FIT2002
IT Project Management

October 2021

Seminar 1

Part 1: Introduction to the unit

FIT2002 Teaching Staff

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Lectures/Seminars

- Each week, students are required to do some pre-class activities before attending seminar and tutorial.

- The pre-class activities for each week include:
  - pre-reading of the relevant chapter(s) from the text and articles;
  - pre-recorded videos of the lecture content and
  - weekly quiz

- The seminar will be live and students are encouraged to zoom in during the scheduled seminar time every Tuesday 4pm – 5pm to engage in a time of interactive discussion.

Tutorials and Consultations

- Enrol for tutorials on Allocate+ :
  - https://www.monash.edu/timetables/allocate/enter-preferences
- If you need help with your timetabling:
  - Submit a Student Timetable Help Form via : https://connect-forms.apps.monash.edu/students/timetables/allocate/help/

- Tutorial starts in week 1
- Tutorial zoom link is provided in the Unit website under 'Unit Information'
- Consultation:
  - ➢ Starts in week 3 and all consultation times will be posted on Moodle.
  - ➢ For urgent help or to arrange a different time, feel free to email us (email address in Slide 2 and also on Moodle)
  - ➢ Please use your Monash account for all emails.

Resources

- Unit Web Page:

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- Downloads:
  - Lecture notes in *.PDF format
  - Videos
  - Tutorial questions and solutions
  - Quizzes
  - Sample examination paper

- Software:
  - Project Libre

Recommended Reading

Prescribed Text:

- Schwalbe, K.. (2015). Information Technology Project Management. (8e) Cengage Learning [9th edition is also available]

Recommended Reading:

- Brewer, J.L., & Dittman, K.C.,. (2013). Methods of IT project management. (2nd Edition) Purdue University Press.

- Kerzner, H. (2013). Project Management: A Systems Approach to Planning, Scheduling, and Controlling. (11th Edition) John Wiley & Sons

- A Guide to the Project Management Body of Knowledge, PMBOK 6th Edition. 2017. Project Management Institute. (Available as an e-book)

- Additional reading materials and links provided on subject website

Unit Assessment

This unit contains hurdle requirements which you must achieve to be able to pass the unit:

- At least 45% in the unit's examination,

- At least 45% in the unit's total non-examination assessment

- And an overall unit mark of 50% or more.

Assessment Task	Value	Due date
Pre-class activity and Online Quizzes	10%	Every Monday 11pm (Week 2 - Week 11)
Assignment 1 - Running Case 1 - 4	20%	Friday 10 Dec 2021 11pm
Assignment 2 - Running Case 5 - 7	20%	Friday 14 Jan 2022 11pm
- which includes a 5% oral presentation		Week 12 Tutorial
Examination (eExam)	50%	TBA

Unit Synopsis

- This unit introduces students to the many concepts, tools and techniques for managing information technology projects.

- Students will have a chance to explore traditional and agile approaches for managing projects.

- The unit will cover topics such as project lifecycles, project planning, project scheduling, team building, risk management, time and quality management.

- A case study approach will be used to provide learning opportunities, with an emphasis on the unique aspects of information technology projects.

Unit Objectives

At the completion of this unit, students should be able to:

- Explain the ten knowledge areas of the Project Management Body of Knowledge;

- Identify the unique attributes and diverse nature of Information Technology projects;

- Select, justify and use project management techniques and tools for IT projects;

- Use the appropriate communication method for different types of stakeholders;

- Identify and apply the characteristics of a collaborative team member.

Anticipated Workload (per week)

- Contact hours for on-campus students:
  - One 1-hour seminar
  - One 2-hour tutorial

- Additional requirements:
  - Students will need to spend about 1 – 2 hours prior to the seminar on a pre-class activity. The seminar will explore concepts introduced in the pre-class activity.
  - A minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

Unit Schedule

Week	Activities	Assessment
0	Watch FIT2002 Introduction video and week 1 pre-class video	No formal assessment or activities are undertaken in week 0
1	Introduction to the unit; Introduction to project management	Pre-class activity and online quizzes due every Monday 11pm (from Week 2 to 11)
2	Project/product lifecycles and organisational structures	
3	Project integration management	Assignment 1: Running Case 1 handed out
4	Project scope management	Assignment 1: Running Case 2 handed out
5	Project schedule management	Assignment 1: Running Case 3 handed out
6	Project cost management	Assignment 1: Running Case 4 handed out
7	Project risk management	Assignment 1 due Friday 10 Dec 2021 11pm
8	Project quality and procurement management	Assignment 2: Running Case 5 handed out
9	Project communication and stakeholder management	Assignment 2: Running Case 6 & 7 handed out
Break (23rd Dec 2021 – 3rd Jan 2022)		
10	Project resource management	
11	Project Management Process Group and Agile vs Predictive Approach	Assignment 2 due Friday 14 Jan 2022 11pm
12	Wrap up	Oral presentation during Week 12 tutorial

Seek assistance as a preventative measure

Take the following relevant preventative measures as soon as possible, if you are falling behind in your studies:

- Study difficulties: Discuss any difficulties you are experiencing with your course leader, unit coordinator, lecturer or tutor.

    - These staff members can assist you in identifying your problem areas and explore the options available to you in your course.

- Language and learning online can help you with study methods, language skills and work presentation
    http://www.monash.edu.au/lls/llonline/

- Student life and support services can be found at:

    http://monash.edu/students/support/

  and include: Health services, support and services, clubs and sports etc

Disability Liaison Unit

If you have any form of health of physical condition that impacts on your study, DLU can help you.

The Disability Liaison Unit (DLU) provides a range of services for registered students including:

- Notetakers and Auslan interpreters

- Readings in alternative formats

- Adaptive equipment and software

- Alternative arrangements for exams

For further information and details about how to register:

Email: dlu@monash.edu

Phone: (03) 9905 5704

Web: www.monash.edu/equity-diversity/disability