



# BUS 840

## Business Project Management

S2 Evening 2016

*Dept of Marketing and Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convener / Lecturer

Dr Cathy Y. Xu

[cathy.xu@mq.edu.au](mailto:cathy.xu@mq.edu.au)

Contact via email or in class

Friday 4:00 - 5:00 pm

Credit points

4

Prerequisites

BUS651 or MKTG696 or admission to MBiotech

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.

## Assessment Tasks

Name	Weighting	Due
<u>Class Tests</u>	20%	8pm Friday, Week 5 & Week 9
<u>Individual Essay</u>	40%	Week 10
<u>Group Project Analysis</u>	40%	Week 12

### Class Tests

Due: **8pm Friday, Week 5 & Week 9**

Weighting: **20%**

A class test will take place respectively in **Week 5 & Week 9 tutorials from 8pm**. Each of the two tests is worth 10%, a total of 20%. The tests will be in written format and cover materials preceding the test week.

Failure to complete either class test will result in a mark of 'zero' for the corresponding test. This penalty does not apply for cases in which an application for Disruption of Studies is made and approved.

On successful completion you will be able to:

- 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.

### Individual Essay

Due: **Week 10**

Weighting: **40%**

This individual written assignment will require in-depth research and analysis of a question related to project management theory. The assignment should be about 2500 words excluding references.

Details of the essay question and requirements will be provided in class and on the unit's iLearn website **by Friday of Week 3**.

You should submit your essay to turnitin on the unit's iLearn website **before Friday 6pm of Week 10**. We do not require you to hand-in a hard copy of your essay.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved.

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 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.

## Group Project Analysis

Due: **Week 12**

Weighting: **40%**

The assignment will require students to, (i) research and present an analysis of a completed project (such as a government construction project); (ii) to treat this group assignment as a mini-project, and to present an analysis of the effectiveness of the group at managing the mini-project. The exercise will allow you to gain teamwork experience and enhance your communication skills in a team environment. Both are essential for project management.

This assessment involves two specific tasks:

- **Task 1 Group Project Analysis Report (20%):** Each group should submit **one** copy of your project analysis report of 2500-word to turnitin on the unit's ilearn website **by Friday 6pm of Week 12**. We do not require you to hand-in a hard copy of your case study.
- **Task 2 Group Project Analysis Presentation (20%, each student will be individually marked on their delivery):** Each group will present their project analysis in class **in Week 12**. They will also lead class discussion on the project and answer questions from fellow students.

Further details of the assignment will be provided in class and on the unit's iLearn website **by Friday of Week 4**.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved.

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

## **Delivery and Resources**

### **Classes**

Classes are held each week of the semester unless the class falls on a public holiday. Each class is 3 hours, including a 2-hour lecture and a 1-hour tutorial.

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

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

### **Unit Website on iLearn**

iLearn (<http://ilearn.mq.edu.au>) will be used to post course material such as lecture slides, assessment details and assessment grades. All important unit-related announcements will also be made available on iLearn.

You are expected to check the course website at least once per week.

### **Technology Used and Required**

Technology used: iLearn. Please ensure that you have access to a personal computer and internet so you are able to use iLearn.

Students are required to familiarise themselves with 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.

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.

## Learning and Teaching Activities

The unit is taught using a combination of lectures & tutorials.

Please note that attendance will be taken in the tutorials - **You are expected to attend at least 10 of the 12 tutorials. Failure to do this may affect your final mark.**

**To complete the unit satisfactorily, you must achieve an overall score of 50 marks or more.**

## Required text and useful sources

Required text:

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

*This text is compulsory and can be purchased from the Macquarie University Co-op Bookshop.*

Useful websites:

- <http://www.pmhut.com/> has a wide-ranging set of articles by project management practitioners;
- <http://www.projectsmart.co.uk/> has lots of articles on project management topics;
- <http://www.aipm.com.au/> is the website of the Australian Institute of Project Management.

## Unit Schedule

### Weekly Program Outline\*

Week	Topic	Tutorial & Assessment
1	Introduction to the unit and key concepts	<b>No tutorial scheduled</b>
2	Project teams and estimation	Class activities
3	Project set-up	Class activities
4	Project planning - time	Class activities
5	Project planning - resources	<b>(1st in-class test)</b>
6	Project risk analysis	Class activities
7	Alternative approaches to project planning	Class activities

8	Project monitoring and control	Class activities
9	Socio-cultural aspects of project management, leadership, stakeholders and communications	<b>(2<sup>nd</sup> in-class test)</b>
10	Agile project management and project selection	Class activities <b>(Assessment 2 Individual Essay to be submitted to turnitin)</b>
11	Project procurement and project close down	Class activities
12	Group Project Analysis Presentations	Class activities <b>(Assessment 3 Group Project Analysis Report to be submitted to turnitin)</b>
13	Review of the unit	Class activities / Consultation

\*Note: Changes to this outline, if required, will be discussed in class and/or announced on iLearn.

## 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](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

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

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](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/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#).

## 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](http://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](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources 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.

## Assessment tasks

- Class Tests
- Individual Essay
- Group Project Analysis

## 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 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.

## Assessment tasks

- Individual Essay
- Group Project Analysis

## 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 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.

## Assessment tasks

- Individual Essay
- Group Project Analysis

## Changes from Previous Offering

1. Changes were made on the weightings and schedule of assessments as follows:

- Weighting of the individual essay was previously worth 60%, now it is worth 40%;
- Two in-class tests are scheduled and each is worth 10%;
- The Group Project Analysis assignment now has a component to be assessed individually.

2. An additional topic has been added to the weekly program.

## Global Contexts and Sustainability

- This unit entails examination of global context through evaluating project management practices and literature review;

- The unit discusses sustainability from the perspective of project stakeholders.

## Research and Practice

- This unit uses research from external sources;

- This unit gives you opportunities to manage a project through a group assignment.