TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

BITT301 IT PROJECT MANAGEMENT

Second Trimester 2005

COURSE OUTLINE

Contact Details

Peter Metham (Course Co-ordinator and Lecturer)
Room 115, Easterfield, Kelburn
Email: Peter.Metham@vuw.ac.nz
Phone: 463 5421
Office Hours: tba

Class Times and Room Numbers

Lectures: Tuesday and Friday, 9:00-9:50am, Venue: HU LT119
Tutorial: Thursday 12:00 to 12:50pm, CO 343
Exam period: 10 October to 6 November

Course Objectives

1. To understand the project management context and framework, especially as it applies to Information Technology projects.
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 proficient in the use of Microsoft Project software
5. To appreciate the importance of good project management and its importance to improving the success of information technology projects
6. To share knowledge and experience of project management with the class

Course Content and schedule:

Wk	Focus and Topics covered	Readings	Assessment items due latest 3:00pm Fridays
1	Course details and arrangements Introduction to Project Management	Chapter 1	
2	The Project Management and Information Technology Context	Chapters 2, 3	
3	Project Integration Management	Chapter 4	Assignment Part 1
4	Project Scope Management	Chapter 5	
5	Project Time Management	Chapter 6 Appendix A	Assignment Part 2
6	Project Cost Management / **Mid course test**	Chapter 7 Appendix A	
	--Mid Trimester Break--		
7	Project Quality Management	Chapter 8	Assignment Part 3
8	Project Human Resource Management / Teams	Chapter 9	
9	Project Communication Management	Chapter 10	Assignment Part 4
10	Project Risk Management	Chapter 11	
11	Project Procurement Management	Chapter 12	Assignment Part 5
12	Summing up/ Conclusion		

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

Readings

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

Assessment Requirements

Item	Weight	Description
Tutorial performance	**10%**	Preparing for, attending and participating in tutorials
Assignment: Part 1 Part 2 Part 3 Part 4 Part 5	5 5 5 5 5	Part 1: Due Week 3 (3pm, Friday, 22 July) Part 2: Due Week 5 (3pm, Friday, 5 August) Part 3: Due Week 7 (3pm, Friday, 2 September) Part 4: Due Week 9 (3pm, Friday, 16 September) Part 5: Due Week 11 (3pm, Friday, 30 September)
Assignment Sub Total	**25%**	A clear marking scheme with more precise details will be provided during the course. Students must submit each part as both a hardcopy and a softcopy via the Assignment mode on Blackboard.
Mid term test (1hr)	**25%**	Covers all aspects of the course up to the mid term break.
Final Exam (2hr)	**40%**	Covers whole course. Closed book. Must achieve "D" minimum.
TOTAL	**100%**	

Penalties

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 20% 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 needs to be discussed with the course coordinator as soon as possible.

Mandatory Course Requirements:

You are required to attend all course sessions, read assigned materials, and contribute to discussions.

To pass the course you must:

- Obtain at least a "D" grade in the final examination, and
- Obtain at least a "C" grade overall.
- Demonstrate proficiency (to the course co-ordinator or the tutor) in the use of MS Project while attending a lab session.
- Attend at least seven tutorials.

Please note that an attendance register will be kept for lectures and tutorials.

Communication of Additional Information

Additional information will be communicated via Blackboard.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

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.

Maori and Pacific Mentoring programme (Manaaki Pihipihinga)
This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:
- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator
Ph: 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz