



School of Information Management

INFO221 Principles of Project Management

Trimester One 2007

COURSE OUTLINE

Contact Details

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

Class Times and Room Numbers

Lectures: Monday and Friday, 15:10pm-16:00pm Venue: COLT122
Tutorial: Weekly: Times and venues will be announced on Blackboard in first week.
Workshops: To be advised
Exam period: 5 June-29 June

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 3:10pm Mondays
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	
4	Project Scope Management	Chapter 5	Assignment Part 1
5	Project Time Management	Chapter 6 Appendix A	
6	Project Cost Management	Chapter 7 Appendix A	Assignment Part 2
--Mid Trimester Break--			
7	Project Quality Management / Mid course test (Friday)	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.

Expected Workload

Students are expected to spend about ten hours a week on this course. This should include two hours per week for lectures, one hour for tutorials, about two hours for assignment work and five hours for reading of the text, revision, preparation and other activities.

Readings

SET text: Schwalbe, Kathy. *Information Technology Project Management, Fourth edition*, Course Technology (ISBN 0-619-21526-7). Available at Victoria University Bookshop.

Other books are recommended in Blackboard.

Assessment Requirements

Item	Weight	Description
Tutorial performance	10%	Preparing for, attending and participating in tutorials
Assignment: Part 1	5%	Part 1: Due Week 4 (3:10pm, Monday, 19 March)
Part 2	5%	Part 2: Due Week 6 (3:10pm, Monday, 2 April)
Part 3	5%	Part 3: Due Week 7 (3:10pm, Monday, 23 April)
Part 4	5%	Part 4: Due Week 9 (3:10pm, Monday, 7 May)
Part 5	5%	Part 5: Due Week 11 (3:10pm, Monday, 21 May)
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:

In addition to the usual requirement of achieving at least a “C” overall in order to pass this course you must also:

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

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

Communication of Additional Information

Additional information will be communicated via Blackboard.

FCA Addendum to Course Outlines.

Please refer to the Addendum on Blackboard for information regarding: Faculty of Commerce and Administration Offices, General University Policies and Statutes, Student and Staff Conduct, Academic Grievances, Academic Integrity and Plagiarism, Students with Impairments, Student Support, Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration).