

INFS2848

Information Systems Project Management

Course Outline Semester 2, 2017

Course-Specific Information

The Business School expects that you are familiar with the contents of this course outline. You must also be familiar with the Course Outlines Policies webpage which contains key information on:

- Program Learning Goals and Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Student Support and Resources

This webpage can be found on the Business School website:

<https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies>

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COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

The staff for INFS2848 Information Systems Project Management, for Session 2, 2017 are:

Position	Name	Email & location	Consultation	Phone
Lecturer-in-charge	Ken Stevens	k.stevens@unsw.edu.au Quad 2082A	Wednesday 4pm – 6pm	9385 4242
Tutor	Vincent Pang	vincent.pang@unsw.edu.au Quad 2112	TBA	9385 7835

The best way to contact your lecturer or tutor is via email or during their consultation times. Please note that only your UNSW email account will be used for formal notices and correspondence regarding the course. Students should note that it is school policy to only respond to email messages that are clearly identifiable as having originated from legitimate accounts. Legitimate email accounts are:

- A UNSW student account
- An identifiable employer provided account

Moodle will be used for all course communications i.e. notices, questions regarding assignments and course content. Please check Moodle regularly as this is where we communicate urgent notices when needed. Please note – only urgent (and very short) enquiries will be answered via e-mail, or telephone. Please attend consultation times or make an appointment if you need to discuss issues in detail. If you need to contact the

School urgently you can contact the School Office on 9385-5320 or email istm@unsw.edu.au.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lecture	Week 1 to Week 12	Wednesday 14:00 to 16:00 (2pm to 4pm) in Colombo Theatre B
Tutorial	Week 2 to Week 13	Wednesday 11:00 to 12:00 in Quad 2082 (W11A)
		Wednesday 12:00 to 13:00 in Quad 2082 (W12A)
		Wednesday 13:00 to 14:00 in Quad 2082 (W13A)

Please note that you can only attend the tutorial in which you are enrolled.

2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

INFS2848 provides you with a comprehensive introduction to project management in an information technology / information systems context. It will explain the need for project

management and the issues associated with managing projects in the IS/IT context. It will explain the key phases of the project management cycle and describe the various tools and methods used in each of those phases. The course will consider both theoretical and practical perspectives and equip you with the necessary skills to be able to better manage or participate in projects. The course is built around the Project Management Body of Knowledge (PMBoK) from the Project Management Institute.

2.4 Course Aims and Relationship to Other Courses

INFS2848 aims to equip you with both theory and practical skills in the management of software development and information systems implementation projects. These skills will also be of considerable benefit in completing later year courses and later in your career.

The course also aims to further your development as a scholar and future business professional. The course will refine your communication skills and group-work skills, improve your time management and assist in your research skills.

The course assumes no prior experience in project management, but does assume that you are familiar with the systems development lifecycle and have a good understanding of the processes involved in the development of information systems.

INFS1602 (or equivalent) is the only prerequisite for this course.

2.5 Student Learning Outcomes

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

By the end of this course, you should be able to:

1. Explain the components of effective project management.
2. Explain the role of project management software methodologies, standards and project management professional bodies in the management of IS/IT projects.
3. Construct a workable project management plan that includes scope, tasks, time and costs components.
4. Assess the performance of a project and make recommendations accordingly.
5. Perform a risk analysis on a project.
6. Construct project communication, human resource management, risk management and procurement.
7. Set up and manage a project in Microsoft Project.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes – what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

