

Group Assignment – T2 2019

Project objectives

You are a team of 7-8 members that will be working on a charity project.
You all volunteer for the non-profit organisation, helping them to raise funds.

The major goals are:

1. Raise money for a cause, charity or non-profit organization.
2. Raise awareness of the work of the non-profit organisation by building relationships and exploring new fundraising opportunities from various sources.
3. Gain experience in project management.

Duration

Your project will take 8 weeks, commencing in week 3 with the final report due in week 10.
7 requirements will be issued on a weekly basis.

Due Date

The Final report is due on the 9 August 2019 at 6pm.

Expectations of students

During this project you will be working in a group by sharing your knowledge, ideas and critical thinking with your team members in a professional way by incorporating interpersonal and group skills, **such as communication, negotiation, problem solving, and teamwork.**

Within your group you must **share the effort and time** to complete your group project.

Follow up on responses from team members whichever platform you use for team communication. Give the team members feedback on their contributions. Discussion is the only way to achieve good results.

Be supportive of your team, give them positive feedback and negative critique if and when required. Conflict can be very productive if executed well.

If team members are late or participating less enthusiastically, encourage them to contribute more. It is the **PM's task** to organise the team, to provide guidance and to lead from the front by being active. "Lead by example". However, if someone does not work at all/ignore agreement's clauses, you are free to contact us.

Weekly Group Agreements

For each task your group will need to negotiate and agree to a contract, known as the Group Agreement or Project Charter. **In this signed agreement, you will outline what you are going to do, who is going to do what, and by when.**

The agreement should be finalised for each of issued requirements.

It must be signed and dated by the group members. **Each member should get a copy; a copy should be posted and attached to every progress report on Moodle.**

You are required to use the template provided to you on Moodle.

The group **MUST** issue a group agreement **within 24 hours** to plan for your weekly work.

Project Progress Reports

A Progress report is to be submitted by one group representative on weekly bases via designated links on Moodle.

Peer Marking – Team Evaluation

Peer marking is incorporated in your final grade for the group project.

Please ensure that each team member completes the Team Evaluation Peer assessment activity found in each weeks Project Progress Reports submission link in Moodle

Progress Report Schedule

Week	Topic	Progress Report Submission Due Date
4	Project Selection	26 June @ 6pm
5	Scope of work	3 July @ 6pm
6	WBS	10 July @ 6pm
7	Budget and Schedule	17 July @ 6pm
8	Risk Management	24 July @ 6pm
9	Resource Planning	31 July @ 6pm

Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage¹.

At UNSW, this means that your work must be your own, and others ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The Current Students site <https://student.unsw.edu.au/plagiarism>, and
- The ELISE training site <http://subjectguides.library.unsw.edu.au/elise/presenting>

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

¹International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

Readings and resources

Erik W. Larson; Clifford F. Gray Project Management The Managerial Processes, 7th Edition, McGraw-Hill International Edition ISBN 9781259666094

Weekly Video Lectures, Moodle, GSOE9820

Moodle: <https://moodle.telt.unsw.edu.au/course/view.php?id=38994>



GSOE9820 - Project Management – Group Assignment

PROJECT MANAGEMENT INSTITUTE. (2004). A guide to the project management body of knowledge (PMBOK guide). Newtown Square, Pa, Project Management Institute.

Administrative matters

Documents issue for project support:

- Group Project Agreement Template
- Common Group Agreement Errors
- Group Project Proposals Evaluation form

For project support email demonstrators directly

Additional support for students

Guide to Group work: <https://student.unsw.edu.au/groupwork>

Report writing skills: <https://student.unsw.edu.au/writing-report>

Critical thinking: <https://student.unsw.edu.au/critical-thinking>