
School of Information Management
INFO321 PRINCIPLES OF PROJECT MANAGEMENT

Trimester 1, 2013

COURSE OUTLINE

Names and Contact Details

Lecturer: Dr Allan Sylvester Office: RH524 Phone: 463 6813 allan.sylvester@vuw.ac.nz (Preferred) Office hours: See Blackboard	Senior Tutor: Ms Weiwei Li, Senior Tutor Office: RH502 Phone: 463 6998 weiwei.li@vuw.ac.nz Office hours: See Blackboard
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Trimester Dates

Teaching Period: Monday 4 March – Friday 7 June
Study Period: Monday 10 June – Thursday 13 June
Examination Period: Friday 14 June – Wednesday 3 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 15 March 2013.
2. The standard last date for withdrawal from this course is Friday 17 May 2013. 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

Wednesday 15:40-17:30, RHLT2
See Blackboard for tutorial sign-up instructions.

Course Delivery

The course is delivered through 12 weekly 2 hour lectures, six 1 hour tutorials and five 1 hour practical exercises.

Course Schedule

Week	Class (date)	Topic	Assessment	Reading (<i>italics = text</i>)
1	L1 (6/3)	Principles of PM		<i>28. Time removes cards from your hand</i>
		Stakeholders		<i>37. Talk then write</i>
No tutorial or workshop in week 1.				
2	L2 (13/3)	Risk		<i>13. No bench</i>
		Contingency		<i>76. The Sun'll come out tomorrow</i>
T1 Stakeholder map				
3	L3 (20/3)	Project control		<i>81. War rooms</i>
		Governance		<i>46. Telling the truth slowly</i>
W1 Risk register (Sign off)				
4	L4 (27/3)	Procurement		<i>30. Short pencil</i>
		Business case		<i>24. The white line</i>
T2 Benefits identification				
Easter Break - No lecture				
6	L5 (10/4)	Change Management		<i>43. It's always the interfaces</i>
		Project complexity		<i>25. Silence gives consent</i>
W2 Business case spread sheet (tutor to sign off)				
7	L6 (17/4)	Project quality		<i>34. False quality gates</i>
		Project 1 st aid		Assignment 1: hand-in.
T3 Negotiation				
Mid-term break –No lecture.				
8	L7 (1/5)	Methodologies 1		Handouts
		Methodologies 2		Handouts
W3 Work breakdown structure spread sheet (tutor to sign off)				
9	L8 (8/5)	Measurement		See Blackboard
		Finance		See Blackboard
T4 Project proposals				
10	L9 (15/5)	Planning/Monitoring		See Blackboard
		Schedule analysis		See Blackboard
W4 Gantt chart in MS project (tutor to sign off)				
11	L10 (22/5)	Tools		Assignment 2: hand-in
		Document management		
T5 Proposal evaluation				
12	L11 (29/5)	Politics		<i>4. Happy clappy meetings</i>
		Communications		<i>16. Dashboards</i>
W5 PERT Chart in Visio. (tutor to sign off)				
13	L12 (5/6)	Guest		
		Wrap-up		
T6 Exam preparation. All workshops must be signed off.				

Lectures:

- Face to face lectures are the primary delivery medium for introducing and framing the topics in this course.
- Topics that arise from class discussions are also an important part of the course and may form part of the final examination. IT project management is a social activity and your personal style and skills affects what sort of project manager you become. Taking an active part in class discussions and exercises helps you to develop and understand your individual management style.
- There is a direct link between attendance in class and overall success in the course.
- Guest lectures and videos may be used to supplement the topics covered and are part of the assessable material of the course. *Note. Guests may make their materials available, but you shouldn't count on it.*
- Please take your own notes. My slides are useful for me to keep track of the flow of the course material and can act as part of your notes. However, they should not be thought of as a replacement for your own personal learning strategy.

Expected Workload

The faculty guideline suggests for a 15 point paper you should plan to spend (per week):

- 2 hrs attending lectures
- 1 hr attending tutorial
- Up to 7 hrs doing readings, doing independent topic research, preparing for lectures and tutorials and writing assignments.

Course Learning Objectives (CLO)

Students who pass this course should be able to:

- Describe the key theoretical foundations underpinning project planning, scheduling and monitoring
- Understand the key methodologies and techniques used in ICT project management practice
- Use software tools to plan, schedule and communicate projects
- Discuss the importance of good project management and its role in the success of information technology implementation
- Communicate knowledge and experience of project management.

Readings

Textbook: *Adrenaline Junkies and Template Zombies: Understanding Patterns of Project Behavior* by Tom DeMarco; Peter Hruschka; Tim Lister; Steve McMenamin.

The course schedule lists the minimum reading you should do to prepare for class discussions. Other articles and notes will be posted on Blackboard to supplement your independent inquiry and reading on the subject.

Assessment

Assessment items	Due	%	CLO
Tutorial and workshop attendance and completion of practice exercises	Weekly	20	1,2,3,4,5
Assignment 1 – Stakeholders case study (2,500 words) (see blackboard for hand-in instructions)	Week 7	20	1,2,3,4,5
Assignment 2 – Project 1 st Aid exercise (1,500 words) (see blackboard for hand-in instructions)	Week 10	20	1,2,3,4,5
Exam (2hr – MCQ and short answer).	Exam period	40	1,2,3,4,5

Penalties

- The penalties for late submission of work without a prior extension arrangement are a reduction of 10% of the available marks per calendar day late. For example; an assignment handed in a day late can only achieve 90% of the available marks, maximum. And so on for each subsequent day, so at 10 days late there are no possible marks left for the assignment.
- Conflicting workload is not a reason for giving extensions, the assignment topics are given out early and there is plenty of opportunity to get started.
- For work that exceeds the word limits (a tolerance of 10% is acceptable) only be assessed up to the word limit and extra material will be ignored.

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 examination for this course will be scheduled at some time during the following period: **14 June – 3 July**

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must:

1. Attend and participate in at least four out of the five class tutorials (**Note. Tutorial six is exam preparation and does not count for class participation**).
2. Make a genuine attempt at each of the five workshop exercises and demonstrate their work to their tutor and satisfactorily answering questions about the exercise (**Note. workshop exercises can be completed at home and brought in for demonstration**).
3. Obtain a minimum of 40% of the available marks in the final examination.

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

Changes and announcements to do with the course will happen via Blackboard as the primary communications channel – please check Blackboard regularly. Blackboard will also contain additional reading materials and links to online resources.

Additionally, administration items are flagged at the beginning of lectures – attendance in class is your best means of knowing what is happening in the course.

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
