



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	<b>9133ENG</b>
<b>Course Name:</b>	<b>Project Management for Postgraduates</b>
<b>Trimester:</b>	<b>Trimester 3, 2020</b>
<b>Program:</b>	Masters Qualifying Program
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	PJ Wilson
<b>Document modified:</b>	16 October 2020

### 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.

### Assumed Knowledge

Ideally, you would have already completed an undergraduate degree in engineering, technology or relevant discipline prior to your enrolment in this course. In addition, exposure to project work during your undergraduate studies or current/past employment would be advantageous.

However, due to the broad nature of this course, you are not required to have particular technical knowledge background in a specific discipline. The course has been designed to suit students from a broad range of disciplines. Students are expected to apply their previous knowledge and skills through integrated learning and it is assumed that students are expecting to be challenged.

## 1.2 Teaching Team

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

Name	Email
PJ Wilson	pj.wilson@griffithcollege.edu.au

## 1.3 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 found on the Moodle Course Site.

## 1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

## 1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

## 2. Aims, Outcomes & Generic Skills

### 2.1 Course Aims

The 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. The 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. This course also aims to develop your critical analysis and written communications skills.



### 2.2 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 and apply these skills using an in-class project activity with a real-world context using appropriate project management methods/techniques.
- 3 Compare real-world practices and theories to identify similarities and differences as well as other key issues through reflection of professional experience
- 4 Investigate, analyse and apply various project management techniques to effectively managing various phases of a project.









## 2.3 Generic skills and capabilities

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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:

<b>Generic Skills and Capabilities</b>		<b>Taught</b>	<b>Practised</b>	<b>Assessed</b>
Acquisition of discipline knowledge and skills with critical judgement		✓	✓	✓
Communication and collaboration		✓	✓	✓
Self-directed and active learning		✓	✓	✓
Creative and future thinking		✓	✓	✓
Social responsibility and ethical awareness		✓	✓	
Cultural competence and awareness in a culturally diverse environment		✓	✓	



## 3. Learning Resources

### 3.1 Required Learning Resources

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.

Additionally, students are *strongly* encouraged to purchase the **hardcopy** version of the following textbook. The textbook is an exceptional learning resource that can be used as a reference in the workplace. It is assumed that you will have covered its content for the final exam:

*Pearson, N., Larson, E.W., & Gray, C.F., (2019) Project Management in practice, 2e North Ryde, NSW. : McGraw-Hill Education*

### 3.2 Recommended Learning Resources

Students will be provided with additional recommended readings by the lecturer as appropriate.

### 3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.

[Jobs and Employment](#) in the Student Hub can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

### 3.4 Other Learning Information

#### **Attendance**

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

#### **Preparation and Participation in Class**

In order to enhance learning, prepare before learning activities and experiences. Read the relevant section of your text book before learning experiences and activities read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in learning activities and experiences will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

## **Consultation Sessions**

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

## **Course Materials**

Lecture notes will be made available to you in Course Site on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

## **Self-Directed Learning**

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your teacher. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

## **Program Progression**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - [Program Progression Policy](#) - for more information].






## **Teacher and course Evaluation**

Your feedback is respected and valued by your teacher. 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 via Griffith College's evaluation tool whenever these are available.



