



FACULTY OF COMMERCE AND ADMINISTRATION  
STUDENT AND ACADEMIC SERVICES

**Course Outline Approval Form**

Course Code (not CRN) **INF0221** Trimester taught **Trimester One**

Course Title: **Principles of Project Management**

Course Coordinator Name (please print) **PETER METHAM**

Scrutineer Name (please print) JANET TOWANO

We confirm that the Outline for the above course meets Faculty and University requirements as set out in the Course Outline Template, and as described in detail in the Assessment Handbook 2006, Section 3 *Course Outlines*.

Please note in particular paragraph 3.4 of the 2006 Assessment Handbook, that each course outline must be carefully checked and signed off as correct by another academic staff member (the scrutineer).

Please ensure that this completed form is sent, duly signed, to Anthea O'Sullivan, Room RWW111, by Friday 6 March 2009 for First Trimester courses.

Signed.....	<u>P. Metham</u>	.....	<u>J. M. Towano</u>	.....
	(Course Coordinator)		(Scrutineer)	
Date.....	<u>26/02/09</u>	.....	<u>26/2/09</u>	.....

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School of Information Management

## **INFO221 Principles of Project Management**

Trimester One 2009

### **COURSE OUTLINE**

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#### **Name and Contact Details**

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

#### **Trimester Dates**

2 March – 1 July 2009  
Study/Exam period: 12 June – 1 July

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

Lectures: Monday and Wednesday, 12:00-12:50pm, Venue: EALT006  
Tutorial: Weeks 2-11: Times and venues will be announced on Blackboard in first week.  
Workshops: To be advised

#### **Withdrawal dates:**

Information is available via  
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

#### **Course Learning Objectives**

On completion of this course, students should be able to:

1. List the nine project management knowledge areas in the Project Management Body of Knowledge (PMBOK) and describe the tools and practices associated with them.
2. Describe the project life cycle and the role of project management process groups.
3. Use Microsoft Project software.
4. Discuss the importance of good project management and its importance to improving the success of information technology projects.
5. Communicate knowledge and experience of project management with the class.

### Course Content and schedule:

Wk	Focus and Topics covered	Readings	Assignments Due
1	Course details and arrangements Introduction to Project Management	Chapter 1	
2	Project Scope Management	Chapter 5	
3	Project Time Management	Chapter 6 and Appendix A	Part 1
4	Project Cost Management	Chapter 7 and Appendix A	
5	Project Quality Management	Chapter 8	Part 2
6	Project Human Resource Management / Mid course test	Chapter 9	
	<del>Mid Trimester Break</del>		
7	Project Communication Management	Chapter 10	Part 3
8	Project Risk Management	Chapter 11	
9	Project Procurement Management	Chapter 12	Part 4
10	Project Integration Management	Chapter 4	
11	The Project Management and the Information Technology Context	Chapters 2, 3	Part 5
12	Summing up/ Conclusion		

**Note:** 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, Fifth edition*, Course Technology (ISBN 1-4239-0145-2). Available at Victoria University Bookshop.

Other books are recommended in Blackboard.

## Assessment Requirements

Item	Weight	Description	Due
<b>Tutorial performance</b>	<b>10%</b>	Preparing for, attending and participating in tutorials. Note: It is mandatory to attend a minimum of 7 tutorials. Also note that attending the minimum number will result in a grade no better than "C" for this component, i.e. 5/10.	
<b>Assignment: Part 1</b>	5%	Project initiation, scope and the WBS	16 March (Week 3)
Part 2	5%	Time and Cost	30 March (Week 5)
Part 3	5%	Quality and HR	27 April (Week 7)
Part 4	5%	Communication and Risk	11 May (Week 9)
Part 5	5%	Procurement and Integration	25 May (Week 11)
<b>Assignment Sub Total</b>	<b>25%</b>	Assignments must be submitted to Box A2 by 11:50am, or to the lecturer at the start of the lecture by 12 noon, on Mondays of the appropriate week.	
<b>Mid Course Test (1hr)</b>	<b>25%</b>	This test covers all aspects of the course up to the mid term break.	
<b>Final Exam (2hr)</b>	<b>40%</b>	The exam covers the entire course. It is closed book. It is mandatory to obtain at least a "D".	
<b>TOTAL</b>	<b>100%</b>		

## Course objectives and assessment

Assessment	Objectives				
	1	2	3	4	5
Tutorial performance	✓	✓	✓	✓	✓
Assignment 1	✓	✓		✓	✓
Assignment 2	✓	✓	✓	✓	✓
Assignment 3	✓	✓	✓	✓	✓
Assignment 4	✓	✓	✓	✓	✓
Assignment 5	✓	✓		✓	✓
Mid course test	✓	✓	✓	✓	✓
Final exam	✓	✓	✓	✓	✓

## Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

## 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 an overall grade of "C" 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).