



PPMP20019 Research Project 1

Term 2 - 2019

Profile information current as at 29/04/2024 12:27 am

All details in this unit profile for PPMP20019 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 builds upon the pre-requisite unit, Research in Project Management (PPMP20015). It will enable you to refine your research proposal and complete a comprehensive critical review of previous scholarly work relating to your research area. Your research approach, methods and instrumentation of primary data collection will be determined and finalised in this unit. You will also complete the ethics protocols if your intended research involves people or animals. The final stage of this research project will be completed in Research Project 2 (PPMP20016).

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: 1) Successful completion of PPMP20015 Research in Project Management with a minimum overall score of 75% (Distinction) in the unit; and 2) an overall GPA of 5.75 by the end of the first year of the course.

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. **Research Assignment**

Weighting: 100%

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 Students' feedback

Feedback

Assessment design is excellent and Moodle unit website includes all needed resources.

Recommendation

Continue with the current teaching and learning practices.

Unit Learning Outcomes

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

1. Apply project management processes, tools and techniques in managing a research project
2. Perform advanced searches to refine a research proposal and confine the research intent and scope
3. Conduct a critical literature review relevant to the research proposal
4. Determine and justify your chosen research design and methodological approach
5. Develop effective data collection methods and procedures
6. Consider ethical protocols in conducting research and prepare the necessary documentation for approvals.

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

No

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: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Samer Skaik Unit Coordinator

s.skaik@cqu.edu.au

Schedule

Week 1 & 2: Refine Research Proposal - 15 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Refine the PPMP20015 proposal as discussed with your Supervisor. 2. Develop a detailed baseline schedule including all milestones and key activities of this unit.	Review the online resources within the relevant section in Moodle site.	Kick off meeting with the Supervisor (Compulsory)

Week 3: Identify relevant scholarly sources - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Identify recent relevant scholarly articles relating to your research questions. 2. Discuss the list with your supervisor. 3. Develop a summary table of the articles with the justification of relevance to your study.	Review the online resources within the relevant section in Moodle site.	Progress meeting with the supervisor (Week 3) (Compulsory)

Week 4 & 5 Develop Annotated Bibliography - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Provide focused and detailed annotated bibliography for each scholarly source.	Review the online resources within the relevant section in Moodle site.	Progress meeting with the Supervisor (Week 5) (Compulsory) Milestone: Assignment Part A is due: Annotated Bibliography (Week 5)

Vacation Week - 19 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
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You have done a good progress and you would need a well deserved break. Love yourself and enjoy every moment in your break.

Week 6 & 7: Appraise literature - 26 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Synthesise literature by comparing & contrasting, critically evaluating, and interpreting. 2. Develop Synthesising matrix to summarise patterns, themes and comparisons between sources. 3. Finalise the writing of the literature review section of your research paper using Endnote. 4. Get the section reviewed by Studiosity and/or ALC then your Supervisor	Review the online resources within the relevant section in Moodle site.	Progress meeting with the Supervisor (Week 7) (Compulsory) Milestones Assignment Part B is due: Critical literature review (Week 7)

Week 8: Update your research questions - 09 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Refine or update your research questions based on the critical review of literature. 2. Discuss and finalise the direction of your research with your supervisor.	Review the online resources within the relevant section in Moodle site.	

Week 9&10: Develop Detailed Research Design - 16 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Refine or update your research questions based on the critical review of literature. 2. Discuss and finalise the direction of your research with your supervisor.	Review the online resources within the relevant section in Moodle site.	Progress meeting with the Supervisor (Compulsory) Milestones Assignment Part C is due: Detailed Research Design (Week 10)

Week 11: Prepare Project Management Documentation - 23 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Develop the project schedule, milestone list for the execution phase of the research 2. Update risk register, stakeholder analysis and data management plan.	Review the online resources within the relevant section in Moodle site.	Progress meeting with the Supervisor (Week 11) (Compulsory) Assignment Part D is due: Project Management Documentation

Week 12: Present your work - 07 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
1. Present and defend your research project plan	Review the online resources within the relevant section in Moodle site.	Milestones Assignment Part E is due: Oral Presentation and Defense Progress Report Due: Week 12 Friday (11 Oct 2019) 11:55 pm AEST

Assessment Tasks

1 Progress Report

Assessment Type

Research Assignment

Task Description

Overview:

This assignment requires you to work independently and draw upon the research proposal developed in PPMP20015.

Your work will be overseen by a supervisor who is an academic member of staff. You will work with the supervisor for the entire duration of the research project over the two terms. The onus is on you to make contact with the supervisor and to arrange and adhere to a programme of regular meetings thereafter. The supervisor is not obliged to chase you in order to check on your work progress. The supervisor should advise on the structure and suitability of the work, guide you through the entire process and warn you if the work is not thought to be of a satisfactory standard. You should maintain contact with your supervisor throughout the preparation of your work. A common pitfall is to go long periods of time without making any contact with the supervisor. You must attend the six compulsory meetings with your supervisor as scheduled in the unit profile. You must also apply project management competencies in completing this phase of your research project.

The task

Your task is to conduct a focused study on previous scholarly work that was carried out on the area of your research question and present the work via a progress report. The task requires you to demonstrate that you can conduct a piece of rigorous literature review in your chosen field and involves critical appraisal and review of key arguments. The task then requires you to update your research questions or hypothesis and refine and finalise your research methodology. During this journey, you are required to apply project management competencies throughout this phase. You are expected to demonstrate a high level of project management and leadership competencies in this unit by meeting the given milestones, effectively tracking & updating your work progress, adopting quality assurance and control and mitigating risks or delays. Your supervisor will keep a regular diary of your activities for comparison with your progress report for validation and assessment purposes. This assignment consists of three main deliverables or parts as per the following table:

Assessment item Weight:

Part A: Annotated Bibliography (20%) due by Week 5

Part B: Critical Literature Review (25%) due by week 7

Part C: Detailed Research Design (25%) due by week 10

Part D: Project Management Documentation (10%) due by week 11

Part E: Oral Presentation (20%) due by Week 12

ASSESSMENT DETAILS:

Part A: Annotated Bibliography

In this part, you will develop an annotated bibliography. This part comprises of a list of reference materials that includes a summary of the main ideas presented in each reference and evaluates how useful the reference is for your purposes. Each entry is comprised of useful bibliographical information presented in a standard referencing style (e.g. CQU Harvard) followed by a detailed note or annotation. The annotation usually provides a summary of key points and evaluation or critique of the ideas discussed in the reference. In addition, you should state how it relates to your proposed research topic.

Annotated bibliographies can vary in style depending on the purpose and the referencing style used. They are usually arranged in alphabetical order by author.

You are required to prepare an annotated bibliography of 10-15 high-quality journal articles, refereed conference papers and/or scholarly books closely related to your proposed research topic. For guidance, each annotation should be limited to 150 words. Further guidelines will be available in Moodle to help you complete this part.

Part B: Critical Literature Review

In this part, you will critically review the literature relating to your topic. You are required to build upon the work completed in Part A. The Critical Literature Review is a written report that presents and appraises previous research and theoretical perspectives related to your proposed study. It should describe the phenomenon you are researching, the context in which it occurs, and other factors contained in your research aim. It should document the connections you have made between the source texts that you draw upon and where you position your research among the existent literature. It should demonstrate to the reader that you have engaged with, understood and responded to the relevant body of knowledge underpinning your proposed research project. The Literature Review should summarise, critically evaluate, synthesise, and clearly link the literature to your proposed project.

For this assessment, you are required to focus on the following aspects:

- 1) verify the preliminary gap in the existing research that needs to be filled;
- 2) contextualise your study in the theoretical literature;

Upon completion of the literature review section, you should be able to concisely define the problem you are investigating by finalising the research direction and freeze your research question(s) or hypothesis(es). You must provide your finalised research questions or hypotheses along with 3 to 5 research objectives in the last page of your report before the reference list. For guidance, your submission should be limited to 3000 words.

Part C: Detailed Research Design

This part requires you to build upon the critical literature review and finalised research questions that you have articulated in this unit. At this stage, you should have a clearly defined research project in consultation with your research supervisor. Guided by your examination of the research methodologies used by authors in the references you have cited earlier, you should be able to formulate a detailed research design for your proposed research project. This task requires you to describe the overall research strategy that you will employ to integrate the various components of your proposed research project in a logical and coherent manner. The research design must ensure that you will

effectively address the research problem you have identified. Research approach and data collection methods should be detailed enough to describe how you intend to answer the research questions and achieve the research objectives. In this section, you should select and justify a methodological approach to solve the problem (i.e. qualitative, quantitative, mixed method). Then, you should include a set of investigative strategies or methods which is considered, coherent and appropriate to the outcomes that the project is designed to achieve. Will it be based on a survey, interviews, examination of secondary data or a combination of methods? And what are the reasons of choosing a certain method? If you are using a survey method, you should specify the target population, sampling plan, identification and access to participants, the methods and tools you will use to distribute the questionnaire and analyse collected data. You must also provide samples of the survey questions you intend to ask and demonstrate how the questions are aligned with your objectives. You must map your research questions or objectives to the survey questions by providing a table within your submission to demonstrate the linkage between them. You must also complete the draft Ethics application if your research intends to collect data from people and include the application together with the required forms as an appendix to this part. Upon receiving the feedback from your supervisor, you must then update your Ethics application and submit to the Ethics office with a copy to your supervisor and the Unit Coordinator.

Some references used in Part A&B may need to be further analysed in terms of the research design, methodology and methods/techniques that were utilised to collect and analyse data. This may help you to select the most appropriate research design for your proposed research project, it also allows you to track the research frontier in a specific area of research. For guidance, your submission should not be less than 2000 words excluding any included appendices such as Ethics application or data collection instrument.

Part D: Project Management Documentation

As a project manager of the research project, you must track your progress by submitting fortnightly records including supervisory meeting records and updated project schedule to your supervisor. Towards the end of the project, you will submit all the accumulated documents in one zip file for assessment. Mainly, you must provide the following records:

1. A Risk Register and Stakeholder Analysis for the next and final phase.
2. A high-level project plan for the next and final phase in PPMP20016.
3. Supervisory meeting records (a minimum of four records)
4. Fortnightly updated baseline schedule showing actual dates, planned dates and actual variance. (a minimum of four progress reports)
5. A reflective statement (200-300 words): summarising your experiences, feelings, reactions towards practising research project management in conducting this phase of your research and approaches to deal with incurred risks or delays and what resources or feedback you found to be helpful or unhelpful in planning your research project.

Part E: Oral Presentation

This is the final deliverable of your progress report that will be due in week 12. The task requires you to present and defend your project planning. In preparing your presentation, you must consider the feedback received on each part of your submitted work in this unit. This will give you an opportunity to obtain more feedback to make sure that your project is well thought off and planned adequately. The presentation must essentially provide sufficient details about your research project. Your presentation should include the following components.

1. A description of the research topic and overall aim
2. The rationale and significance of the research project.
3. Evidence of the research gap or problem from literature.
4. Research questions or hypothesis(es)
5. Detailed Research Methodology (approach, method, instrumentation, sampling plan, ethics, etc..).
6. Project management documentation of the final phase (PPMP20016) (including high-level Gantt chart, project exclusions, list of milestones, data management, risk and stakeholder registers)

Presentations will take place via Zoom only. You will present your intended project to the respective unit coordinator, supervisor and peers. You will have a strict 15 minutes of presentation time plus 10 minutes of Q&A and feedback time (15+10=25 mins). You are required to do enough rehearsal in order to deliver an effective presentation. Exceeding the time limits for presentation will encounter mark deductions; therefore, you are encouraged to have adequate rehearsal in advance.

