

School of Information Management

## **INFO221 Principles of Project Management**

Trimester 1, 2006

### **COURSE OUTLINE**

(Version 21)

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#### **Contact Details**

Peter Metham (Course Co-ordinator and Lecturer)  
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Phone: 463 5421  
Office Hours: tba

#### **Class Times and Room Numbers**

Lectures: Friday, 12:00pm-14:00pm Venue: HULT323  
Tutorial: Weekly: Times and venues will be announced on Blackboard in first week.  
Workshops: To be advised  
Exam period: 5 June-24 June

#### **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 through a case.
5. To acquire skills in using Microsoft Project and other software that is useful in planning and managing projects.
6. To appreciate the importance of good project management.

#### **Set Text**

Schwalbe, Kathy. *Information Technology Project Management, Fourth edition*, Course Technology (ISBN 0-619-21528-3 © 2006). 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	Fri 3 Mar	Course details and arrangements Introduction to Project Management	Chapter 1	
2	Fri 10 Mar	The Project Management and Information Technology Context	Chapter 2	
3	Fri 17 Mar	Project Integration Management	Chapter 4	Part 1 (Due: 12noon, 17 Mar)
4	Fri 24 Mar	Project Scope Management	Chapter 5	
5	Fri 31 Mar	Project Time Management	Chapter 6 Appendix A	Part 2 (Due: 12noon, 31 March)
6	Fri 7 Apr	Project Cost Management / <b>Mid course test</b>	Chapter 7 Appendix A	
--Mid Trimester Break--				
7	Fri 28 Apr	Project Quality Management	Chapter 8	Part 3 (Due: 12noon, 28 Apr)
8	Fri 5 May	Project Human Resource Management / Teams	Chapter 9	
9	Fri 12 May	Project Communication Management	Chapter 10	Part 4 (Due: 12noon, 12 May)
10	Fri 19 May	Project Risk Management	Chapter 11	
11	Fri 26 May	Project Procurement Management	Chapter 12	Part 5 (Due: 12noon, 26 May)
12	Fri 2 Jun	Summing up	All	
	Exam Period 5-Jun-24Jun	<b>FINAL EXAM</b>		

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

## Assessment

Item	Weight	Description
<b>Tutorial performance</b>	<b>10%</b>	Preparing for, attending and participating in tutorials
<b>Case:</b> Part 1	5	Initiating
Part 2	5	Planning
Part 3	5	Executing
Part 4	5	Controlling
Part 5	5	Closing
<b>Case Sub Total</b>	<b>25%</b>	The content and weights given for each component of the case are subject to change. A clear marking scheme with more precise details will be provided during the course. Students are required to submit each part as both a softcopy and a hardcopy.
<b>Mid term test</b>	<b>25%</b>	Covers all aspects of the course prior to the mid term break.
<b>Final Exam</b>	<b>40%</b>	Closed-book exam. Covers all course work.
<b>TOTAL</b>	<b>100%</b>	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 case 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.
- Attend at least seven tutorials.

### **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 10% of the assignment’s grade per day late (or part thereof). Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but this needs to be discussed with the course coordinator as soon as possible.

### **Grading standards**

<b>Letter Grade</b>	<b>Number grade</b>	<b>Approx Dist’n *</b>	<b>Simple Description</b>	<b>More Complete Description**</b>
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.

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### **Course Resource Materials:**

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#### **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.

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### **Communication of Additional Information**

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

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## General University Policies and Statutes

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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](http://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](http://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](http://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](http://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](http://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](mailto: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/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto: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](mailto:education@vuwsa.org.nz).

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