For more information on Program Learning Goals and Outcomes, see the School's Course Outlines Policies webpage available at <https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies>.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business undergraduate students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	<ul style="list-style-type: none"> • Explain the components of effective project management • Explain the role of project management software methodologies, standards and project management professional bodies in the management of IS/IT projects • Construct a workable project management plan that includes scope, tasks, time and costs components • Assess the performance of a project and make recommendations accordingly • Perform a risk analysis on a project • Construct project communication, human resource management, risk management and procurement • Set up and manage a project in Microsoft Project. 	<ul style="list-style-type: none"> • Lecture and tutorial discussions • Tutorial class work hand-ups • Group Assignment • Final exam
2	Critical thinking and problem solving	<ul style="list-style-type: none"> • Explain the components of effective project management • Explain the role of project management software methodologies, standards and project management professional bodies in the management of IS/IT projects • Construct a workable project management plan that includes scope, tasks, time and costs components • Assess the performance of a project and make recommendations accordingly • Perform a risk analysis on a project • Construct project communication, human resource management, risk management and procurement • Set up and manage a project in Microsoft Project. 	<ul style="list-style-type: none"> • Lecture and tutorial discussions • Tutorial class work and hand ups • Group Assignment • Final exam

3a	Written communication	<ul style="list-style-type: none"> • Explain the components of effective project management • Explain the role of project management software methodologies, standards and project management professional bodies in the management of IS/IT projects • Construct a workable project management plan that includes scope, tasks, time and costs components • Assess the performance of a project and make recommendations accordingly • Perform a risk analysis on a project • Construct project communication, human resource management, risk management and procurement. 	<ul style="list-style-type: none"> • Tutorial hand ups • Group Assignment
3b	Oral communication	<ul style="list-style-type: none"> • Explain the components of effective project management • Explain the role of project management software methodologies, standards and project management professional bodies in the management of IS/IT projects • Assess the performance of a project and make recommendations accordingly 	<ul style="list-style-type: none"> • Part of tutorial participation but not separately assessed.
4	Teamwork	<ul style="list-style-type: none"> • Explain the components of effective project management • Perform a risk analysis on a project • Construct project communication, human resource management, risk management and procurement 	<ul style="list-style-type: none"> • Peer assessment • Lecture and tutorial discussions • Group Assignment • Individual reflection assignment
5a	Ethical, social and environmental responsibility	<ul style="list-style-type: none"> • Explain the components of effective project management • Construct project communication, human resource management, risk management and procurement 	<ul style="list-style-type: none"> • Lecture and tutorial discussions. • Assessed through hand-ups.
5b	Social and cultural awareness	<ul style="list-style-type: none"> • Explain the components of effective project management • Construct project communication, human resource management, risk management and procurement 	<ul style="list-style-type: none"> • Lecture and tutorial discussions • Not separately assessed.

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

This course takes the view that students are responsible for their own learning. The staff involved in the course will facilitate that learning by providing guidance as to what needs to be studied through the reading list, the 'self-assessment questions', the content of lectures and tutorials and the assignments.

We will cover a considerable amount of material this session and some of this material is very difficult. It is vital that you study from Week 1. This means you should read the set readings, work through the set questions, and attend the seminar each week.

It is however your responsibility to make a concerted effort in your studies. Keeping up to date is very important as each week builds on the prior weeks. It is important that you get your study regime organized quickly. By keeping up you are also properly prepared to participate in the lectures and tutorials.

3.2 Learning Activities and Teaching Strategies

Lectures (Week 1 to 12)

The lecture will provide a short overview of topic at hand and will focus on explaining the difficult concepts and issues via the use of examples and worked problems. The role of the lecture is to help you understand the context of the topic as well as work through the difficult points and examples. The preparation required for each lecture is set out in each week's study guide. It is assumed that you will have done the reading prior to each lecture. Throughout the session the course will make use of a number of specialist lectures who will assist the LIC in delivery each week's topic(s).

Tutorials (Week 2 to 13)

The tutorials will involve both group and individual exercises. The role of the tutorial is to help build your understanding of the topic within a project through the application of what you have learnt to case-studies and real-life scenarios. They also give you the opportunity to discuss your work with your colleagues, and hence gain an indication of your own progress. Each tutorial will investigate aspect of the topics covered in the prior week's lecture.