Assessment Due Date

Week 12 Friday (11 Oct 2019) 11:55 pm AEST

Return Date to Students

Exam Week Friday (25 Oct 2019)

Weighting

100%

Minimum mark or grade

50%

Assessment Criteria

Part A: Annotated Bibliography

Assessment will be done according to the presentation, accuracy and coverage of the content for each aspect as set out under 'Task' section. Specifically, the following criteria will be used to assess your work:

- An introduction covering the context for selecting the references 10%.
- An analysis of the quality of references and credentials of authors 10%.
- Adequate and concise annotations with decent academic writing 30%.
- Clear linkage of each annotation to your proposed research topic 30%.
- Suitable formatting and layout for an annotated bibliography 10%.
- Correct spelling, grammar and referencing 10%.

Part B: Critical Literature Review

Assessment will be done according to the presentation, accuracy and coverage of the content for each aspect as set out under 'Task' section. Specifically, the following criteria will be used to assess your work:

- An introduction explaining the approach and ambit of the conducted literature review 20%.
- Clear linkage of each identified theme or pattern in the literature to your proposed research topic 20%.
- Critical analysis of the literature 20%
- Well-articulated and logical research questions or hypothesis emerging from the review 20%
- Sound academic language, logical structure, organisation and smooth flow of the presented literature 20%.

Part C: Detailed Research Design

Assessment will be done according to the presentation, accuracy and coverage of the content for each aspect as set out under 'Task' section. Specifically, the following criteria will be used to assess your work:

- Clear linkage and alignment between the proposed research questions, the research design, methodology and methods/techniques 20%.
- Analysis and justification of research methods/techniques 20%.
- Compliance with the all assessment task requirements (i.e.draft ethics application, data collection instrument, etc.) 20%.
- Soundness and appropriateness of data collection instrument 20%.
- Sound academic language, logical structure, organisation and presentation of research design 20%.

Part D: Project Management Documentation

Assessment will be done according to the following criteria:

Grade	Criteria
HD	As in the D category, but in addition, displaying the highest level of effective project management throughout the project lifecycle by taking the lead in identifying risks, regular updating of project plans, taking effective corrective measures to keep the project on track and excellently reflecting on that experience.
D	An excellent demonstration of project management skills throughout the project lifecycle which is evident via the reflective statement, meeting all the given milestones, attending supervisory progress meetings, taking timely actions, mitigating risks, monitoring progress and updating project documentation.
C	Good project management skills throughout the project lifecycle with some slippage in meeting deadlines, missing some supervisory progress meeting, fair dealing with risks, keeping some of the project records and fairly reflecting on your experience.
P	Reasonable project management skills throughout the project lifecycle with many delayed milestones, lack of engagement with the supervisor, failure to meet key milestones such as ethics clearance, limited ability to deal with project risks, inconsistent tracking of project records and basic reflection of your experience.
F	Poor project management skills evidenced by failure to meet most of the milestones, lack of engagement with the supervisor, superficial reporting and monitoring and poor reflection of your experience.

Part E: Oral Presentation

Assessment Criteria

Assessment Criteria	Weight
Technical Content <ul style="list-style-type: none">• Excellent coverage of the main components as required in the assessment task.• Excellent knowledge and understanding of the research project and relevant issues• Logical alignment between the research question, morphology and instrumentation.• Soundness and rigor of the selected methodology and analysis• The proposed project is viable, achievable, realistic and focused	40%
Delivery of presentation <ul style="list-style-type: none">• Delivery of presentation is confident and clear• The material is well organized• Logical ordering of the content of the presentation• Appropriate style of communication for the academic audience• Ability to construct and present an argument• Integration of evidence and argument• Ability to engage audience interest to a good level• Ability to accept criticism• Time management• Use of visual aids	40%

Handling of Questions and Discussion

- Ability to interpret and answer questions in a way that provides additional insights into the presentation topic
- Originality and sharpness of thinking in answering questions
- Ability to stimulate discussion

20%

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Apply project management processes, tools and techniques in managing a research project
- Perform advanced searches to refine a research proposal and confine the research intent and scope
- Conduct a critical literature review relevant to the research proposal
- Determine and justify your chosen research design and methodological approach
- Develop effective data collection methods and procedures
- Consider ethical protocols in conducting research and prepare the necessary documentation for approvals.

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