MONASH University

**FIT5022
Project management**

Unit Guide

Semester 2, 2009

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FIT5022 Project management - Semester 2, 2009

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Contact hours: On-line offering

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Dr Iqbal Gondal
Senior Lecturer
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Contact hours: On line availability

Introduction

This unit is about project management for post graduate offerings in off campus mode

Unit synopsis

The unit provides both a theoretical and practical overview of processes involved in managing large projects, with particular emphasis on projects common to the information technology industry. Topics include the project life cycle, problem definition, project evaluation, high and low level planning, team building and people management, monitoring and control, reporting and communication, termination and assessment and researching advance topic.

Learning outcomes

On completion of this unit, students will:

1. Understand the fundamentals of projects
2. Know the range of roles of people involved in a development
3. Know the different phases of project planning, scheduling and controlling
4. Understand network techniques for managing projects
5. Understand and apply estimation techniques
6. Understand the quality aspects of an IT project.
7. Appreciate the need for structure and organisation in project management
8. Apply network techniques for managing projects
9. Apply estimation techniques to practical cases
10. Use a range of commercial software tools to implement software project management techniques
11. Evaluate software project management tools
12. Undertake research into topics and techniques associated with project management
13. Understand the importance of team work in managing projects
14. Recognise the importance of leadership and problem solving skills

Contact hours

This unit has no on campus requirement

Workload

Off campus students need to spend nearly 10 hours per week, to review lecture notes, do text book readings, tutorial questions and participate discussion groups

Unit relationships

Prohibitions

BUS5150, Translation set GCO5807

Relationships

FIT5022 is a elective unit in the master's program.

You may not study this unit and

BUS5150, Translation set GCO5807

in your degree.

Teaching and learning method

This unit will provide material on line and discussion groups will be used to create on line learning environment.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system:
http://allocate.cc.monash.edu.au/

Unit Schedule

Week	Topic	Key dates
1	The Project and the Project Manager	20/07/2009
2	Project Start Up	27/07/2009
3	Evaluation of Alternative Proposals	03/08/2009
4	Project Scope Management	10/08/2009
5	Project Time Management	17/08/2009
6	Project Scheduling Technique	24/8/2009
7	Budget and Cash-flow Management	31/8/2009
8	Project Quality Management	7/9/2009
9	Human Resource Management	14/9/2009
10	Project Communication Management	21/9/2009
Mid semester break		
11	Project Risk Management	28/9/2009
12	Project Termination	5/10/2009
13	Revision	12/10/2009

Unit Resources

Prescribed text(s) and readings

Text books:

Schwalbe K., Information Technology Project Management, 5th Ed. Course Technology (2007) David I Cleland, Project Management, Strategic Design and Implementation, McGraw Hill, Digital Engineering Library

Recommended reading:

Meredith J.R and Mantel S.J., Project Management a Managerial Approach, 5th Ed. Wiley (2003) Klastorin T., Project Management, Tools and Trade-Offs, Wiley (2004) Gido J. and Clements J.P., Successful Project Management, 2nd Ed., South-Western (2003) Cardle J. and Yeats D., Project Management for Information Systems, 4th Ed., Prentice-Hall (2004)

Text books are available from the Monash University Book Shops. Availability from other suppliers cannot be assured. The Bookshop orders texts in specifically for this unit. You are advised to purchase your text book early.

Recommended text(s) and readings

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Recommended reading:

Meredith J.R and Mantel S.J., Project Management a Managerial Approach, 5th Ed. Wiley (2003) Klastorin T., Project Management, Tools and Trade-Offs, Wiley (2004) Gido J. and Clements J.P., Successful Project Management, 2nd Ed., South-Western (2003) Cardle J. and Yeats D., Project Management for Information Systems, 4th Ed., Prentice-Hall (2004)

Required software and/or hardware

Student would use MS project - free trail version - provided with text book to do tutorial exervcises.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. Studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to **n** hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

- Weekly detailed lecture notes outlining the learning objectives, discussion of the content, required readings and exercises;

- Weekly tutorial or laboratory tasks and exercises with sample solutions provided one to two weeks later;
- Assignment specifications and sample solutions;
- A sample examination and suggested solution
- Access to past examination papers;
- Discussion groups;
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.

Assessment

Overview

Assignment: 40%
Examination (3 hours): 60%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

To pass this unit, a student must obtain :

- 40% or more in the unit's examination and
- 40% or more in the unit's non-examination assessment
  and
- an overall unit mark of 50% or more

If a student does not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

- **Assignment task 1**

  Title:
  > Assignment 1

  Description:
  > Assignment will test concepts of project plan development and financial evaluation of the projects

  Weighting:
  > 20%

  Due date:
  > 17th August 2009

- **Assignment task 2**

    Title:
    > Assignment 2

    Description:
    > This assignment will test the concepts of project execution

    Weighting:
    > 20%

    Due date:
    > 5th October 2009

Examination

- **Weighting:** 60%
    Length: 3 hours
    Type (open/closed book): Closed book

See Appendix for End of semester special consideration / deferred exams process.

Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms: http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

Assignments received after the due date will be subject to a penalty of 5% per day, including weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams