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School of Information Management

# **INFO321 Principles of Project Management**

Trimester One 2010

## **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  
Phone: 463 5421  
Office Hours: tba

### **Trimester Dates**

Teaching Period: Monday 1<sup>st</sup> March – Friday 4<sup>th</sup> June 2010  
Study Period: Monday 7<sup>th</sup> June – Thursday 10<sup>th</sup> June 2010  
Examination Period: Friday 11<sup>th</sup> June – Wednesday 30<sup>th</sup> June 2010 (inclusive)

### **Withdrawal from Courses:**

Information available via

Withdrawal dates: Late withdrawals with Associate Dean (Students) permission  
(See Section 8: Withdrawals - from the Personal Courses of Study Statute)  
<http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf>

Withdrawal dates: refunds:  
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx>

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

Lectures:  
Tuesdays 1410 - 1500 in KKLT301  
Fridays 1000 - 1050 in HMLT105

Tutorials: Weeks 2-11: Times and venues will be announced on Blackboard in first week.

### **Laboratories**

## Course content and schedule:

| Wk | Focus and Topics covered  | Readings                    | Assignments Due |
|----|---|-----------------------------|-----------------|
| 1  | Course details and arrangements<br>Introduction to Project Management | Chapter 1                   |                 |
| 2  | Project Scope Management  | Chapter 5                   |                 |
| 3  | Project Time Management   | Chapter 6 and<br>Appendix A | Part 1          |
| 4  | Project Cost Management   | Chapter 7 and<br>Appendix A |                 |
| 5  | Project Quality Management  | Chapter 8                   | Part 2          |
|    | --Mid Trimester Break--   |                             |                 |
| 6  | Project Human Resource Management / <b>Mid course test</b>            | Chapter 9                   |                 |
| 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<br>Context      | Chapters 2, 3               | Part 5          |
| 12 | Summing up/ Conclusion  |                             |                 |

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

## 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 Delivery

The course is delivered over 12 weeks. Each week consists of two lectures and a tutorial. Students are expected to thoroughly read the set text which closely supports the lectures. Students will also need to spend time learning MS Project. This can be done in the SIM labs or on personally owned computers.

## Expected Workload

Each week, in addition to the 3 hours required for attending lectures and tutorials, students can expect to spend about 1 hour preparing for the tutorials, 3 hours reading the set text and lecture notes, 3 hours on assignments and 2 hours practicing MS Project during the period

when this is topical. In addition, students should expect to spend 5 or 6 hours revising for the mid term test and about ten preparing for the exam at the end of the course.

## Readings

**SET text:** Schwalbe, Kathy. *Information Technology Project Management, Sixth Edition*, Course Technology (ISBN-10: 0324786921). 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. It is mandatory to attend at least 7 tutorials. Please note that attending the minimum number will result in a grade no better than “C” for this component, i.e. 5/10. |                   |
| <b>Assignment:</b> Part 1    | 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, 1 <sup>st</sup> Floor Easterfield <b>by 2pm on Tuesday</b> of the appropriate week.  |                   |
| <b>Mid Course Test (1hr)</b> | <b>25%</b>  | This test covers all aspects of the course up to and including week 6.  |                   |
| <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> |   |                   |

*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.*

## 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.

The final (2 hour) examination for this course will be scheduled at some time during the examination period (**Friday 11<sup>h</sup> June – Wednesday 30<sup>th</sup> June 2010**).

## **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 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 these circumstances need to be discussed with the course coordinator without delay.

## **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;
- Attend at least seven tutorials.

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

## **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## **Materials and Equipment**

### ***Lab Access***

Information Systems and Electronic Commerce students have access to a range of computer lab facilities. This means that you can still undertake this course even if you don't have a computer at home.

Like all university students you are able to use any SCS computer lab throughout the University (this includes labs in the Murphy building, the Library and in the Law School) as long as you have a current SCS account. If you don't have a current SCS account, contact either the SCS helpdesk in the Library or the Murphy building.

In addition, 2<sup>nd</sup> and 3<sup>rd</sup> year students of INFO and ELCM students have access to the purpose built school labs MY211 and MY219. These labs are located on the second floor of the Murphy building. Please note that specialist software found in the SIM labs is not available in all the SCS labs.

### ***Ad-hoc Lab Access***

MY211 and MY219 has 24-hour access via student ID cards unless booked for another class. Please check the booking schedules on the lab doors before entering a laboratory to ensure that you are not interrupting a class, and you can finish your work before the next scheduled class.

You may be asked to leave the lab by a supervisor if the machine you are using is required for a scheduled class. Please pack-up and leave the lab promptly if asked to do so.

If you are sharing the lab with a scheduled class please use machines furthest away from the projection screen first and avoid interrupting the taught class with noise.

The food and drink ban in the labs will be enforced, please respect this in order to keep the facilities clean and in good working order for everyone.

### **Communication of Additional Information**

Additional information will be communicated via Blackboard.

**For the following important information please 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>

#### **AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

#### **Faculty of Commerce and Administration Offices**

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

#### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)

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