Private Study

Your own private study is the most important component of this course. The readings, self-assessment exercises, and your own topic summaries should form the basis your private study. Keeping up to date is very important as each week builds on the prior weeks. It is recommended that you get your study regime organized quickly.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must:

- attain an overall mark of least 50%;
- attend at least 80% of all scheduled classes;
- attain a satisfactory performance in each component of the course. A mark of
- 45% or higher is normally regarded as satisfactory;

- attain a mark of at least 45% in the final exam;
- in the case of peer assessed group work, the mark assigned to each member of the group may be scaled based on peer assessment of each member's contribution to the task.

The School reserves the right to scale final marks to a mean of 60%, or thereabouts.

It should be noted that group members are expected to work in a harmonious and professional fashion, which includes appropriate management of non-performing members.

4.2 Assessment Details

Assessment Task	Mode	Weighting	Length	Due Date
Tutorial participation and hand ups		15%		Weeks 2 to 13
Group Assignment	Group	25%	See below	Week 10
Individual Assignment	Individual	10%	Approx. 1,000 words	Week 12
Final Exam	Individual	50%	2 hours	University Exam Period
Total		100%		

The detailed requirements for each assessment component will be available on the course website by the specified release date.

You are required to keep an electronic copy of your assignment. You may be asked to submit your electronic copy for screening by the University's anti-plagiarism tools.

Tutorial Participation and Hand-ups (15%)

Attendance at tutorials is required and you are expected to come prepared to each tutorial, ready to undertake the tutorial activities set for that week. During the tutorial, you are expected to participate in the tutorial activities, including discussions, class exercises and the like. Most weeks will also be required you to submit some of the work you have completed in class for assessment. Often this work will relate to exercises given in the class that extend on the preparatory work you were required to complete prior to class. The exercises you hand up will be marked and returned to you. Your performance in your hand-ups and your contribution to the class will be used to determine your Tutorial Participation and Hand-up mark (worth 15% of your overall mark).

If you are unable to attend your tutorial because you are ill or suffer a misadventure, please contact your tutor and provide evidence as to why you missed your tutorial and this will be taken into account when determining the mark for this component. Absences for reasons other than illness or misadventure (as per UNSW Special Consideration rules) will not be considered when determining the mark for this component.

You are reminded that, as with all assessment exercises, plagiarism will not be tolerated and all found instances will be pursued to the fullest extent.

Group Assignment (25%)

The Group Assignment is worth 25% of your overall mark and is to be undertaken in groups of 3 or 4. Membership of your group is at your discretion. The assignment requirements will be released in Week 4 and the assignment is due Thursday, 12pm, 5 October (Week 10). All deliverables are to be submitted electronically via Turnitin and must make use of the coversheet provided.

The Group Assignment involves the preparation of various parts of a Project Plan for a project and the setup of the scheduling, costing and resourcing of the project in MS Project software and will include a range of deliverables. A case-study / scenario on which you will base your project will be made available, along with the assignment requirements.

The groups for the assignment will be finalised in the Week 5 tutorials.

ISTM Computer Lab at Quad 2082 lab has MS Project software available for INFS2848 students. Limited use versions of the software are also available from Microsoft. Both the textbook and the software have extensive 'self-help' tutorials which will enable you to learn all of the MS Project skills that you will need to undertake the assignment.

All groups will be required to keep both individual and group diaries. These diaries will be used when a dispute regarding the allocation of work or the behaviour of group members arises. The group diary will form part of the deliverables of the assignment.

A confidential peer assessment will be available for you to complete in Moodle.

Individual Assignment (10%)

The individual assignment is worth 15% of your overall mark and is to be undertaken individually. The assignment requirements will be released in Week 8 and the assignment is due Thursday, 12pm 19 October (Week 12). The assignment is to be submitted electronically via Turnitin and must make use of the coversheet provided.

The assignment involves the preparation of report of no more than 1,200 words, and requires you to reflect on various aspects of your group assignment (as will be set out in the assignment requirements). Your individual diary from the group assignment will form an appendix to your individual assignment.

Final examination (50%)

The final exam will be a 2-hour written paper held in the formal examination period. The examination is worth 50% of your overall assessment. The examination will be closed book. The format and coverage of the exam will be discussed in the Week 11 lecture.

