



DIVISION OF ECONOMIC AND FINANCIAL STUDIES

**DEPARTMENT OF STATISTICS/
DEPARTMENT OF ACTUARIAL STUDIES**

BUS840 BUSINESS PROJECT MANAGEMENT

SECOND SEMESTER 2008

UNIT OUTLINE

Students in this unit should read this unit outline carefully at the start of semester.

ABOUT THIS UNIT

BUS 840 is a 4 credit point postgraduate unit especially designed for students obtaining a Master of Actuarial Practice. This unit is offered by the Department of Statistics and Department of Actuarial Studies in the Division of Economic and Financial Studies. It is only offered in the second semester each year.

The aim of the unit is to provide the skills and competence necessary to apply the quantitative techniques in organisational project management decision-making situations.

The approach taken consists of defining the project objective, developing a work break down structure, initial planning via network diagrams and Gantt charts, acquiring the necessary resource, performing resource allocation and levelling, and implementing the results together with some common sense. In addition, some case studies will be discussed with the emphasis being on application of the techniques rather than the theory.

The topics covered in this unit are broadly classified as:

- Development of Project Management
- Project Selection
- Project Scheduling
- Critical Chain Project Scheduling
- Resource Management

SOFTWARE

- Microsoft Excel
- Microsoft Project 2003/2007

TEACHING STAFF

- Kj Byun Office: E4A 509 Tel: 9850 7473 E-mail: kbyun@efs.mq.edu.
 Consultation Hours: Monday 3pm – 5pm

Please note that any communication with staff via email will only be conducted using your University email address.

CLASSES

- Length: One 3 hour lecture beginning in Week 1
- Location: W6B 282
- Time: Monday 6pm – 9pm

The timetable for classes can be found on the University web site at:

<http://www.timetables.mq.edu.au/>

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

- Required Text: Pinto Jeffrey K., *Project Management Achieving Competitive Advantage and MS Project*. Prentice Hall, 2007.

UNIT WEB PAGE

- The web page for this unit can be found at:

<http://www.bus.mq.edu.au/units/bus840/index.htm>

LEARNING OUTCOMES

The learning outcomes of this unit will be:

- Understanding the difference between a project and project management;
- An appreciation of information requirements within organisation;
- Competence in the analysis of project management decisions using modern techniques.

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students' generic skills in a range of areas. One of the aims of this unit is that students develop their skills in the following:

- Self-awareness and interpersonal skills;
- Communication skills;
- Critical analysis skills;
- Creative thinking skills;

TEACHING AND LEARNING STRATEGY

LECTURES

- Students should attend all lectures.
- In each week, lecture handout will be provided.
- Lectures will be conducted following the structure of the handout. It will contain additional examples and exercises to textbook.
- The solution to these examples and exercises will be covered in the lecture.
- Students are encouraged to participate in the lecture discussion and ask questions.
- Each week students should practice the material learned by attempting the exercises given at the end of each week's lecture handout.
- The solution to the weekly exercises will be provided in the following week's lecture.

LECTURE SCHEDULE (E2 2008)

<i>Week</i>	<i>Lecture Date</i>	<i>Topic</i>
1	4 August	Introduction to Project Management
2	11 August	Project Scheduling I
3	18 August	Project Scheduling II
4	25 August	Resource Management: Time Limited Scheduling
5	1 September	Resource Management: Resource Limited Scheduling
6	8 September	Resource Estimation
7	15 September	Mid-Semester Test
Mid Semester Break (22 nd September to 5 th October)		
8	6 October	Public Holiday (Labour Day)
9	13 October	Guest Lecture on Tendering
10	20 October	Time-Cost Trade Off Analysis
11	27 October	Critical Chain Project Scheduling
12	3 November	Project Selection
13	10 November	Revision

ASSESSMENT

Formal assessment for this unit will be:

1. Mid-semester examination	20%
2. Individual hand-in assignment	20%
3. Final Examination	60%

In order to pass the unit, **both** the following criteria must be satisfied:

- Submission of a well presented assignment
- Minimum performance of 45% in the mid semester examination and 50% in the final examination.

MID-SEMESTER EXAMINATION

- The exam will be held during the lecture time on **15 SEPTEMBER** and will commence at **6:10pm**.
- The exam will cover all material up to and including the end of **Week 5**. It will be of **2.5 hours** duration.
- In the examination you will be provided with relevant tables but no formulae will be given. However, you will be able to bring into the examination **one piece of paper up to A4 size** on which you may write anything you like on **one side only**.

INDIVIDUAL HAND-IN ASSIGNMENT

The assignment provides an opportunity for you to gain experience in the techniques and concepts. It will be given out on **20th October (week 10)** and due at the lecture on **3rd November (week 12)**.

Assignments must be handed in at the lecture on the due date.

For each day late, 20% of the potential assignment marks will be deducted.

Please keep a copy of your assignment before you submit.

FINAL EXAMINATION

- The final examination will cover all topics dealt within the unit.
- In this examination you will be provided with relevant tables but no formulae will be given. However, you will be able to bring into the examination **one piece of paper up to A4 size** on which you may write anything you like on **both sides**. Any photocopied or computer printed sheets are forbidden. No other notes or books are allowed.

The University Examination period in Second Half Year 2008 is from 19th – 5th December. You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

<http://www.timetables.mq.edu.au/exam>

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at:

<http://www.reg.mq.edu.au/Forms/APSCon.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

Note that there is a Division policy regarding requests for special consideration for examinations and the granting of supplementary examinations which can be found at:

<http://www.efs.mq.edu.au/supexams.htm>

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at:

<http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

Your raw mark for a unit (i.e., the total of your marks for each assessment item, including the final examination) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

For an explanation of the policy see:

<http://www.mq.edu.au/senate/MQUonly/Issues/Guidelines2003.doc> or
<http://www.mq.edu.au/senate/MQUonly/Issues/detailedguidelines.doc>.

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can accessed at

<http://www.student.mq.edu.au>.