



COMP2700

Project Management and Professional Practice

Session 2, In person-scheduled-weekday, North Ryde 2026

School of Computing

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor / Lecturer

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TBA refer to ilearn

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:

Assignment: To be released no later than 9th August

Quiz: Information to be released during the lecture of Week 7. **NB. You must attend the SGTA you are registered in on e-student.**

Reflective Report on Professional Practices: Specifications to be released no later than 9th August

Late Assessment Submission Policy:

5% penalty per day: If you submit your assessment late, 5% of the total possible marks will be deducted for each day (including weekends), up to 7 days.

- **Example 1 (out of 100):** If you score 85/100 but submit 20 hours late, you will lose 5 marks and receive 80/100.
- **Example 2 (out of 30):** If you score 27/30 but submit 1 day late, you will lose 1.5 marks and receive 25.5/30.
- **After 7 days:** Submissions more than 7 days late will receive a mark of 0.
- **Extensions:**
 - **Automatic short extension:** Some assessments are eligible for automatic short extension. You can only apply for an automatic short extension before the due date.
 - **Special Consideration:** If you need more time due to serious issues and for any assessments that are not eligible for Short Extension, you must apply 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:

Assignment: YES, Standard Late Penalties apply

QUIZ: NO, unless Special Consideration is Granted

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.

NB. SHORT EXTENSION option is not available in this unit.

AI in this unit:

AI Open

AI in this unit:

AI Open and Observed (With AI Optional)

AI Open Assessments:

- Are completed in unsupervised or unrestricted environments (for example, take-home or online tasks).
- Assume that students may use AI tools.
- Are typically designed *for* learning or *as* learning, supporting exploration and feedback.
- Provide opportunities to develop higher order skills such as analysis, evaluation, and problem solving, whether or not AI tools are used.
- Are where AI may be irrelevant to the task, e.g. fieldwork.
- The table below provides a brief comparison of AI Open and Observed (with AI Optional) assessments.

Assessments that fall under **AI Open in COMP2700:**

IT Project: due in your SGTA – Week 11

Reflective Report on Professional Practice: 1/11/2026

Please note: Use of Generative AI is permitted, but you should use it in a manner that furthers your understanding rather than submitting the work of LLMs as your own. Note that we are marking you, and NOT the LLM. If you do not learn from doing the assignment yourself (even if with the assistance of GenAI), you will be unable to develop the skills required for the workplace and/or required in other units.

- Are completed in supervised environments (ideally in-person), where use of AI is controlled or not permitted.
- Assure learning where non-restricted use of AI would compromise the assessment of learning outcomes.
- Promote learning where non-restricted use of AI would hinder essential knowledge or skill acquisition.
- Are often thought of as invigilated exams, but there are many more options available.

Assessments that fall under Observed for COMP2700

QUIZ: Completed in your enrolled SGTA in week 7

ie. The Quiz is closed book.

Assessment Tasks

Name	Weighting	Hurdle	Due	Groupwork/Individual	Short Extension	AI Approach
Project Management Quiz	30%	No	Week 7 (during registered SGTA)	Individual	No	Open
IT Project	30%	No	Week 11 (during registered SGTA)	Group	No	Open
Reflective Report on Professional Practices	40%	No	01/11/2026	Individual	No	Open

Project Management Quiz

Assessment Type ¹: Examination

Indicative Time on Task ²: 20 hours

Due: **Week 7 (during registered SGTA)**

Weighting: **30%**

Groupwork/Individual: Individual

Short extension ³: No

AI Approach: Open

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: Portfolio

Indicative Time on Task ²: 17 hours

Due: **Week 11 (during registered SGTA)**

Weighting: **30%**

Groupwork/Individual: Group

Short extension ³: No

AI Approach: Open

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: Reflection task

Indicative Time on Task ²: 35 hours

Due: **01/11/2026**

Weighting: **40%**

Groupwork/Individual: Individual

Short extension ³: No

AI Approach: Open

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.

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
- [Academic Success](#) 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.

³ An automatic short extension is available for some assessments. Apply through the [Service Connect Portal](#).