All exams are conducted in accordance with the UNSW Rules for the Conduct of Examinations and it is the student's responsibility to be familiar with these rules.

Information about exams is available from <http://my.unsw.edu.au>.

4.3 Assignment Submission Procedure

Assistance in the completion of the assignments and preparation for the exam will be available from the lecturer-in-charge and tutor.

Students are reminded to keep a copy of all work submitted for assessment and to keep their returned marked assignments.

4.4 Special Consideration, Late Submission and Penalties

For information on Special Consideration please refer to the Business School's [Course Outlines Policies webpage](#).

To assist in focusing your attention on the need to submit the Assignments by the due date, penalties will be levied against those Assignments which are submitted after the due date and have not been given an extension in time to complete the assignment.

For the Major Group Assignment, a penalty of 2.5 marks per day of lateness will be deducted from the mark awarded to the assignment. For the Individual Assignment, a penalty of 1 mark per day of lateness will be deducted from the mark awarded to the assignment.

An extension of time to complete an assignment will only be granted in cases of misadventure or illness. Applications for an extension of time should be made to the lecturer-in-charge by email or in person. You will be required to substantiate the grounds on which you make your application with appropriate documentary evidence such as medical certificates, accident reports etc. Please note that work commitments.

4.5 Protocol for viewing final exam scripts

The School of Information Systems and Technology Management (ISTM) has set a protocol under which students may view their final exam script. ISTM exam script viewing day is usually a day after the official release of results. Details will be posted on both the school website and on your course Moodle.

Quality Assurance

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

5 COURSE RESOURCES

The website for this course is on Moodle at:
<http://moodle.telt.unsw.edu.au>

The textbook for the course is:

Information Technology Project Management (8th edition, 2016) by Kathy Schwalbe, published by Course Technology (Cengage) ISBN 13: 978-0-324-78692-7 or ISBN 10: 0-324-78692-1.

The UNSW book store stocks this book. An online version of the book is also available.

The text is an integral component of the course and its contents will be used in throughout all aspects of the course. You will need unfettered access to the textbook throughout the course and will need to bring / have access to the textbook to the lectures and tutorials.

The course website (Moodle) is also an integral part of the course. The lecture slides and study notes will be posted there, as will all important announcements in regard to the course. You are expected to visit the course website at least twice a week.

Electronic copies of the slides (in PDF) will be posted to the website two days prior to the lecture so that you can print them out and bring them with you to class if you wish. Worked solutions to the exercises undertaken in the lecture will not be made available on the course website (you will need to attend the lecture to get those).

6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's myExperience teaching evaluations is one of the ways in which student evaluative feedback is gathered. Improvements made to the course that have come about due to student feedback will be discussed on the course website in due course.

7 COURSE SCHEDULE

COURSE SCHEDULE			
Week	Topic	Chapters from text	Action Items
Week 1 24 July	Introduction to Project Mgmt.	1	
Week 2 31 July	IT Projects and Organization + Project Integration Mgmt.	2 & 4	
Week 3 7 August	Project Scope Mgmt.	5	
Week 4 14 August	Project Procurement Mgmt.		Group Assignment released
Week 5 21 August	Project Schedule Mgmt.	6	Groups formed in tutorials
Week 6 28 August	Project Cost Mgmt.	7	
Week 7 4 September	Project HR Mgmt. + Stakeholder Mgmt.	9 & 13	
Week 8 11 September	Case Studies	*	Individual Assignment released
Week 9 18 September	Project Quality Mgmt.	8	
Mid-semester break: 23 September – 2 October inclusive (2 Oct = Labour Day Public Holiday)			
Week 10 3 October	Project Communication Mgmt.	10	Group Assignment due
Week 11 9 October	Project Risk Mgmt	11	
Week 12 16 October	Project Procurement Mgmt.	12	Individual Assignment due
Week 13 23 October	NO LECTURE	13	