposals which is necessary to complete the prioritisation assessment will be ineligible to submit a late proposal.

#### By the end of this week:

You should have:

Completed and submitted Practical 2: Prioritisation in your workshop.

Determined which project your project team will work on for the rest of the term.

Allocated tasks for each team member to work on the project. Ensure task allocations align with the appropriate hours to be spent weekly for each student considering this is a 12 credit point unit.

#### Assessments Due:

Practical 2 - Prioritisation (Due in the allocated workshop)

### Vacation Week - 13 Apr 2020

#### Module/Topic

#### Chapter

There are no mandatory readings for this week. Students should review any materials they feel will assist in the completion of their projects.

#### Events and Submissions/Topic

No workshop

### Week 6 - 20 Apr 2020

#### Module/Topic

#### Chapter

#### Events and Submissions/Topic

### Theme 3 - Idea Generation

#### Mandatory

Prior to attending the workshop review the following:

- Workshop Guide (wk 5 & 6) - Theme 3: Idea Generation
- Revise your understanding of idea generation and scope management within an Agile framework.

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

#### Workshop 6

In this workshop you will consider the project that your team prioritised in week 5, through the lens of idea generation and scoping. One of the key outputs for this workshop is a backlog for your project. A copy of the backlog must be emailed to the workshop facilitator (tutor), before the end of the workshop. Only one member of each team is to send the email and it must include the members of the team that were present and also identify those that were not. The backlog is formative assessment and you will receive feedback on it the following week. There is no mark associate with this formative assessment, however, it will be used by markers during the marking of future assessments.

#### By the end of this week:

You should have:

Completed and submitted your backlog (Formative assessment).

#### Assessments Due:

There are no summative assessments due this week.

Formative assessment due: Backlog (Due in the allocated workshop)

### Week 7 - 27 Apr 2020

#### Module/Topic

#### Chapter

#### Events and Submissions/Topic

### Theme 4 - A preference for action

#### Mandatory

Prior to attending the workshop review the following:

- Workshop Guide (wk 7 & 8) - Theme 4: A preference for action

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

#### Workshop 7

In this workshop you will review the work your team has since the week 6 workshop in a retrospective. Your formative assessment includes the completion of a sprint backlog and burn-down chart. These will be completed as a group and submitted to the tutor before the end of the workshop. You will use the burn-down charts to present your progress to the class in the week 8 workshop. In the next two weeks as a team you should also seek feedback on your project from an external stakeholder.

#### By the end of this week:

You should have:

Completed and submitted your sprint backlog and burn down chart (Formative assessment).

Identified an external stakeholder to seek feedback from.

#### Assessments Due:

There are no summative assessments due this week.

Formative assessment due: Sprint backlog and burn-down chart (Due in the allocated workshop)

### Week 8 - 04 May 2020

#### Module/Topic

#### Chapter

#### Events and Submissions/Topic

**Theme 4** - A preference for action

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide (wk 7 & 8) - Theme 4: A preference for action

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 8**

Each team will present their project progress to the class whilst referring to the burn-down chart. Presentations should be professional and you will need to ensure that you are prepared prior to the workshop. You will start the poster and prototype. You need to send the draft poster including your prototype plans including a description of the stage that your prototype is at with a photo to the tutor before the end of the workshop.

**By the end of this week:**

You should have:  
Presented your teams project progress to the class.  
Nearly completed your poster and prototype.  
Allocate each team members tasks for the following week.  
Gained feedback on your project from an external stakeholder and have their contact details so that the communication can be confirmed by markers. This information is to be submitted with your poster in Week 9.

**Assessments Due:**

There are no summative assessments due this week.  
Formative assessment due: Project progress presentation, draft poster and prototype (Due in the allocated workshop)

**Week 9 - 11 May 2020**

Module/Topic

Chapter

Events and Submissions/Topic

## Theme 5 - What works?

### Mandatory

Prior to attending the workshop review the following:

- Workshop Guide (wk 9 & 10) - Theme 5: What works?
- Assessment specifications for Practical 3: Poster and Prototype Gallery.

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

### Workshop 9

The workshop this week is transformed into a gallery where you will showcase your progress by presenting your poster and prototype. You will move around the gallery providing written feedback on the other teams projects whilst your peers and other invited guests provide feedback on your project. Posters must be displayed in the template provided and consist of not more than two A4 pages. The prototype must be three dimensional. You are encouraged to ask your external stakeholders to attend the gallery workshop, whereby other teams will also benefit from their feedback. Visitors including external stakeholders should be invited to attend 30 minutes after the commencement of the workshop, so that the gallery can be set up prior to their arrival.

### By the end of this week:

You should have:  
Participated in the Practical 3- Poster and Prototype Gallery.  
Obtained feedback from your peers and an external stakeholder.  
Submitted your Poster, copies of all feedback and the contact details of the external stakeholder.

### Assessments Due:

Practical 3 - Poster and Prototype Gallery (Due in the allocated workshop)

## Week 10 - 18 May 2020

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

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide (wk 9 & 10) - Theme 5: What works?

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 10**

During this workshop you will complete a project retrospective looking at what went well and what could have been improved. As a team you will use this to define lessons learnt and what actions you will take. You will need to bring post-it notes and pens to complete the exercise which you will submit as formative assessment.

After the retrospective, your tutor will discuss the next theme and the final summative reflective assessments which will be completed in workshops 11 and 12.

**By the end of this week:**

You should have:  
Completed and submitted the formative assessment - Retrospective (only one student from each team is to submit).

Have an understanding of the final summative assessments Reflective 2a: Report A (week 11) and Reflective 2b: Report B (week 12)

**Assessments Due:**

There are no summative assessments due this week.

Formative assessment due:  
Retrospective Report (Due in the allocated workshop)

**Week 11 - 25 May 2020**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 6 - Reflective practice**

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide (wk 11 & 12) - Theme 6: Reflective practice
- Assessment specifications for Reflective 2a: Report A

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 11**

In this workshop you will use the information produced last week in the retrospective and your own reflection to complete Retrospective 2a: Report B. Note this is an individual assessment that is completed in class. You will need to bring a pencil, eraser and pencil sharpener to complete the assessment.

**By the end of this week:**

You should have:  
Completed and submitted the summative assessment Reflective 2a: Report A (this is individual and will be completed within the allocated workshop).

Have an understanding of how this assessment will drive your responses to the final summative assessment Reflective 2b: Report B which is held during week 12 in your allocated workshop.

**Assessments Due:**

Reflective 2a: Report A (Due in the allocated workshop)

**Week 12 - 01 Jun 2020**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

## Theme 6 - Reflective practice

### Mandatory

Prior to attending the workshop review the following:

- Workshop Guide (wk 11 & 12) - Theme 6: Reflective practice?
- Assessment specifications for Reflective 2b: Report 2B

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

### Workshop 12

In this workshop you will use the information produced last week in the retrospective and your own reflection to complete Retrospective 2b: Report B. Note this is an individual assessment that is completed in class. You will need to bring a pencil, eraser and pencil sharpener to complete the assessment.

### By the end of this week:

You should have:

Completed and submitted the summative assessment Reflective 2b: Report B (this is individual and will be completed within the allocated workshop).

An understanding of what you have achieved during PPMP20018 and what this means for your future.

Created a plan of action that you can use to guide you towards your next achievement.

### Assessments Due:

Reflective 2b: Report B (Due in the allocated workshop)

## Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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## Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
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## Term Specific Information

**Unit Coordinator:** Ms Natalie Ewin, Senior Lecturer Project Management (Brisbane Campus)

Email: n.ewin@cqu.edu.au

**Attendance:** As this is a practicum students are expected to attend every workshop.

**The social issue for 2020 Term 1** is 'Sustainable Development' as outlined through the United Nations 2030 Agenda for Sustainable Development that includes 17 Sustainable Development Goals (SDGs).

## 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. The project proposed must NOT be a research project, proposals of research projects may be awarded a zero mark. This is an

individual assessment.

### **Assessment Due Date**

Week 4 Monday (30 Mar 2020) 11:45 pm AEST

### **Return Date to Students**

Week 5 Monday (6 Apr 2020)

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

### **Submission Instructions**

The proposal must be submitted via Moodle

### **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**

You are required to participate in your workshops as well as work on your project between class times.

The practical component includes both formative and summative assessment. Summative assessment has a mark associated and forms part of the overall grade for the unit. Formative assessment is not marked, however it may be referred to by markers to ensure summative assessment marks are allocated appropriately. Formative assessment enables you to get early feedback on your progress and it is expected that all students will be present for and participate fully in all workshops including the submission of both formative and summative assessment items. Failure to submit

formative assessment, including where students are absent will be referred to the Unit Coordinator.

There are three parts to practical assessment which are summative:

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

During practical 1, you will work in pairs and complete a full design thinking process. You will be marked individually on the workbook that you complete during the practical. Students will not be permitted to join the design thinking practical after the session has commenced. All who do not complete the practical during their workshop times will be awarded zero marks, therefore ensure you are present at the start of the workshop.

**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 submit the outcome of the prioritisation process including all other documentation supporting the decision.

Note - This unit is a practicum and therefore your project needs to be completed within the term, therefore this constraint should be considered when prioritising the project that your team chooses to work on.

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 complete the project.

**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 task description and in on the unit Moodle site. Each part must be submitted the day of the students allocated workshop.

### Return Date to Students

#### Weighting

35%

#### Assessment Criteria

Formative assessment details can be found in the schedule and workshop guides.

Practical summative assessment consists of three deliverables:

1. **Practical 1:** Design Thinking Workshop (10 marks - Week 4)
2. **Practical 2:** Prioritisation (10 marks - Week 5)
3. **Practical 3: Poster and Prototype Presentation Gallery** (15 marks - to be submitted after but on the same day as the allocated Week 9 workshop. Students may use the feedback to make adjustments to their poster however the submission must occur on the same day of their workshop. Any submissions into the following day will be subject to late penalties.)

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

Formative assessment is described within the schedule and the workshop guides.

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

**Reflective 1:** Baseline (Due Friday Week 3)

**Reflective 2a:** Reflective Report: Part A (Due in students allocated workshop - Week 11)

**Reflective 2b:** Reflective Report: Part B (Due in students allocated workshop - Week 12)

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. Please note you should refer to your formative assessment to respond to some of the sections of the Reflective 2 Reports. If you did not submit or were not present during a formative assessment it is your responsibility to ensure this has been discussed with the Unit Coordinator and where alternate arrangements were made that these were completed accordingly. Where this is not the case, students may be marked zero for sections where markers may need to refer to the formative assessment to inform the marks. An example of this includes but is not limited to, the marker referring to the formative assessment of a burn-down chart or backlog, when considering the students reflection on the success of their project.

Ensure that you are prepared for these assessments, including bringing a pencil, pencil sharpener and eraser, and other materials you will need to the workshops.

### 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 three parts:

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

**Reflective 2a: Report A** (Due in allocated workshop week 11 - 20 marks)

**Reflective 2b: Report B** (Due in allocated workshop week 12 - 20 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