Delivery and Resources

Teaching and Learning Strategy

COMP2700 adopts a blended learning approach that combines podcasts, interactive lectures and Small Group Teaching Activities (SGTAs) to provide both the theoretical foundations and practical skills required for modern IT project management.

The weekly podcasts introduce key concepts and contemporary issues in Project Management and Professional Practice, allowing lectures to focus on applying these concepts through demonstrations, discussions and practical activities. Students are expected to listen to the relevant podcast before attending the lecture.

Lectures are designed to extend the podcast material through hands-on demonstrations, real-world examples, guest industry speakers (where appropriate), and practical exercises. Throughout the semester, lectures will also introduce students to industry-standard project management tools, including Jira and Confluence, which will be progressively used as part of the major project.

SGTAs are delivered in small, interactive, on-campus classes where students work collaboratively with their project teams to apply the concepts covered in the podcasts and

lectures. These sessions focus on developing project artefacts, practising professional communication, receiving formative feedback, and applying Agile project management practices in a supportive environment.

Students will have multiple opportunities to seek feedback throughout the semester and are encouraged to use consultation times to ask questions, clarify concepts and discuss their project progress.

Week 1 Classes

Lectures and SGTAs commence in Week 1. The first podcast will also be available from Week 1.

Each week you should:

- Attend the weekly lecture.
- Listen to the weekly podcast before attending the lecture.
- Attend your registered SGTA and actively participate in project activities and discussions.
- Complete the recommended readings and prepare questions for your lecturer or SGTA instructor.
- Progress your project documentation and practical activities throughout the semester.
- Begin assessment tasks early and seek feedback regularly during workshops and consultation times.

Podcast notes will continue to be provided to support your learning. These notes are intended to complement the podcast discussions and should be used alongside your own lecture notes, readings and workshop activities. Podcast materials may be released in blocks of two to three weeks to support student planning throughout the semester.

Classes

Please attend the SGTA you are registered to.

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.

COMP2700 makes use of the following software in the lab:

- Microsoft Windows 10 +
- Microsoft Office 2016 +
- Edge or Mozilla Firefox or Chrome or Opera
- Jira and Confluence via Atlassian.

Website

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

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

Week	Podcast Theme	Lecture Theme	SGTA / Assessment
1	Project Power-Up <i>Kickstarting IT Projects – Success, Roles and Responsibilities</i>	Unit Introduction, Team Formation & Project Overview	SGTA Week 1 – Team formation
2	Managing IT Projects (SDLC & Agile)	Agile Workshop, Scrum Framework & Scrum Bucks	Team Charter, Scrum roles
3	Ethics in IT	Jira Fundamentals (Live Demonstration)	Build Jira project & backlog
4	Communication Skills for Teams	Confluence Fundamentals & Meeting Management	Create Confluence space, meeting minutes
5	Acceptable Use of Technology in the Workforce	User Stories, Product Backlog & Sprint Planning	Build Sprint Backlog
6	Leadership in IT and Team Collaboration	Risk Management, Communication Planning & Client Expectations	Prep for Group Assessment
7	Managing GenAI in Projects	Sprint 1 Kick-off & Agile Coaching	Assessment 1 – Quiz Sprint 1 starts
8	Project Execution / Monitoring	Sprint Review & Retrospective	Sprint 1 complete
9	Project Closure	Managing Scope, Time & Change Requests	Sprint 2
10	Global Challenges & UNSDGs	Preparing Client Deliverables & Presentation Skills	Sprint 2 complete
11	Business Acumen & Entrepreneurship in IT	Client Presentation Workshop	Assessment 2 – Portfolio & Presentation

Week	Podcast Theme	Lecture Theme	SGTA / Assessment
12	Career Planning in IT	Professional Practice & Reflection	Assessment 3 – Reflection
13	Reflection & Growth <i>(Optional revision/release only if applicable)</i>	Revision / Consultation	Wrap Up

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 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.

- [Ask a Study Coach](#)
- [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 <https://students.mq.edu.au/support/technology/service-desk>.

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

- Updated lecture delivery and learning activities.
- Redesigned the major project assessment and delivery.
- Increased practical Jira and Confluence integration.
- Updated assessment timing and quiz.
- Improved alignment between podcasts, lectures and SGTAs.

Unit information based on version 2026.02 of the [Handbook](#)