

# ICT352 Project Management

**School:** School of Business and Creative Industries

2022 | Semester 1

UniSC Sunshine Coast  
UniSC Moreton Bay

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

**ONLINE**

You can do this course without coming onto campus.

Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.

## 1. What is this course about?

### 1.1. Description

Provides a practical approach to project management with an emphasis on acquiring skills and techniques for planning and running different types of projects. It provides information on how project management can help to manage projects. It helps you understand what has gone wrong and what can be learned from past projects and the characteristics of effective project managers. The knowledge areas of project management from the Project Management Institute's, Project Management Body of Knowledge are considered. In particular, the knowledge areas of time, cost and quality management are covered.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Learning materials</b> – Pre-recorded concept videos and associated activity	1hr	Week 1	13 times
<b>Tutorial/Workshop 1</b> – In-class tutorial	2hrs	Week 2	10 times
<b>Seminar</b> – On campus seminar, weeks to be specified	2hrs	Throughout teaching period (refer to Format)	3 times
<b>Information session</b> – Task information session	1hr	Throughout teaching period (refer to Format)	3 times
<b>ONLINE</b>			
<b>Learning materials</b> – Pre-recorded concept videos and associated activity	1hr	Week 1	13 times
<b>Tutorial/Workshop 1</b> – Interactive zoom tutorial	2hrs	Week 2	10 times
<b>Seminar</b> – Online seminar - weeks to be specified	2hrs	Throughout teaching period (refer to Format)	3 times
<b>Information session</b> – Task information session	1hr	Throughout teaching period (refer to Format)	3 times

### 1.3. Course Topics

Basic project concepts  
Chartering projects  
Organisational capability  
Leading and managing project teams  
Project stakeholder analysis and communications planning  
Project scope planning  
Scheduling and resourcing projects  
Project budget  
Project risk management  
Quality planning and project supply chain management  
Project progress and results  
Project finishing

## 2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

12 units

## 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Use initiative to solve problems and provide planned management solutions for dynamic and complex projects	Creative and critical thinker Empowered
2	Engage professional communication skills (written and digital) and apply these in collaborate learning situations to solve specific problems	Creative and critical thinker Engaged
3	Demonstrate sophisticated use of discipline-specific knowledge and skills to solve management problems	Knowledgeable Creative and critical thinker

## 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

### 5.1. Pre-requisites

BUS104 or CSC100 or SGD200

### 5.2. Co-requisites

Not applicable

### 5.3. Anti-requisites

MGT210

### 5.4. Specific assumed prior knowledge and skills (where applicable)

Due to the advanced analytical skills required it is recommended that students take this course in their third year.

## 6. How am I going to be assessed?

### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

### 6.2. Details of early feedback on progress

For Task 1 students will be invited to discuss the report and its concepts and receive feedback on drafts during the 3 weeks leading up to task submission.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Report	Individual	20%	1000 words	Week 4	Online Assignment Submission with plagiarism check
All	2	Report	Individual	40%	2,500 words	Week 12	Online Assignment Submission with plagiarism check
All	3	Examination - Centrally Scheduled	Individual	40%	4 days (including two weekend days and two weekdays )	Exam Period	Online Assignment Submission with plagiarism check

#### All - Assessment Task 1: Business Report

<b>GOAL:</b>	Demonstrate an understanding of the concepts relating to the management of a project.		
<b>PRODUCT:</b>	Report		
<b>FORMAT:</b>	You will prepare a formal business report detailing a project charter based on a business case study. Maximum 1,000 words		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	use of initiative to create an effective solution to a business idea or problem in the required discipline	1
	2	apply professional communications skills and ability in an effective manner to create a business solution	2
	3	apply a sophisticated level of understanding of discipline specific knowledge and skills to solve problems	3

#### All - Assessment Task 2: Project plan business report

<b>GOAL:</b>	Demonstrate an understanding of the concepts relating to the management of a project. This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Learning Objectives will be assessed: Program Learning Objective 1.1 - Demonstrate effective written communication skills in a business context. Program Learning Objective 1.3 - Demonstrate digital literacy skills for communication and information sharing in a business context effective written communication skills in a business context.		
<b>PRODUCT:</b>	Report		
<b>FORMAT:</b>	This individual report will follow a standard business report format. You will prepare a formal business report detailing a project based on a business case study. The report is to include the results of using project management tools such as a work breakdown structure, scheduling, resourcing, communicating and costing. Further details will be available on Canvas in the assignment specification. Maximum 2,500 words		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	use initiative to structure an effective solution to a business idea or problem in the required discipline	1
	2	apply a sophisticated level of understanding of the business requirements for business projects with discipline specific knowledge and skills to solve problems and produce a practical project plan.	2
	3	demonstrate capacity to develop, appraise and articulate informed and effective audience appropriate project communication.	3

#### All - Assessment Task 3: Final Examination

<b>GOAL:</b>	Demonstrate knowledge and understanding of project management.		
<b>PRODUCT:</b>	Examination - Centrally Scheduled		
<b>FORMAT:</b>	The case study will be released at a certain time during the scheduled examination period. The students will be given 4 days for submission. The date and time of the release of the case study will be advised by Student Administration during the semester.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	Apply theoretical project management concepts to draw thoughtful conclusion about project management practice.	1
	2	Apply project management theories to provide solutions for business problems.	3

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site— Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Timothy Kloppenborg, Vittal S. Anantatmula, Kathryn Wells	2018	Contemporary Project Management	4th Edition	Cengage Learning

### 8.2. Specific requirements

Not applicable

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

### 10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

### 10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

### 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

## 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10. General Enquiries

### In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)