

School of Information Management
BBIS301 IT Project Management

Trimester Two 2009

COURSE OUTLINE

Names and Contact Details

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

Trimester Dates: Monday 13 July to 14 November 2009.

Teaching Period: Monday 13 July to Friday 16 October 2009. There is no final examination in this course.

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

Class Times and Room Numbers

Class Times: Wednesdays 1000-1150, Venue EA001

Course Learning Objectives

At the completion of the course, students should be able to:

1. Explain the rationale for a Project Office and summarise its activities.
2. Explain and describe the nature of methodologies with specific reference to PRINCE2.
3. Describe the measurement of project management.
4. Explain how to develop organisational project management capability.
5. Discuss matters relating to the profession of project management, including ethics.
6. Demonstrate an understanding of important issues that arise in project management.

Course Content and Schedule

Week	Focus and Topics covered
1	The Project Office
2	Project Portfolio Management
3	Managing Multiple Projects
4	Methodologies / PRINCE2
5	Enterprise Project Management
6	Measuring Project Management / CMM / PMMI
	--Mid Trimester Break--
7	Building Organisational Project Management Capability
8	Competency and Careers in Project Management
9	The Profession of Project Management / Ethical considerations
10	Power and Politics in Project Management
11	Cultural Challenges in Managing International Projects
12	Mentoring / Coaching / Training in Project Management

NOTE: The precise content may change during the course.

Course Delivery

The course is delivered in 12 two-hour sessions. Students are expected to arrive at each session prepared to discuss the previously posted readings and case studies. Guest speakers will also be invited to some of the sessions.

Expected Workload

Students are expected to spend 10-12 hours per week on this course. This includes two hours per week for the weekly classes. The remainder of the time will be required for reading preparation, essay writing and other activities.

Readings

All relevant items will be posted on Blackboard.

Materials and Equipment

No special material or equipment is required.

Assessment Requirements

<i>Item</i>	<i>Weight</i>	<i>Description</i>	<i>Objectives</i>
Essays - Part A	50%	5 Essays concerning the Project Office, its activities and development.	1-4
Essays - Part B	50%	5 Essays concerning the profession of project management, training, challenges and issues.	5-6
TOTAL	100%	Essays will be set on a weekly basis and are due 24 hours prior to the next weekly class. Each essay will require approximately 1000 words and probably a diagram or two. Essays will normally involve research and/or practical work to complete. Specific details will be provided for each essay.	

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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 10% 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

It is a mandatory requirement that students attend at least eight of the weekly 2-hour classes.

Communication of Additional Information

Additional information will be communicated via Blackboard.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/