TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

MMIM514 Project Management

Trimester Two 2011

COURSE OUTLINE

Name and Contact Details

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

Trimester Dates

Teaching Period: Monday 11 July – Friday 14 October

There is no formal exam following that period.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 22 July 2011.

2. The standard last date for withdrawal from this course is 23 September 2011. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late'* including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Seminars: Thursdays, 17:40pm-19:30pm, Venue: RWW126

Course Objectives

1. A full appreciation of the importance of good project management and its relevance to improving the likelihood of the projects succeeding, especially as it applies to Information Systems projects.
2. Knowledge and understanding of the nine project management knowledge areas referred to in the Project Management Body of Knowledge (PMBOK)

3. Knowledge and understanding of the project management process groups and the project life cycle
4. An appropriately high level of skill in respect of the tools and practices associated with the PMBOK and process groups.
5. Students share knowledge and experience of project management issues with the class.

Course Content and schedule:

Wk	Focus and Topics introduced	Readings from ITPM[1]	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	Chapter 9	
	--Mid Trimester 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		

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

Course Delivery

This course will be delivered in weekly face-to-face, intensive sessions. It is expected that students actively participate in these classes and come well-prepared to all sessions.

Expected Workload

Class contact time: 2 hours per week
Reading, practice and class preparation time: 6 ½ hours per week
Assignments: 4 hours per week
Total average time commitment over 12 weeks: 150 hours

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[1] ITPM = *Information Technology Project Management. Additional reading is also required.*

Readings
Set text: Schwalbe, Kathy. *Information Technology Project Management, Sixth Edition,* Course Technology (ISBN-10: 0324786921). This will be available at Victoria University Bookshop.

Note that **additional reading** is required and this will be made available on Blackboard on a weekly basis.

Assessment Requirements

Item	Weight	Description	Due
Knowledge sharing and participation in seminars	**30%**	Participation includes (but is not limited to) discussion of the weeks reading and/or leading a short discussion on occasions. The following table indicates the **highest** grade possible for this component, depending on attendance. <table><tr><td>12</td><td>11</td><td>10</td><td>9</td><td>8</td><td>7 or less</td></tr><tr><td>A+</td><td>A</td><td>B+</td><td>B-</td><td>C</td><td>Fail</td></tr></table> It is mandatory to attend a minimum of 8 seminars.	Weeks 1 to 12 inclusive
Tests	**30%**	Tests are held during the seminars	
Assignment Total	**40%**	Assignments are due at the start of the relevant lecture/seminar.	
Part 1	8%	Project initiation, scope and the WBS	Week 3: July 28
Part 2	8%	Time and Cost	Week 5: August 11
Part 3	8%	Quality and Human Resources	Week 7: September 8
Part 4	8%	Communication and Risk	Week 9: September 22
Part 5	8%	Procurement and Integration	Week 11: October 6
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 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 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 all tests.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made 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.

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
Find key dates, explanations of grades and other useful information at
www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at
http://www.victoria.ac.nz/home/study/academic-progress.aspx

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy,
except qualification statutes, which are available via the Calendar webpage at
http://www.victoria.ac.nz/home/study/calendar.aspx (See Section C).
Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at
www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/

Te Pūtahi Atawhai
Maori and Pacific Mentoring Programme
http://www.victoria.ac.nz/st_services/tpa/index.aspx