UNIT OVERVIEW

Introduction
This unit covers the principles, techniques and tools of project management and focuses on the aspects of documentation during the analysis phase of project management. This unit also discusses social, legal and ethical aspects of the computing industry and exposes students to existing standards of professional behaviour. Students will develop skills appropriate to professional computing employment, particularly written, verbal and interpersonal communications skills, developing an appreciation that the Information, Communication and Technology (ICT) profession is largely people-centred rather than technology-centred.

Prerequisites
Any two Level 100 units from any discipline

Unit Weight
12.5% of one academic year

Teaching Pattern
There are 10 online modules that must be completed in your own time, but a quiz for each module has a fixed due date.
There are two days of face-to-face workshops on the Hobart and Launceston campuses.

Unit Content
This unit contains 10 online modules:

1. Project Management and Project Selection Methods
2. Project Initiation
3. Project Planning (2 modules)
4. Project Execution Processes
5. Project Monitoring and Controlling
6. Closing the Project
7. The ICT Professional: Ethics
8. The ICT Professional: Legal Issues
For more information see the section titled 'Content' on the unit website.

**Learning Outcomes**

On successful completion of this unit, you will be able to:

1. demonstrate and apply knowledge of:
   - project management frameworks, principles and concepts, methodologies, processes and tools;
   - ethical, social and legal responsibilities of the ICT professional;
2. initiate and plan a project for a 'client' by collecting and analysing data to complete industry templates;
3. communicate information and ideas, in both written and oral forms using communication technologies to suit purpose;
4. work in teams to achieve goals within specified timelines to develop skills for professional ICT practice.

**Generic graduate attributes**

The university has defined a set of generic graduate attributes expected in its graduates.
http://www.utas.edu.au/__data/assets/pdf_file/0010/29917/genericattributes_grads1.pdf Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

- **Knowledge**
  - Develop a knowledge of ICT project management – the frameworks, methodologies, processes and tools employed in project management;
  - Be capable of applying this knowledge to the design, monitoring and adoption of realistic ICT project plans;
  - Demonstrate understanding of the social, legal and ethical responsibilities expected of a computing professional;
- **Communication Skills**
  - Understand the importance of clear interpersonal communication between project team members, especially the need for maintenance and distribution of clear, concise project documentation;
  - Demonstrate ability to interact effectively in teams for practical problem solving related to project management;
  - Demonstrate a high level of report writing and oral communication;
- **Problem-solving Skills**
  - Engage in small group problem solving on matters drawn from project management;
  - Conceptualise problems in cost estimation, project breakdown, task scheduling, risk assessment and quality assurance and be able to formulate a range of potential solutions;
  - Gain a project manager's perspective on the types of problems encountered and methodologies for dealing with these problems;
  - Ability to analyse the social and ethical issues raised by the use of computers in society;
- **Global Perspective**
  - Appreciate potential cross-cultural issues that may arise in the management of the project team and liaison with project clients and stakeholders;
  - Recognise the critical importance of the field of project management in the development of ICT systems;
  - Demonstrate mastery of skills appropriate to professional practice in preparation for the transition to an IT working environment;
- **Social Responsibility**
  - The social and ethical standards of the profession will be reinforced;
  - The social impact of ICT-induced change in organisations will be emphasised.

**UNIT ASSESSMENT**

**Assessment Pattern**

50% in-semester, 50% exam

**Assessment Summary**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules</td>
<td>30%</td>
<td>see Note below</td>
</tr>
<tr>
<td>Workshops</td>
<td>20%</td>
<td>During face-to-face workshops</td>
</tr>
<tr>
<td>Formal Examination</td>
<td>50%</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

**Assessment Items**

**Item 1**

- **Title:** Modules
- **Type:** In-Semester - individual assignment
- **Task Length:** Not Applicable
- **Weighting:** 30%
- **Links to Learning Outcomes:** 1-4
**Due:** see Note below
**Description:** A module consists of one or more Powerpoint presentations that you should watch and listen to. The module also consists of some reading that you are required to do. Each module is followed by a quiz. Each quiz is worth 3% of your final grade.

The dates for submission of the quizzes are:
- Modules 1-4: Monday 7th February 11:55pm.
- Modules 5-10: Monday 14th February 11:55pm.

**Item 2**
**Title:** Workshops  
**Type:** In-Semester - group assignment  
**Task Length:** not applicable  
**Weighting:** 20%  
**Links to Learning Outcomes:** 1-4  
**Due:** During face-to-face workshops  
**Description:** Each workshop requires you to complete tasks that are worth something towards your final grade, see assessment page on MyLO for exact details. You can only get these marks by participating in the workshop and completing the task. Before participating fully in a workshop you will have to have completed certain modules as you will be working in teams during a workshop. If you haven’t completed the necessary modules you will not be allowed to participate in a team or gain the marks allocated for the workshop task.

**Item 3**
**Title:** Formal Examination  
**Type:** Formal Examination  
**Task Length:** 2 hours  
**Weighting:** 50%  
**Links to Learning Outcomes:** 1-4  
**Due:** University Examination Period  
**Description:** This is a closed book examination. You are allowed to take in an A$ sheet of notes (one sided).

See the ‘Assessment’ section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**

Overall assessment will be based on the student’s performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 45% of the total mark for in-semester assessment items  
2. at least 45% of the mark for the formal examination  
3. at least 50% of the overall mark

**UNIT RESOURCES**

**Unit Web Site**

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources. The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your university email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit.

If you are not able to access the unit website, please contact the University IT help desk:  
- Entrance Level, Morris Miller Library, Sandy Bay Campus;  
- Entrance Level, Launceston Campus Library, Newnham Campus.  
- Telephone: 6226 1818 and 1300 304 903.  
- The 1300 number is a local call from within Tas, with the exception of mobiles.  
- Email: servicedesk@utas.edu.au  
- Website: http://www.utas.edu.au/servicedesk/student/index.html

**Prescribed Text**

None

**Readings**

Assessed Readings can be found on the CONTENT page of the MyLO site. Each Powerpoint presentation also contains a list of readings that were used as sources for the Powerpoint presentation.

**Software**

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the School’s computing labs. If you intend to use software on other computers please check that the versions are compatible. This unit will use Microsoft Project and Microsoft Office software such as Word and Excel.

**GENERAL RESOURCES**

**School Website**
**School of Computing and Information Systems - Faculty of Science, Engineering, and Technology.**
http://www.cis.utas.edu.au

**Faculty Website**
Information and Resources for Faculty of Science, Engineering and Technology students are available on the faculty website at: http://www.utas.edu.au/scieng

**University Website**
Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/

**School Help Desk**
Contact the School Help Desk if you have any queries or problems with accessing, using, or printing from the computers in the School of Computing and Information Systems labs.

In Hobart the Help Desk is located on level 3 in the Centenary Building, and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6226 2929.

In Launceston the Help Desk is located near the entrance to the computing labs and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6324 3447.

Both help desks will accept queries over the phone outside the standard opening hours.

The computer labs at the Cradle Coast Campus are maintained by ITR - please contact the University Help Desk for assistance with these computers.

**Computing Facilities**
The School has PC labs (running Windows 7), Mac labs (running Mac OS X 10.6), and special purpose Networking labs at the Newnham and Sandy Bay campuses. All students are provided with logins for Windows, Macintosh and Unix environments. If you have not used these facilities before please contact the School Help Desk to collect your account details. If you would like to access these facilities after hours please contact the School Help Desk.

In Hobart, there are 4 PC Labs, 2 Mac Labs, and 1 Networks Lab in the Centenary Building. In Launceston, there are 2 PC Labs, 1 Mac Lab, 1 Networks Lab, and one Multipurpose Lab in Building V.

**Use of Facilities**
Use of computing facilities provided by the School is subject to the School's Ethics Guidelines, details of which are posted at [http://www.cis.utas.edu.au/cisview/ethics.jsp](http://www.cis.utas.edu.au/cisview/ethics.jsp). Copies of the guidelines are also available in all School labs. The School's facilities may only be used for study-related purposes, and may not be used for personal gain. Anti-social behaviour in labs such as game playing, viewing pornography, loud discussion, audio without the use of head-phones, etc is strictly prohibited in all labs at all times. Eating, drinking, and smoking is not permitted in the labs. Before being granted access to the School's facilities, you will be required to sign a declaration that you have read and understand these guidelines, and that you will abide by them. Disciplinary action may be taken against students who violate the guidelines.

**Learning Strategies**
If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website: [http://www.utas.edu.au/learndev/](http://www.utas.edu.au/learndev/)

If you will be using MyLO for the first time and would like some information on how to use MyLO refer to the following website: [http://www.utas.edu.au/coursesonline/mylo-support.htm](http://www.utas.edu.au/coursesonline/mylo-support.htm)

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide: [http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf](http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf)

**Help resolving concerns about this unit**
In the first instance you should contact your lecturer. If the matter is not resolved then you should contact the Head of School. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html)

The Tasmanian University Union (TUU) may also be able to assist.

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.

**Occupational Health and Safety**
The university is committed to providing a safe and secure teaching and learning environment. For more information see [http://www.admin.utas.edu.au/hr/ohs/pol_proc/](http://www.admin.utas.edu.au/hr/ohs/pol_proc/)

**University Services and Support**
If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability
or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

The University has staff available to assist you, such as the:

- Learning Development Advisor
- Student Counselor
- Careers Advisor
- Disability Officer

For more information and contact details see the Services and Support section on the University 'Current Students' web page: [http://www.utas.edu.au/students/](http://www.utas.edu.au/students/)

**GENERAL ASSESSMENT**

**Approach to Learning**

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University’s Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit


It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

**Student Expectations of the Unit**

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

*These expectations are in addition to those specified in relevant University regulations.*

**Plagiarism**

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University’s policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an
"Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own; for example, using an author’s words without putting them in quotation marks and citing the source, using an author’s ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at http://www.academicintegrity.utas.edu.au.

The intentional copying of someone else’s work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/ord91.pdf.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed."

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: http://www.academicintegrity.utas.edu.au

Referencing

The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system). In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. For information on presentation of assignments, including referencing styles: http://utas.libguides.com/referencing

It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. The university document on plagiarism contains information about referencing the work or ideas of others (see http://www.utas.edu.au/plagiarism/).

Submissions

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. The Assignment Cover Sheet is available from the School Help Desk in Launceston and Hobart, and on the School's web site: http://www.cis.utas.edu.au/cisview/resources.jsp.

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- Submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.
- Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly.
- Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

Extensions

Assessment items will not be accepted after the due date except under the conditions stated in the School policy on late assessment. http://www.cis.utas.edu.au/downloads/ExtensionPolicy.pdf (PDF - 100KB).

Review of Assessment and Appeals

1. It is expected that students will adhere to the following policy for review of any piece of continuous assessment.
   a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.
   b. Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

2. Students may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to Rule of Academic Assessment 111, clause 23 at http://www.utas.edu.au/university-council/university-governance/rules and http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm.

Complaints Procedure
It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.

b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School’s internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see http://acserv.admin.utas.edu.au/complaints_info.html

Formal Examination

The formal examination is conducted by the University Registrar. The 'Current Students' section on the university website contains information about the conduct of, and timetable for, formal examinations.

Final Grade

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See http://fcms.its.utas.edu.au/scieng/scieng/policies.asp for details of the Faculty Assessment Guidelines.