



FACULTY OF COMMERCE AND ADMINISTRATION
STUDENT AND ACADEMIC SERVICES

Course Outline Approval Form

(Please complete one of these forms for each course)

Course Code: **MMIM514**

Trimester taught **Trimester ONE**

Course Title: **Project Management**

Course Coordinator Name: **PETER METHAM**

Scrutineer Name (please print) Hans Lehmann

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.....

(Course Coordinator)

(Scrutineer)

Date.....

25 Feb 2009

25/2/2009

School of Information Management

MMIM514 Project Management

Trimester One 2009

COURSE OUTLINE

Name and Contact Details

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

Trimester Dates

2 March – 1 July 2009

Class Times and Room Numbers

Lecture/Seminars: Wednesdays, 17:40pm-19:30pm, Venue: RWW414

Course Objectives

1. Students gain an appreciation of the importance of good project management and its importance to improving the probability of the projects succeeding, especially as it applies to Information Systems projects.
2. Students acquire a detailed knowledge of the nine project management knowledge areas referred to in the Project Management Body of Knowledge (PMBOK)
3. Students acquire a knowledge of project management process groups and the project life cycle
4. Students understand the tools and practices associated with those knowledge areas and process groups and can use them effectively.
5. Students share knowledge and experience of project management issues with the class.

Course Content and schedule:

Wk	Focus and Topics introduced	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	Mid Course Test / Project Human Resource Management	Chapter 9	
-Mid Semester Break-			
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 / Final Test		

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

Expected Workload

Students are expected to spend about two hours per week for lecture/seminars, two hours for reading of the text and other documents, three hours on assignments and preparation and other activities.

Readings

Recommended Reading: Schwalbe, Kathy. *Information Technology Project Management, Fifth edition*, Course Technology (ISBN 1-4239-0145-2). Available at Victoria University Bookshop.

Other books are referred to in Blackboard.

Assessment Requirements

Item	Weight	Description	Due
Knowledge sharing and participation	30%	It is mandatory to attend a minimum of 8 lecture/seminars. Preparation includes the writing of an essay or similar work for dissemination to the class each week. In the main, this will take the form of preparing essays and publishing them on a wiki each week. Students are also expected to critique some of the essays. Participation includes talking to the articles and/or leading a short discussion on the material as well.	(No essay is expected to be delivered in either week 1 or 12).
Assignment Total	30%	Assignments are due for handing in at the start of the relevant lecture/seminar.	
Part 1	6%	Project initiation, scope and the WBS	18 March (Week 3)
Part 2	6%	Time and Cost	1 April (Week 5)
Part 3	6%	Quality and HR	29 April (Week 7)
Part 4	6%	Communication and Risk	13 May (Week 9)
Part 5	6%	Procurement and Integration	27 May (Week 11)
Mid term test (50min)	20%	Includes all topics covered in the first half of the course and is "closed book".	
Final Test (50min)	20%	Includes all topics covered in the second half of the course and is "closed book".	
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 the situation 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, students must also:

- Attend at least eight lecture/seminars. (Please note that an attendance register will be kept.)
- Obtain at least 40% of the total marks possible from the combined score of both tests.

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).