

School of Information Management
INFO321 PRINCIPLES OF PROJECT MANAGEMENT

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details

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| Lecturer: Dr Mary Tate Office: RH504 Phone: 463 5265 mary.tate@vuw.ac.nz Office hours: See Blackboard | Senior Tutor: Ms Weiwei Li, Senior Tutor Office: RH502 Phone: 463 5233, Ext 6998 weiwei.li@vuw.ac.nz Office hours: See Blackboard |
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Trimester Dates

Teaching Period: Monday 3 March – Friday 6 June
Study Period: Monday 9 June – Thursday 12 June
Examination Period: Friday 13 June – Wednesday 2 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14 March 2014.
2. The standard last date for withdrawal from this course is Friday 16 May. 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

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

Course Delivery

The course is delivered through 12 weekly 2 hour lectures, and eleven 1 hour tutorials.

Course Schedule

| Week | Class (date) | Topic | Assessment | Reading |
|--|--------------|---|--|--|
| 1 | L1 (4/3) | Introduction to Project Management in an IT Context | None | Ch1: Introduction to Project Management Ch 2: The Project Management and Information Technology Context |
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| 2 | L2 (11/3) | Stakeholder Management | PP1* | |
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| 3 | L3 (18/3) | Project Management Process groups | PP2* | Ch 3: The project Management Process Groups Ch 4: Project Integration Management |
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| 4 | L4 (25/3) | Project Scope Management | PP3* | Ch 5: Project Scope Management |
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| 5 | L5 (1/8) | Project Time Management | PP4* | Ch 6: project Time Management |
| | | | Assignment 1: Essay due | |
| T4: Scope and work breakdown structure | | | | |
| 6 | L5 (8/4) | Project Cost Management | PP5* | Ch 7: Project Cost Management |
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| 7 | L6 (15/4) | Project Quality Management | PP6* | Ch 8: Project Quality Management |
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| Mid-term break –No lecture. | | | | |
| 8 | L7 (6/5) | Project HR Management | PP7* | Ch 9: Project HR Management |
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| 9 | L8 (13/5) | Project Communication Management | PP8* | Ch 10: Project Communication Management |
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| 10 | L9 (20/5) | Project Risk Management | PP9* | Ch 11: Project Risk Management |
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| 11 | L9 (20/5) | Project procurement Management | PP10* | Ch 12: Project Procurement Management |
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| 12 | L11 (3/6) | Wrap up, exam preparation, guest | Assignment 2: Project Management Portfolio due | |
| | | | T11: Wrap up, exam preparation | |

*PP assignments are draft deliverables which will contribute towards your Project Management Portfolio. The PP assignments will be given feedback and provisional marks by your tutors. Students may revise these deliverables before final submission of Assignment 2, the Project Management Portfolio.

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.
- 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.

Prescription

The course covers the key socio-technical issues of project management, including a detailed examination of ICT project scheduling, monitoring and control technique, and key practice frameworks.

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: Kathy Schwalbe, Information Technology Project Management, 7th edition. (2014), Boston, MA: Cengage Learning.

The course schedule lists the minimum reading you should do to prepare for class discussions. Supplementary materials may be posted on Blackboard

Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

| Assessment items | Due | % | CLO |
|---|-------------|----------|------------|
| Tutorial participation | Weekly | 10 | 1,2,3,4,5 |
| Assignment 1 – Essay (1,500 words) (see blackboard for detailed requirements and hand-in instructions) | Week 5 | 20 | 1,2,3,4,5 |
| Assignment 2 – Project Management Portfolio (see blackboard for detailed requirements and hand-in instructions) | Week 12 | 40 | 1,2,3,4,5 |
| Exam (2 hour, short answer). | Exam period | 30 | 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.

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

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:

Friday 13th June – Wednesday 2nd July (inclusive)

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must obtain a minimum of 40% of the available marks in the final examination.

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

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.
