



BUS 840

Business Project Management

S2 Evening 2019

Department of Management

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General Information

Unit convenor and teaching staff

Unit Convener & Lecturer

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Credit points

4

Prerequisites

(BUS651 or ECON649 or MKTG696) or (admission to MBiotech or MInfoTech or MCyberSec)

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:

Critically evaluate the effectiveness of project management techniques and how this is used in project teams for business problem solving.

Analyse and explain the effectiveness of project management progress monitoring methods 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

Assessment Tasks

Name	Weighting	Hurdle	Due
Class Tests	20%	No	Week 4 & Week 7
Individual Essay	35%	No	Week 9
Group Project Analysis	45%	No	Week 12

Class Tests

Due: **Week 4 & Week 7**

Weighting: **20%**

Class Tests Assessment Summary Task Description The tests will be in written format and cover materials preceding the test week. **Type of Collaboration** Individual **Submission** The test will be done in class. **Format** Hard copy tests will be provided in class **Length** 45 Mins Class Test x2 **Inherent Task Requirements** None **Late Submission** Absence means you will get **0 marks**

high an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

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- Analyse and explain the effectiveness of project management progress monitoring methods to effectively manage project delivery.

Individual Essay

Due: **Week 9**

Weighting: **35%**

Individual Essay Assessment Summary Task Description

This assessment will require students to demonstrate research skills by locating and reviewing

relevant secondary research on an aspect of contemporary project management. This could relate to stakeholder engagement, project scope and timelines, financing and control.

Drawing on the extant literature, you are expected to clearly define key concepts, identify and critically analyse relevant studies and themes for developing and supporting your arguments in relation to the assigned topic.

Reference should be made current issues in the project management literature.

The specific topic will be provided at the commencement of the course and will be available on iLearn **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length** 1,500 words excluding references.

Inherent Task Requirements None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** 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 incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time

On successful completion you will be able to:

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Group Project Analysis

Due: **Week 12**

Weighting: **45%**

Group Project Analysis Assessment Summary Task Description

The assignment will require students to,

- (i) research and present an analysis of a completed project (such as a government construction project);
- (ii) identify key problem areas, their causes and solutions in the project planning and execution in the areas of stakeholder management, definition of scope and timelines, financing and project control and
- (iii) 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 written component will be due in Week 12 – Marks 30%

The presentations will be done in either Week 12 or 13 (1) - Marks 15%

(1) depending on availability of time in class. This will be advised early in the second half of the semester

The exercise will allow you to develop problem solving skills in a project which is essential for effective project management.

Allocation of Marks

Although these are team exercises and as such reflect real world project management practice the effectiveness of a project management depend on individual contribution as much as the collective performance.

Therefore 50% of the mark awarded will be on an individual basis and 50% for the overall team.

Each student's contribution must be clearly identified on the cover sheet and in the Table of Contents.

This allocation of marks applies to the written report AND the class presentation – each student is required to present.

Type of Collaboration Group **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length**

Task 1- Group Project Analysis Report - **3,000 Words**

Task 2 – **Group Presentation – up to 12 mins for in class presentation. Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** 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 incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time

On successful completion you will be able to:

- Critically evaluate the effectiveness of project management techniques and how this is used in project teams for business problem solving.
- Analyse and explain the effectiveness of project management progress monitoring methods to effectively manage project delivery.
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Delivery and Resources

Required text	<p>Title: Project Management: The Managerial Process</p> <p>Authors: Erik W. Larson and Clifford F. Gray</p> <p>Edition: 7</p> <p>ISBN: 9781259666094</p> <p>Link: https://www.mheducation.com.au/9781259666094-aus-project-management-the-managerial-process-group</p> <p>Previous edition may also be used;</p> <p>Larson E W and Gray C F, <i>Project Management - The Managerial Process</i>, McGraw Hill, 6th edition (2014).</p> <p><i>This text is compulsory and can be purchased from the Macquarie University Co-op Bookshop.</i></p>
Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	<p>Please ensure that you have access to a personal computer and internet so you are able to use iLearn.</p> <p>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.</p> <p>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.</p>
Delivery Format and Other Details	<ul style="list-style-type: none"> Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s) Tutorials will commence in Week 2. The timetable for classes can be found on the University web site https://timetables.mq.edu.au/
Recommended readings	<p>Useful websites:</p> <ul style="list-style-type: none"> 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	No tutorial scheduled
2	Project teams and estimation	Class activities
3	Project set-up	Class activities
4	Project planning - time	Class activities (1st in-class test)

5	Project planning - resources	Class activities
6	Project risk analysis	Cass activities
7	Alternative approaches to project planning	Class activities (2nd in-class test)
-	Mid Semester Break	
8	Project monitoring and control	Class activities
9	Socio-cultural aspects of project management, leadership, stakeholders and communications	(Assessment 2 Individual Essay to be submitted to Turnitin)
10	Agile project management and project selection	Class activities
11	Project procurement and project close down	Class activities
12	Group Project Analysis Presentations	Class activities (Assessment 3 Group Project Analysis Report to be submitted to Turnitin)
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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). 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](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(htt](#)

[ps://students.mq.edu.au/support/study/student-policy-gateway](https://students.mq.edu.au/support/study/student-policy-gateway)). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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 or if you are a Global MBA student contact globalmba.support@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) 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

If you are a Global MBA student contact globalmba.support@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/.

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

- Critically evaluate the effectiveness of project management techniques and how this is used in project teams for business problem solving.
- Analyse and explain the effectiveness of project management progress monitoring methods 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

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

- Critically evaluate the effectiveness of project management techniques and how this is used in project teams for business problem solving.
- Analyse and explain the effectiveness of project management progress monitoring methods 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

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

- Critically evaluate the effectiveness of project management techniques and how this is used in project teams for business problem solving.
- Analyse and explain the effectiveness of project management progress monitoring methods 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

Assessment tasks

- Individual Essay
- Group Project Analysis

Changes from Previous Offering

No changes have been since the course was last delivered.

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.