



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA



Faculty of Engineering, Built Environment and Information Technology

Fakulteit Ingenieurswese, Bou-omgewing en Inligtingtegnologie

School of Information Technology
Skool vir Inligtingtegnologie

Department of Informatics
Departement Informatika

INF 324

Lecturer(s): Dr Sunet Eybers and Dr Henk Pretorius
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Please read the Departmental Brochure on ClickUP for information about the rules and regulations of the Department of Informatics.

Full information about the course is available on ClickUP
The latest information about the course will always be on ClickUP

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Section A: Information about the course

Course description

INF 324 focuses on the discipline of Project Management. Although not a pre-requisite, it builds on aspects covered in INF 315 such as project manager skills and competencies as well as project related issues such as how to manage different project types. Many formal Project Management industry certifications exist (such as the certifications offered by the Project Management Institute) focusing on various methodologies such as PMBok and Prince2. However, this module does not advocate any of these certifications or methodologies but focuses on covering generic, current project management issues. These include topics related to the project manager as individual including skills necessary to perform the role of project manager; the project manager as part of a team; organizational structures in support of the project management function; and the management of deliverables responsible by external parties such as outsourced vendors.

Course objectives

After the completion of the module the learner should be able to:

- Understand the role of the *individual* project manager: (Study Unit 1)
 - Understand the role and importance of the project manager as part of delivering and contributing to key projects in organizations;
 - Understand the role and importance of the project manager as part of a team;
 - Understand the interaction between project manager, organization and external environment.
- The project manager as part of a *team*: (Study Unit 2)
 - Understand how to build and manage teams;
- Managing an Information Systems project: (Study Unit 3)
 - Apply project planning methods to ensure projects are successfully executed;
 - Ensure that project schedules are accurately created;
 - Ensure that the correct resources are allocated to projects;
 - Apply new approaches to project management to current projects.
- The project manager as part of an *organization*: (Study Unit 4)
 - Understand the project management related structures / entities in organization in support of delivery projects (for example the PMO).
- The project manager as part of the *external environment*: (Study Unit 5)
 - Understand the interaction between the project manager, organization and external environment.

Prescribed study material

The prescribed book is:

Cadle and Yeates, Project Management for Information Systems, 5th Edition, © Pearson

Only the summary of the content will be made available on ClickUP in the form of lecture slides. The slides are not a complete summary of the content and should be substituted with the various chapters in the prescribed book.

In some instances additional reading material in the form of articles are uploaded onto ClickUP and forms part of the formal prescribed material.

Section B: Administration

Lecturers' details

The following lecturers are responsible for presenting this module:

Lecturer	Office (IT Building)	Telephone	E-Mail
Dr Sunet Eybers **	5-63	(012) 420-3709	sunet.eybers@up.ac.za
Dr Henk Pretorius	5- 75	(012) 420-	henk.pretorius@up.ac.za

** Course Coordinator

Consultation hours will be announced on ClickUP. Lecturers do not consult outside of the stipulated hours. Please make a note of the consultation hours when announced on ClickUP.

Lecture times and venues

- **Number of lectures per student per week: 1** Theory Session
- **Number of tutor classes per week: 0**
- **Number of practical classes per week per student: 1, 1** hour session.

This module carries a weighting of 15 credits, indicating that on average a student should spend some 150 hours to master the required skills (including time for preparation for tests and examinations). Use the University of Pretoria timetable available on the Student Portal and the information on ClickUP to determine where and when you have classes.

Lecture schedule

The full lecture schedule is available on ClickUP.

Section C: Assessment

Assessment plan

There are six formal assessments in the form of assignments during the semester. Two of these assignments are group assignments whilst the remaining four is individual assignments. No formal class test is scheduled as assignment 6 will offer students to practically apply concepts acquired during the semester. A semester test and formal examination concludes the assessment for the module.

Department of Informatics: Study Guide for INF 324 2017

INF324 Assessment plan for 2017

Assessment type	Outcome (Learning outcomes)	Assessment task	Assessment method	Assessment tool	Assessor	Due date	Marks
Assignment 1: Individual	SU1: The individual as project manager <i>What is your style?</i>	Written	formative	None	Lecturer	Monday 24 July 2017	10
Assignment 2: Individual	SU1: The individual as project manager <i>Written assignment</i>	Written	formative	Rubric	Lecturer	Monday 31 July 2017	10
Assignment 3: Group	SU2: Managing the team <i>In class activity: Build a bridge</i>	Practical	formative	Rubric	Lecturer	In class Tuesday 1 August 2017 Thursday 3 August 2017	20
Assignment 4: Individual	SU3: Managing the project <i>Case study</i>	Written	formative	Rubric	Lecturer	28 August 2017	10
Assignment 5: Individual	Managing the project (continue) Research new PM approaches and tools	Written	formative	Peer review	Lecturer	11 September 2017	10
Assignment 6: Group	SU1 to SU3 <i>In class activity / case study</i>	Practical	formative	Rubric	Lecturer	Tuesday 17 October Thursday 19 October 2017	20
Formal semester test	SU1 to SU3	Written	summative	Memo (model answers)	Lecturer	4 to 8 September 2017 (consult UP timetable)	100
Formal theory exam	All study units	Written	summative	Memo (model answers)	Lecturer	Consult UP timetable	100

Composition of marks

Calculation of the module mark

Module Average [as calculated at the end of the semester]	
• Assignments (individual and group)	50%
• Semester test	50%
Final year/semester average [need 40% to write exam]	100%

Any absence from module tests must be supported by an official and valid statement (e.g. a relevant medical certificate) and must be submitted to the lecturer within three days of the date of the test. A special module test for all legitimate absentees can be taken on the specified date.

Pass requirements:

- A sub-minimum of **40%** semester module mark is needed to gain access to the exam.
- According to faculty regulations you have to obtain a final mark of 50% or more, to pass this module.
- A student's semester mark will be taken into consideration in the calculation of his/her final mark – even in cases where supplementary or special exams are awarded.

Calculation of the final mark

Final Course Average [as calculated at the end of the exam]	
• Semester mark	50
• Exam mark	50
Final module average [need 50% to pass course]	100%

Please refer to the **Departmental Brochure** for general rules related to qualifying for supplementary exams. Only students who comply with these requirements would be allowed to write the supplementary exams.