COMP2700

Project Management and Professional Practice

Session 1, In person-scheduled-weekday, North Ryde 2025

School of Computing

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
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Lecturer
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Credit points
10

Prerequisites
60 CPs at 1000 level

Corequisites

Co-badged status

Unit description
This unit focuses on developing essential skills for success in the IT industry. Students will learn about professional practices such as managing IT projects, ethics in IT, and communication skills for effective teamwork. The unit will cover core bodies of knowledge (BoK) in project management and emphasize the importance of strong communication skills in collaborative environments. Furthermore, it will address the significance of understanding the acceptable use of technology in the workforce, particularly with the increasing integration of AI, known as GenAI.

Learning in this unit enhances student understanding of global challenges identified by the United Nations Sustainable Development Goals (UNSDGs) Industry, Innovation and Infrastructure

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: Demonstrate the ability to effectively manage IT projects and adhere to professional practices in the IT industry.

ULO2: Apply ethical principles to decision-making in IT and demonstrate an understanding of the ethical implications of technology use.

ULO3: Communicate effectively in collaborative environments, demonstrating strong teamwork and interpersonal skills.

ULO4: Understand and apply core bodies of knowledge in project management to real-world situations.

ULO5: Recognise the significance of acceptable technology use in the workforce, with a focus on the increasing integration of AI (GenAI) and its impact on the industry.

General Assessment Information

Assessment Task Release Dates:

IT Project : To be released no later than 30th March.

Reflective Report: Specifications to be released no later than 16th March.

Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark of the task) will be applied for each day a written report or presentation 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. The submission time for all uploaded assessments is 11:55 pm. A 1-hour grace period will be provided to students who experience a technical concern. For any late submission 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.

Special Consideration

The Special Consideration Policy aims to support students who have been impacted by short-term circumstances or events that are serious, unavoidable and significantly disruptive, and which may affect their performance in assessment. If you experience circumstances or events that affect your ability to complete the assessments in this unit on time, please inform the convenor and submit a Special Consideration request through connect.mq.edu.au .

Assessments where Late Submissions will be accepted

In this unit, late submissions will be accepted as follows:

Project Management Quiz, YES, Standard Late Penalty applies

IT Project, YES, Standard Late Penalty applies

Reflective Report on Professional Practices, YES, Standard Late Penalty applies

Requirements to Pass this Unit

To be eligible to pass this unit, it is necessary to obtain a mark of at least 50% in the unit overall.

Assessment Tasks

Name	Weighting	Hurdle	Due
Project Management Quiz	30%	No	Week7, during the SGTA class in which you are registered.
IT Project	30%	No	Week 10 Sunday (18/05/2025) 11.55 pm
Reflective Report on Professional Practices	40%	No	Week 13 Sunday (08/06/2025) 11.55pm

Project Management Quiz

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 20 hours
Due: **Week7, during the SGTA class in which you are registered.**
Weighting: **30%**

The quiz will evaluate students' critical thinking, problem-solving abilities, and their practical application of the concepts learned about project management and ethics.

On successful completion you will be able to:
- Demonstrate the ability to effectively manage IT projects and adhere to professional practices in the IT industry.
- Apply ethical principles to decision-making in IT and demonstrate an understanding of the ethical implications of technology use.
- Understand and apply core bodies of knowledge in project management to real-world situations.
- Recognise the significance of acceptable technology use in the workforce, with a focus on the increasing integration of AI (GenAI) and its impact on the industry.

IT Project

Assessment Type [1]: Project
Indicative Time on Task [2]: 17 hours
Due: **Week 10 Sunday (18/05/2025) 11.55 pm**
Weighting: **30%**

The task aims to assess students' ability to apply project management principles and communicate effectively to work on a given project description in a team.

On successful completion you will be able to:

- Demonstrate the ability to effectively manage IT projects and adhere to professional practices in the IT industry.
- Communicate effectively in collaborative environments, demonstrating strong teamwork and interpersonal skills.
- Understand and apply core bodies of knowledge in project management to real-world situations.

Reflective Report on Professional Practices

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 35 hours
Due: **Week 13 Sunday (08/06/2025) 11.55pm**
Weighting: **40%**

The reflective report on Professional Practices aims to assess students' ability to recognise and navigate ethical challenges and professional practices in IT

On successful completion you will be able to:

- Apply ethical principles to decision-making in IT and demonstrate an understanding of the ethical implications of technology use.
- Recognise the significance of acceptable technology use in the workforce, with a focus on the increasing integration of AI (GenAI) and its impact on the industry.

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[1] 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.

[2] 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

Teaching and Learning Strategy

COMP2700 is new core unit. There are no face to face lecture but a series of Podcasts that you are required to listen to prior to attending your SGTA. SGTA is taught via live classes on campus. The feedback that you receive in SGTA plays also a crucial role in your learning.

Podcasts are used to introduce new material, give examples of the advances in Project Management and Professional Practice and technologies and put them in a wider context.

