

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wananga o te Upoko o te Ika a Maui



School of Information Management
INFO221 : Principles of Project Management
Trimester 1, 2005
COURSE OUTLINE
(Version 10)

Course Coordinator:	Name:	Peter Metham
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Dates:	21 February 2005 to 29 May 2005	
Lectures	Tuesday 12:00pm-14:00pm Venue: HM LT206	
Tutorials	Weekly: Times and venues will be announced on Blackboard in first week.	
Workshops	To be advised.	

Course Objectives:

The objectives of this course are:

1. To understand the project management context and framework.
2. To demonstrate knowledge of the nine project management knowledge areas in the Project Management Body of Knowledge (PMBOK) and the tools and practices associated with them.
3. To demonstrate knowledge of project management process groups and the project life cycle.
4. To be able to apply project management concepts by working on a project/case.
5. To acquire skills in using Microsoft Project 2002 (or later) and other software that is useful in planning and managing projects.
6. To appreciate the importance of good project management.

SET TEXT:

SET text: Schwalbe, Kathy. *Information Technology Project Management, Third edition*, Course Technology (ISBN 0-619-15984-7 © 2004). Available at Victoria University Bookshop.

Course Content and Schedule:

Wk	Dates	Focus and Topics covered	Readings (In advance)	Assessment items due latest 3:00pm Fridays
1	Tue 22 Feb	Course details and arrangements Introduction to Project Management	Chapter 1	
2	Tue 1 Mar	The Project Management and Information Technology Context	Chapter 2	
3	Tue 8 Mar	Project Integration Management	Chapter 4	Project Part 1 (Due: 11 Mar)
4	Tue 15 Mar	Project Scope Management	Chapter 5	
5	Tue 22 Mar	Project Time Management	Chapter 6 Appendix A	Project Part 2 (Due: 3pm, Thursday 24 Mar)
--Mid Trimester Break--				
6	Tue 12 Apr	Project Cost Management / Mid course test	Chapter 7 Appendix A	
7	Tue 19 Apr	Project Quality Management	Chapter 8	Project Part 3 (Due: 22 Apr)
8	Tue 26 Apr	Project Human Resource Management / Teams	Chapter 9	
9	Tue 3 May	Project Communication Management	Chapter 10	Project Part 4 (Due: 6 May)
10	Tue 10 May	Project Risk Management	Chapter 11	
11	Tue 17 May	Project Procurement Management	Chapter 12	Project Part 5 (Due: 20 May)
12	Tue 24 May	Summing up and final presentations		
	Exam Period 30May-18June	FINAL EXAM		

Notice: This schedule may change during the course; any changes will be communicated via Blackboard.

Assessment:

Item	Weight	Description
Tutorial performance	10%	Preparing for, attending and participating in tutorials
Project: Part 1	5	Initiating
Part 2	5	Planning
Part 3	5	Executing
Part 4	5	Controlling
Part 5	5	Closing
Project Sub Total	25%	The content and weights given for each component of the project are subject to change. A clear marking scheme with more precise details will be provided during the course. Students are required to submit each and every component to <i>turnitin.com</i> (Failure to comply will result in a score of zero).
Mid term test	25%	Covers all aspects of the course prior to the mid term break.
Final Exam	40%	Closed-book exam. Covers all course work.
TOTAL	100%	Note: Please refer to the schedule for the due dates.

Workloads and Mandatory Course Requirements:

You are required to attend all course sessions, read assigned materials, and contribute to discussions. Plan each week to spend two hours in class, an hour in tutorials, two or three hours on project work and five hours preparing for class (reading assigned chapters, articles, and case studies). Additional time may be required for test and exam preparation.

Attendance: An attendance register will be kept for lectures and tutorials.

Mandatory Requirements:

To pass the course you must:

- Obtain at least a “C” grade overall.
- Obtain at least a “D” grade in the final examination.
- Demonstrate proficiency (to the course co-ordinator or the tutor) in the use of MS Project while attending a lab session in MY201.

Penalties for Lateness

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due time and date will incur penalties for lateness. The penalty is up to 5% of the assignment’s grade per day (or part thereof) late. Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but need to be discussed with the course coordinator as soon as possible.

Grading standards

Letter Grade	Number grade	Approx Dist’n *	Simple Description	More Complete Description**
A+	Over 84	4%	Outstanding	Far exceeds requirements, flawless, creative
A	80-84	10%	Excellent	Polished, original, demonstrating mastery
A-	75-79	14%	Very Good	Some originality, exceeds all requirements
B+	70-74	22%	Good	Exceeds requirements in some respects
B	65-69	26%	Satisfactory	Fulfils requirements in general
B-	60-64	18%	Acceptable	Only minor flaws. Unoriginal
C+	55-59	4%	Pass	Mistakes, recapitulation of course material
C	50-54	2%	Minimum pass	Serious mistakes or deficiencies
D	40-49	1%	Unacceptable	Little understanding, poor performance
E	00-39	1%	Fail	Below the minimum required

* This is the hypothetical percentage of students that would attain the various levels of performance, over several repetitions of the course, under similar conditions. It is recognised that the distribution in a particular course, particularly with small enrolment, may differ markedly from the long-term distribution.

Course Resource Materials:

Books

See above for set text and refer to Blackboard for further recommendations and links to e-text.

Labs

MY201 is available for your use as well as other general-purpose labs.

Communication of Additional Information

Changes, important announcements and additional information will be supplied via Blackboard.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:

www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The

policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.