#### 4. Learning content, learning activities and learning experiences





##### 4.1 Modules for learning and weekly learning content, learning activities and learning experience

	Learning Content 	Learning activities 	Learning experiences 	Evidence of learning 	Learning outcome 
<b>Module 1 – Project Fundamentals</b>					
1	<b>Course Introduction:</b> Introduction to the course and project management	Lectures Discussion Questions Videos	Introductions Conversation Starters Storytelling		1,2,3
2	<b>Project Management Fundamentals:</b> Project lifecycles, various project frameworks, project scoping and integration.	Lectures Discussion Questions Videos Project Workshop	Critical, Systems, Creative & Design thinking Groupwork Reflective-Practice		1,2,3,4
<b>Module 2- Project Concept Planning</b>					
3	<b>Project Planning 1:</b> Fundamentals of project planning, scheduling and risk management.	Lectures Discussion Questions Videos	Build a team Groupwork Reflective-Practice		1,2,3,4
4	<b>Project Planning 1:</b> Fundamentals of project planning, scheduling and risk management.	Lectures Discussion Questions Videos	Brainstorming Groupwork Reflective-Practice		1,2,3,4
<b>Module 3- Project Management</b>					
5	<b>HR management:</b> Fundamentals of project HR management and group/team work.	Lectures Discussion Questions Project Workshop	Self-Reflection Groupwork Technical Communications	Project 1 Progress presentation	2,3,4
6	<b>Project control:</b> Fundamentals of project control. Project control tools and techniques.	Lectures Discussion Questions Videos	Reflective-Practice Groupwork Technical Communications		2,3,4
<b>Module 4- Project Closure</b>					
7	<b>Project closure – Auditing:</b> Fundamentals of project auditing. Project audit procedures.	Lectures Discussion Questions Videos	Reflective-Practice Groupwork PDP		2,3,4
8	<b>Project closure (cont'd) – Terminating:</b> Fundamentals of project termination. Project termination procedures.	Lectures Discussion Questions Videos Project Workshop	Reflective-Practice Groupwork Technical Communications PDP	Project 2 Progress presentation	2,3,4
<b>Module 5- Project Selection</b>					
9	<b>Project Selection:</b> Fundamentals of project selections and project selection techniques. Multi-criteria Decision Making using Analytic Hierarchy Process (AHP)	Lectures Discussion Questions Videos Project Workshop	Reflective-Practice Groupwork Reflective-Practice PDP		1,2,3,4
10	<b>Project Planning 2 (cont'd):</b> Project scheduling using a deterministic approach. Fundamentals of resource management.	Lectures Discussion Questions Videos Project Workshop	Reflective-Practice Groupwork Technical Communications Reflective-Practice PDP		1,2,3,4
<b>Module 6- Procurement</b>					
11	<b>Procurement management 1:</b> Project supply chain and supply chain management.	Lectures Discussion Questions Videos	Reflective-Practice Groupwork		2,3,4
12	<b>Procurement management 2:</b> Fundamentals of Project procurement and contract management.	Lectures Discussion Questions Videos Project Workshop	Reflective-Practice Groupwork Technical Communications	Project 3 Progress presentation	2,3,4



## 5. Evidence of learning (Assessment plan)

### 5.1 Evidence of learning summary

	 Evidence of learning	 Weighting	 Learning outcome	 Due Date
1	Project file & reporting 1	15%	1,2,3,4	Wk05
2	Project file & reporting 2	15%	2,3,4	Wk08
3	Project 3 file & reporting	25%	2,3,4	Wk12
4	Project Progress Presentation	10%	3,4	Wk05/08/10/12
5	Final Exam	35%	1,2,3,4	W13

### 5.2 Evidence of learning task detail

**All students must submit all pieces of assessment in order to pass the class.**

#### ***Project Progress Presentations***

Due Date: 1130 Monday, Wk05/08/10/12 Weight: 10%

Task Description: The 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 7% of the final course marks. An additional 3% of the final course marks are allocated for a presentation extension talking about an appropriate project management tool.

A soft-copy 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.

Marking Criteria: Further detail will be provided in the Course Site prior to assessment due date.

Submission: via Turnitin.

#### ***Project File & Reporting***

Due Date: 2359 Friday, Wk05/08/12 Weight: 55%

Task Description: The 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. 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 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 5), Project Management Planning (due Week 8) and the final Project File which includes: Project Plan and a small Design File (due week 12). All Project assessment items will be submitted via email to your tutor with a TurnItIn certificate of originality.

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

Marking Criteria: Further detail will be provided in the portal prior to assessment due date.

Submission: via Turnitin.

### **Final Exam**

Due Date: TBA, Week 13 Weight: 35%

Task Description:

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

## 5.3 Late Submission

An evidence of learning (assessment) item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Evidence of learning items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > [Assessment Policy](#) for guidelines and penalties for late submission.

## 5.4 Other Assessment Information

### **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.

### **Requests for extension**

To apply for an extension of time for an evidence of learning item, 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 Student Medical Certificate](#)]. Please refer to the Griffith College website - [Policy Library](#) - for guidelines regarding extensions and deferred assessment.

### **Return of Assessment Items**

1. Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

*The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.*



## 6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

[Assessment Policy](#), [Special Consideration](#), [Deferred Assessment](#), [Alternate Exam Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed within the [Policy Library](#)

**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 an allegation of a breach of academic integrity being 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 Griffith College website - Policy Library > [Academic Integrity Policy](#)

### **Reasonable Adjustments for Assessment – The Disability Services policy**

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

### **Risk Assessment Statement**

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

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