

MACQUARIE
UNIVERSITY



FACULTY OF
BUSINESS AND ECONOMICS

BUS 840
Business Project Management

Semester 2, 2011

Marketing and Management Department

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT GUIDE**

Year and Semester: 2011 Semester 2

Unit convenor: Nick Stevens

Credit points: 4

Students in this unit should read this unit guide carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

Project management is the application of a variety of management strategies and activities to achieve delivery. Befitting a postgraduate course, this unit integrates theory with real-life practice in the business environment. Students wishing to maximise their learning in this unit will be expected to draw on their own experience and their learning from other units of study, and be willing to learn from the spectrum of multi-disciplinary experiences of other course participants. Teaching and assessment will encourage original and critical thinking.

TEACHING STAFF

Convenor: Mr Nick Stevens

Email: nick.stevens@mq.edu.au

Telephone: 0420589049

CONSULTATION TIMES

Consultation times: 5:00pm to 6:00pm and 9:00pm to 10:00pm on days when the course is taught. Location: E4B104.

You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Staff will not conduct any consultations by email. You may, however, phone staff during their consultation hours.

In order to gain access to staff located at levels 1, 2 and 3 of building E4A during their consultation hours please ring the staff member from the phones available in the lobby (phone numbers of relevant staff members will be provided on Blackboard and are available next to the phones).

Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

CLASSES

- 13 x 3-hour classes, consisting of lectures and practical
- The timetable for classes can be found on the University web site at:<http://www.timetables.mq.edu.au/>
- It is a requirement of this unit that students attend classes.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Required Text

Larson E and Gray C (2011) Project Management: The Managerial Process 5th Edition, McGraw Hill International Edition, New York USA.

Recommended texts

Project Management Institute (2008) A Guide to the Project Management Body of Knowledge (PMBOK) 4th Edition, PMI, Newtown Square, Pennsylvania USA. This is a practical text, full of practical tools.

Forsberg K, Mooz H and Cotterman H (2005) Visualising Project Management, Wiley, New Jersey USA. This text is largely aimed at project managers in the IT industries, but the approach is great for people who think in pictures.

These texts have been ordered by the Macquarie University Co-op Bookshop and should be available in the Macquarie Library.

Further references for journal readings will be provided through the course.

TECHNOLOGY USED AND REQUIRED

The course will make use of Microsoft Project 1997. This will be made available through the student IT labs.

UNIT WEB PAGE

Course material is available on the learning management system (BlackBoard)

LEARNING OUTCOMES

Participants will develop a full understanding of the leadership and technical capabilities needed for effective project management:

1. Definition, scoping and assessing the feasibility of projects;

2. Project planning;
3. Procurement and building a project team;
4. Delivery – time, cost and quality;
5. Project resource management;
6. Managing project risks;
7. Project communications;
8. Project marketing.

GRADUATE CAPABILITIES

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world.

This unit contributes to this by developing the following graduate capabilities:

Critical, Analytical and Integrative Thinking
 Problem Solving and Research Capability
 Creative and Innovative
 Effective Communication
 Capable of Professional and Personal Judgement and Initiative

TEACHING AND LEARNING STRATEGY

Through a combination of formal learning, group and individual project work, and interactive class-based activities, participants will develop a full understanding of the leadership and technical capabilities needed for effective project management. Students are expected to follow the pre-reading for each session, to participate in group work and to read widely around the subject.

Topics covered will be as follows:

Week	Topics
1	Introductory concepts and models
2	Project set-up
3	Cost estimation and procurement
4	Products: managing quality
5	Time: managing schedules
6	Resources: managing costs
7	Project control and change management
8	Project risk management
9	Project communications and marketing
10	Managing project teams
11	Group presentations
12	Measuring success, project closure and evaluation
13	Summary and Revision

RESEARCH AND PRACTICE (*DELETE THOSE NOT APPLICABLE*)

- This unit gives you practice in applying research findings in your assignments
- This unit gives you opportunities to conduct your own research

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Assessment will be divided as follows:

- Exercises in the initial sessions, designed to ensure an appropriate level of understanding and to foster effective teamwork for the remainder of the unit (20%);
- An individual written assignment (35%);
- A group presentation (15%);
- A formal examination (30%).

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Title/Name	Diagnostic	Assignment	Group presentation	Examination
Description (including length or similar if applicable)		2,500 word assignment, applying theory to practical situation	15 minute Presentation: analysis of actual project	2 hour examination on topics covered in the course.
Due date		Week 9	Week 11	
% Weighting	20	35	15	30
Grading method	HD - High Distinction D - Distinction CR - Credit P - Pass F - Fail	HD - High Distinction D - Distinction CR - Credit P - Pass F - Fail	HD - High Distinction D - Distinction CR - Credit P - Pass F - Fail	HD - High Distinction D - Distinction CR - Credit P - Pass F - Fail
Submission method	In class, weeks 3 and 4.	Printed written assignment	Group presentation with copy of materials in week 11	Examination
Feedback (type, method, date)	Written, mark sheet, week 5	Written, mark sheet. Week 11	Written, mark sheet, week 13	

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Estimated student workload (hours)	2 hours	10 hours	4 hours	Revision.
Learning outcomes assessed	Definition, scoping and assessing the feasibility of projects	All	All	All
Graduate capabilities assessed				
1	Critical, Analytical and Integrative Thinking	Critical, Analytical and Integrative Thinking	Critical, Analytical and Integrative Thinking	Critical, Analytical and Integrative Thinking
2	Problem Solving and Research Capability	Problem Solving and Research Capability	Problem Solving and Research Capability	
3		Capable of Professional and Personal Judgement and Initiative	Effective Communication	
4			Creative and Innovative	

Extensions to the assignment deadlines will only be agreed in extreme circumstances and when supported by appropriate documentation. Assignments submitted late with no agreed extension will not be accepted

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

A 2 hour final examination for this unit will be held during the University Examination period.

The University Examination period in Second Half Year 2011 is from 14th November 2011 to 2nd December 2011.

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. The University's policy on special consideration process is available at

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

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. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.)

The Macquarie university examination policy details the principles and conduct of examinations at the University. The policy is available at:

<http://www.mq.edu.au/policy/docs/examination/policy.htm>

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at

http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

Macquarie University uses the following grades in coursework units of study:

HD - High Distinction

D - Distinction

CR - Credit

P - Pass

F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.