



Course Code:	9133ENG
Course Name:	Project Management for Postgraduates
Semester:	Trimester 1, 2019
Program:	Masters Qualifying Program
Credit Points:	10
Course Coordinator:	PJ Wilson
Document modified:	22 February 2019

Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

PJ Wilson: PJ.Wilson@staff.griffithcollege.edu.au

Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

Prerequisites

There are no prerequisites for this course. Due to the broad nature of this course, you are not required to have particular technical knowledge background in a specific discipline. However, it is assumed that you would have already completed an undergraduate degree. It is preferable that you have an exposure to project work during your undergraduate studies or current/past employment.

Brief Course Description

This course deals with the traditional and modern principles of project management such as project life-cycle, project selection, project planning and monitoring and value management. The emphasis of the course is on interdisciplinary relevance to all fields of enterprise. The perspective of all parties, including clients, contractors and solution providers will be considered.

Aims

The primary aim of this course is to provide you with the knowledge necessary for conducting and managing projects, with the view to developing your project management skills and the ability to put them into practice. Through well-established project management theories and their real-life applications, this course is designed to equip you with key project management knowledge areas including project life-cycle and stakeholder management, project selection, project procurement management, project planning and control, project human resource management and project close out. Another aim of this course is to develop your critical analysis and written communications skills.

To achieve the course aims, a set of lecture materials will be used to provide you with clear understanding of key theoretical project management concepts. A project will be used to provide the opportunity for you to develop the ability to put the knowledge into practice, as well as to develop critical analysis, evaluation and written communication skills. An examination will also be used to evaluate the overall level of your knowledge.

Learning Outcomes

Upon successful completion of this course you will be able to...

- 1 Explain the nature of a project and its lifecycle.
- 2 Explain key project management knowledge areas critical to the management of a project.
- 3 Investigate, analyse and apply various project management techniques to effectively managing various phases of a project.
- 4 Apply project management skills using an in-class project activity with a real-world context.
- 5 Calculate and solve problems using appropriate project management methods/techniques.

Texts and Supporting Materials

Students will be provided with readings via the Learning@Griffith College website throughout the semester, which can be accessed online or downloaded and printed by the students.

In addition, students are strongly encouraged to purchase the following textbook for further reading:

- Pearson, N., Larson, E.W., & Gray, C.F., (2015) Project Management in practice, North Ryde, NSW. : McGraw-Hill Education

Organisation and Teaching Strategies

The course consists of a two hour lecture, a one hour tutorial and a one hour workshop each week. Maximum benefit will be gained from attendance at all of these classes as this course is based on a combination of theory together with application to personal interactions and awareness.

Lectures: These are interactive to encourage maximum learning. You are encouraged to participate through focusing questions, making comments and doing short relevant written and oral exercises. These will be based on the readings and other stimulus materials provided in class.

Workshops and tutorials are designed to encourage you to make meaning of your learning through the use of practical exercises and experiences. This will involve you in both individual and group work. You will need to allocate about 10 hours per week (including the lecture/tutorial time) to this course. Reading and analysis of the course materials which accompany this course are essential requirements of this course.

Class Contact Summary

Content Schedule

Weekly Teaching Schedule

Week	Topic	Activity
1	Course Introduction Introduction to Project Management	Lecture
	Technical Writing 1	Tutorial
2	Project Management fundamentals	Lecture
	Project Introduction	Tutorial
3	Project Planning 1	Lecture
	Technical Writing 2	Tutorial
4	Stakeholder management	Lecture
	Project.1: Project Concept Planning	Tutorial
5	HR management	Lecture
6	Project control	Lecture
7	Project closure - Auditing	Lecture
	Project.2: Project Management Planning	Tutorial
8	Project closure - Terminating	Lecture
9	Project Selection	Lecture
10	Project Planning 2	Lecture
11	Procurement management 1	Lecture
12	Procurement management 2 Revision	Lecture
	Project.3: Final Project File	Tutorial

Assessment

This section sets out the assessment requirements for this course.

Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Technical Writing	6%	4	Weeks 1 & 3
2	Project Progress Presentation	9%	4,5	Weeks 5/8/10/12
3	Project 1	10%	1,2,3,4	Week 4
4	Project 2	15%	4,5	Week 8
5	Project 3	25%	1,2,3,4,5	Week 12
6	Final Exam	35%	1,2,3,4,5	Exam Period

Assessment Details

Item 1: Technical Writing

Two short writing exercises introducing the practice of Technical Writing.. The short writing exercises are worth 3% each for a total of 6% of the final trimester mark. Students will write on a topic detailed in the class by the tutor. Students are expected to use a technical writing methodology and format.

This is an individual submission.

Item 2: Project Progress Presentations

The design project involves you working together with other students as a team. As your project progresses, you will be required to report to the class on your team progress using PowerPoint slides to guide the audience through the presentation. A 1-2 page executive summary, at least 10 PowerPoint slides and a minimum five [5] minute talk will be required from each student for assessment worth 9% of the final course marks. A hardcopy of the presentation and any handouts are to be presented to the tutor BEFORE the presentation begins. Each team member will have an opportunity to present in one of the four tutorial classes reserved for presentations. The schedule is to be coordinated by the team.

This is an individual submission.

Items 3, 4, 5: Project File & Reporting

The Design Project will produce a comprehensive Project File document including a critique on the strengths of your project, as well as on your team dynamics and team and peer assessments. Peer assessments of individual contributions are also collected and peer assessment factors are applied to determine an individual team member's Project File results. The Project File must be available for inspection by your tutor upon request in Weeks 3-11. Details and specifications for the Project topic will be provided by your lecturer.

A professional report is required. The use of a word processor is mandatory. You will be required to use:

- * Times New Roman or Arial 12 pt font
- * All four margins 20mm
- * A4 page size
- * Single or 1.15-1.25 line spacing
- * Correct page orientation in a 3-4 ring binder

Reports that do not comply with this format will not be accepted. The report will not be marked and will attract the specified late penalty until a correctly formatted report is submitted.

The Project File is partitioned into 3 phases for assessment purposes including: Project Concept Planning (due Week 4), Project Management Planning (due Week 8) and the final Project File which includes: Project Plan and a small Design File (due week 12). The sections will be submitted both as a softcopy and as a hardcopy at the beginning of the project tutorial class in the week due.

This is both individual and group submission. Contribution to the teamwork assessed through peer assessment and individual project workbooks will affect final individual marks.

Item 6:
Final Exam

The final examination will be an open book exam covering all aspects of the lecture series and consists of multiple choice, short answer and calculation questions.

Submission and Return of Assessment Items

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	
Information Literacy	Yes	Yes	Yes
Secondary Research		Yes	
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity		Yes	Yes
Self Directed Learning	Yes	Yes	Yes
Team Work	Yes	Yes	Yes
Cultural Intelligence	Yes	Yes	
English Language Proficiency	Yes	Yes	Yes

Additional Course Generic Skills

Specific Skills	Taught	Practised	Assessed

Additional Course Information

Teacher and Course Evaluations

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

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Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.