



# MGMT8040

## Business Project Management

Session 2, Online-scheduled-weekday 2022

*Department of Management*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	5

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Stephen Burke

[stephen.burke@mq.edu.au](mailto:stephen.burke@mq.edu.au)

Lecturer

Steve Erichsen

[stephen.erichsen@mq.edu.au](mailto:stephen.erichsen@mq.edu.au)

By appointment

Credit points

10

Prerequisites

(BUS651 or MGMT6051 or ECON649 or ECON6049 or MGNT608 or MGMT6008 or MKTG696 or MKTG6096) or (admission to MInfoSysMgmt or MEngMgt)

Corequisites

Co-badged status

Unit description

This unit is designed to develop the knowledge and skills required for effective problem solving and critical analysis in business project management. Students will gain an understanding of the nature and scope of leadership and technical capabilities needed for effective project management. The unit includes an analysis of: the definition, scoping and assessment of project feasibility; project planning and procurement; building a project team; delivery-time, cost and quality; project resource management; managing project risks; and project communications and marketing. These issues are critically examined through a combination of formal learning, group and individual project work, and interactive class-based activities.

## 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:

**ULO1:** Critically evaluate the effectiveness of project management techniques and how

these are used in project teams for business problem solving.

**ULO2:** Analyse the effectiveness of progress monitoring techniques used to effectively manage project delivery.

**ULO3:** Demonstrate the application of business research skills to contemporary business issues and themes both as an individual and as a member of a team.

## General Assessment Information

### Late Assessment Submission Penalty (written assessments)

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Class Test</u>	20%	No	Week 7
<u>Individual Essay</u>	35%	No	Week 9
<u>Group Business Project Analysis</u>	45%	No	Week 11 and Week 12

### Class Test

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 7**

Weighting: **20%**

This assessment has two components worth 20% in total. The first is a 30 question individual quiz administered in a three-hour window and worth 15%. The second is a mini-case study worth 5%.

On successful completion you will be able to:

- Critically evaluate the effectiveness of project management techniques and how these

are used in project teams for business problem solving.

- Analyse the effectiveness of progress monitoring techniques used to effectively manage project delivery.

## Individual Essay

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Week 9**

Weighting: **35%**

This assessment is worth 35% in total. It is a 1,500 word (excluding references) individual essay.

On successful completion you will be able to:

- Critically evaluate the effectiveness of project management techniques and how these are used in project teams for business problem solving.
- Demonstrate the application of business research skills to contemporary business issues and themes both as an individual and as a member of a team.

## Group Business Project Analysis

Assessment Type <sup>1</sup>: Project

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Week 11 and Week 12**

Weighting: **45%**

This assessment has two components worth 45% in total. One component is a 3,000 word group report worth 30%. The other component is a 12 minute group presentation worth 15%.

On successful completion you will be able to:

- Critically evaluate the effectiveness of project management techniques and how these are used in project teams for business problem solving.
- Analyse the effectiveness of progress monitoring techniques used to effectively manage project delivery.
- Demonstrate the application of business research skills to contemporary business issues and themes both as an individual and as a member of a team.

<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

Required Text	Larson E W and Gray C F, <i>Project Management - The Managerial Process</i> , McGraw Hill, 8th edition (2020).
Unit Web Page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/">https://ilearn.mq.edu.au/</a>
Technology Used and Required	<p>Students are required to have access to a personal computer, a stable internet connection and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/">https://ilearn.mq.edu.au/</a>).</p> <p>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</p> <p>"Zoom" will be used for all classes, meetings and presentations etc.</p>
Delivery Format and Other Details	The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a>
Recommended Readings	Recommended readings are provided via the links on the <a href="#">iLearn</a> Unit page
Inherent Requirements	None

## Unit Schedule

Please see iLearn.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)

- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

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

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)

- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## 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.