BUS 840

Business Project Management

S2 Evening 2014

Dept of Marketing and Management

Contents

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General Information

Unit convenor and teaching staff
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Thursdays 2.30-3.30 pm

Lecturer in charge
Nick Stevens
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Mon 17:00 to 18:00 and 21:00 to 22:00

Nick Stevens
nick.stevens@mq.edu.au

Credit points
4

Prerequisites
BUS651 or MKTG696 or admission to MActPrac or MBiotech or admission to MCom or
MIntBus or MEc or MActPrac prior to 2011

Corequisites

Co-badged status

Unit description
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: definition, scoping and
assessing the feasibility of projects; project planning; procurement and building a project
team; delivery – time, cost and quality; project resource management; managing project risks;
and project communications and marketing.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are
available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

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

Students completing the course will be able to question and test the feasibility of projects

Students completing the course will be able to use critical path and critical chain methods to plan project delivery

Students completing the course will be able to apply their learning in the management of project resources and teams

Students completing the course will be able to use a variety of monitoring and financial tools to manage the delivery of quality project outcomes

Students completing the course will be able to make planning and delivery decisions based on project risk analysis

Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

General Assessment Information

Task	Weight	Due Date	Linked Learning Outcomes	Linked Graduate Capabilities	Brief Description
Class Test	10%	Week 4	1,2	1	Multi choice test covering materials in weeks 1 to 3
Individual written assignment	60%	Week 10	3,5,6	2,3	3000 word assignment on Project Management Theory
Group Presentation	30%	Week 13 in class	1,2,3,4,5,6	1,2,3	Group presentation on (i) a researched project and (ii) an assessment of group effectiveness

Graduate capabilities

1. Discipline Specific Knowledge and Skills - linked to learning outcomes 1,2,3,4,5,6

2. Critical, Analytical and Integrative Thinking - linked to learning outcomes 3,5,6

3. Research and Problem Solving Capability - linked to learning outcomes 3,6

Class Test

The class test will take place at the start of the session (18:00) in week 4. It will be a multiple choice test on all material covered in weeks 1, 2 and 3.

Failure to complete the class test will result in a score of 0/10 unless an application for special consideration is made and approved.

Individual Written Assignment

The written assignment will require research and analysis of a question related to project management theory. The assignment should be about 3000 words excluding references.

The individual written assignment will be submitted through Turnitin on ilearn.

The deadline for submission of the individual assignment will be 17:00 on Wednesday 20 October 2014. No extensions will be granted. Students who have not submitted the individual written assignment prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

Group Presentation

The Group Presentation task will require students in groups to research and present an analysis of a completed project. In addition, groups will be instructed to treat the presentation task as a mini-project, and to present an analysis of the effectiveness of the group at managing the mini-project. Therefore the group presentation will cover (i) a researched project and (ii) an assessment of group effectiveness. All group presentations will take place in the final week (week 13).

Groups will be required to submit a hard copy of the presentation at the class. No extensions will be granted. Groups who have not submitted the group presentation prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

Assessment Tasks

Name	Weighting	Due
Class Test	10%	Week 4
Individual written assignment	60%	Week 10
Group Presentation	30%	Week 13

Class Test

Due: **Week 4**
Weighting: **10%**

Multi choice test covering materials in weeks 1 to 3

On successful completion you will be able to:
- Students completing the course will be able to question and test the feasibility of projects
- Students completing the course will be able to use critical path and critical chain methods to plan project delivery

Individual written assignment

Due: **Week 10**
Weighting: **60%**

3000 word assignment on Project Management Theory

On successful completion you will be able to:
- Students completing the course will be able to apply their learning in the management of project resources and teams
- Students completing the course will be able to make planning and delivery decisions based on project risk analysis
- Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

Group Presentation

Due: **Week 13**
Weighting: **30%**

Group presentation on (i) a researched project and (ii) an assessment of group effectiveness

On successful completion you will be able to:
- Students completing the course will be able to question and test the feasibility of projects
- Students completing the course will be able to use critical path and critical chain methods to plan project delivery
- Students completing the course will be able to apply their learning in the management of project resources and teams
- Students completing the course will be able to use a variety of monitoring and financial tools to manage the delivery of quality project outcomes
- Students completing the course will be able to make planning and delivery decisions based on project risk analysis
- Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

Delivery and Resources

- Classes are held each week of semester unless the class falls on a public holiday. Each class is 3 hours, including lectures and tutorial activities.
- The timetable for classes can be found on the University web site at: https://timetables.mq.edu.au

- Students are expected to read prescribed text chapters before lectures, attend lectures, join in discussions and complete all assessments. Reflection is crucial to integrating unit material. Therefore active participation in discussions and exercises is of utmost importance not only to the participating student but to the whole class.
- This unit requires group work throughout the semester.
- Students should attend lectures and tutorials. Attendance will be taken. You must attend at least 7 of the group-based sessions (week 3-13) in order to get the group presentation mark. A Doctor's certificate should be produced for all cases of non-attendance.
- To pass this course, students need to achieve an overall mark of 50%.

Required Text

Larson E W and Gray C F, *Project Management - The Managerial Process,* McGraw Hill, 5th edition (2010) or 6th edition (2014).

Technology used and required • This unit requires access to standard information and communication technologies such as a personal computer and internet access. • Students are required to familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/MQ/). iLearn will be used to post course material, announcements, student grades and as a means of communication between staff members and students. • Students are expected to check their university email account and contact the teaching staff through it. Gmail, hotmail and other personal email accounts are often blocked through the university's spam filter; communicating through those risks that your query will not be answered. • Lecture slides, assessment details and other useful material will be made available from iLearn. If you have difficulties logging on to iLearn, please contact the university's technical support staff. Do not contact the lecturer or the tutors as they will not be able to help you with technical queries. • You are expected to save and/or print copies of the lecture slides and bring them along to the lectures. • You are expected to save and/or print the worksheets and other material necessary for each tutorial. • All important announcements will be made on iLearn and you are expected to view the announcements page of the course website at least once per week

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of

knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Students completing the course will be able to question and test the feasibility of projects
- Students completing the course will be able to use critical path and critical chain methods to plan project delivery
- Students completing the course will be able to apply their learning in the management of project resources and teams
- Students completing the course will be able to use a variety of monitoring and financial tools to manage the delivery of quality project outcomes
- Students completing the course will be able to make planning and delivery decisions based on project risk analysis
- Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

Assessment tasks

- Class Test
- Group Presentation

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Students completing the course will be able to apply their learning in the management of project resources and teams
- Students completing the course will be able to make planning and delivery decisions based on project risk analysis
- Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

Assessment tasks

- Individual written assignment

- Group Presentation

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Students completing the course will be able to apply their learning in the management of project resources and teams
- Students completing the course will be able to develop their ability to handle 'soft' project management skills developed across the coursework and assessments

Assessment tasks

- Individual written assignment
- Group Presentation

Changes from Previous Offering

There are no major changes from the previous offering.

Research and Practice

Engaging with research is an essential part of this unit and students are required to search for and retrieve additional readings through databases and journal websites. These are available through the Library Multisearch engine. Furthermore, additional readings and other learning resources will be made available via iLearn.