SGTA classes are small group classes which give you the opportunity to interact with your peers and with a SGTA instructor who has a sound knowledge of the subject. This also gives you a chance to practice your soft skills.

You have many opportunities to seek for and to receive feedback. During consultation, you are encouraged to ask the lecturer questions to clarify anything you might not be sure of.

Week 1 classes

SGTA classes start in week 1 and the Lectures start in week 1. The first podcast will be available from Monday 24th Feb 2025

Each week you should:

- Listen to the podcasts on a weekly basis.
- Write a draft reflection weekly based on the podcast material for your final assessment.
- Participate in your SGTA classes and seek feedback from your SGTA instructor on your work
- Read assigned reading material, add to your notes and prepare questions for your lecturer or SGTA instructor
- Start working on any assessments immediately after they have been released.

Podcasts will also have extra notes which are made available each week but these notes are intended as an outline to support the podcast conversations and are not a substitute for your own notes or readings. We release material usually in blocks of 2-3 weeks to not overwhelm students.

Classes

Please attend the SGTA you are assigned on estudent.

Please note that you are **required** to submit a certain number of assessments. Failure to do so

may result in you failing the unit.

Methods of Communication

We will communicate with you via your university email and through announcements on iLearn. Queries to convenors can either be placed on the iLearn discussion board or sent to the unit convenor via the contact email on iLearn.

Textbook

Being a fast paced ever evolving unit, it was deemed that a textbook would not validate the complexity of Project Management and Professional Practice.

Technology used and required

Echo

Digital recordings of lectures are available.

COMP1300 makes use of the following software in the lab:

- Microsoft Windows 10 +
- Microsoft Office 2016 +
- Edge or Mozilla Firefox or Chrome or Opera

Website

The web page for this unit can be found at: http://ilearn.mq.edu.au.

COVID Information

For the latest information on the University's response to COVID-19, please refer to the Coronavirus infection page on the Macquarie website: https://www.mq.edu.au/about/coronavirus-faqs. Remember to check this page regularly in case the information and requirements change during semester. If there are any changes to this unit in relation to COVID, these will be communicated via iLearn.

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.

Assumed knowledge

Basic computer use skills.

Unit Schedule

Weeks	Weekly Podcast Content	SGTA/Assessment

1	**Project Power-Up** "Kickstarting IT Projects – Success, Roles, and Roadblocks"	*SGTA Workshop Week 1* *Lectures start in week 1*	
2	**Managing IT Projects (SDLC and Agile)** "Agile vs. Waterfall – Finding the Right Flow"	*SGTA Workshop Week 2*	
3	**Ethics in IT** "Navigating the Grey Areas – Ethics, AI, and Responsibility"	*SGTA Workshop Week 3*	
4	**Communication Skills for Teams** "Speak Up & Sync Up – Effective IT Team Communication"	*SGTA Workshop Week 4* ***Formative Quiz: This is a short quiz to check if you're keeping up with the podcats and SGTA material. It provides feedback to help you prepare for the summative quiz in Week 7.***	
5	**Acceptable Use of Technology in the Workforce** "Tech in the Workplace – Policies, Risks & AI Challenges"	*SGTA Workshop Week 5*	
6	**Leadership in IT and Team Collaboration** "Leading the Pack – IT Leadership & Team Synergy"	*SGTA Workshop Week 6*	
7	**Managing GenAI in Projects** "AI at the Helm – Power, Pitfalls, and Ethics"	*SGTA Workshop Week 7* ***Quiz based on Week 1 - 6 Podcasts***	
8	**Project Execution / Monitoring** "Getting it right, the first time all the time."	*SGTA Workshop Week 8*	
9	**Project Closure** "Wrapping Up Right – Closing, Learning & Moving Forward"	*SGTA Workshop Week 9*	

10	Global Challenges and UNSDGs "Tech for Good – IT Solutions for Global Impact"	SGTA Workshop Week 10 *Group Project Due: IT Project Due: Sun 18th May 2025*
11	Business Acumen & Entrepreneurship in IT "From Idea to Impact – Understanding Clients, Investors & Startups"	SGTA Workshop Week 11 MQ Incubator
12	Career Planning in IT "Your IT Career Toolkit – Resumes, Networking & Interviews"	SGTA Workshop Week 12
13	Reflection & Growth "Looking Back, Moving Forward – Lessons for the Future"	Reflective Report Due: Sun 8th June 2025 *Reflective Report Due: Sun 8th June 2025*

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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). 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) 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 connect.mq.edu.au or if you are a Global MBA student contact 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/

Academic Success

Academic Success 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 Advocacy provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the Service Connect Portal, 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/.

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.

Changes from Previous Offering

This is the first iteration of the unit so there are no previous offerings.

Changes since First Published

Date	Description
20/02/2025	There was a typo in the weekly schedule. It is now fixed.

Unit information based on version 2025.02 of the Handbook