



UNSW Course Outline

ZEIT8302 Project Administration - 2024

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General Course Information

Course Code : ZEIT8302

Year : 2024

Term : Semester 2

Teaching Period : Z2

Is a multi-term course? : No

Faculty : UNSW Canberra

Academic Unit : School of Engineering and Technology

Delivery Mode : Online

Delivery Format : Standard

Delivery Location : UNSW Canberra at ADFA

Campus : UNSW Canberra

Study Level : Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This capstone project management course analyses the environment within which complex projects are defined and delivered, including organisational, political, financial and legal aspects: detail and dynamic complexity of projects are analysed through case studies, building

appreciation of reasons for projects succeeding or failing and how major projects might be better managed. The demands of Parliament and Government with respect to corporate governance and impositions on the management of major projects. Economic and financial considerations in the determination of project viability are analysed. The law underpinning contracts is canvassed together with the design of forms of agreement, remedies available and options for dispute resolution.

Course Aims

This course aims to develop the knowledge and skill necessary for students to successfully manage complex projects with consideration of their context and the key areas of budget, business and technical

Relationship to Other Courses

ZEIT8302 has a close relationship to ZEIT8303. While they are standalone courses it is preferred that ZEIT8303 is completed before ZEIT8302.

Course Learning Outcomes

Course Learning Outcomes
CL01 : On successful completion of this course, students will be able to Identify the key legislative and common law provisions that influence the procurement function.
CL02 : On successful completion of this course, students will be able to Create a suitable Project Execution Strategy for a project that effectively manages project risks.
CL03 : On successful completion of this course, students will be able to Analyse the governance objectives and constraints associate with project delivery models.
CL04 : On successful completion of this course, students will be able to Design a project organisation that effectively delivers project outcomes considering buyer and supplier objectives.
CL05 : On successful completion of this course, students will be able to Analyse the financial and economic aspects of projects and develop effective cost benefit analyses.

Course Learning Outcomes	Assessment Item
CL01 : On successful completion of this course, students will be able to Identify the key legislative and common law provisions that influence the procurement function.	<ul style="list-style-type: none">• Assignment 1• Assignment 3• Class Test
CL02 : On successful completion of this course, students will be able to Create a suitable Project Execution Strategy for a project that effectively manages project risks.	<ul style="list-style-type: none">• Assignment 1• Assignment 3
CL03 : On successful completion of this course, students will be able to Analyse the governance objectives and constraints associate with project delivery models.	<ul style="list-style-type: none">• Assignment 2• Assignment 3
CL04 : On successful completion of this course, students will be able to Design a project organisation that effectively delivers project outcomes considering buyer and supplier objectives.	<ul style="list-style-type: none">• Assignment 3
CL05 : On successful completion of this course, students will be able to Analyse the financial and economic aspects of projects and develop effective cost benefit analyses.	<ul style="list-style-type: none">• Assignment 3

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

Teaching Strategies

The unit is delivered in distance mode with collaborative sessions to review critical learning outcomes.

The use of learning activities embedded throughout the course is intended to deepen your understanding of the material. At times you will need to engage in independent reading and research outside of the contact times to fill in gaps in your knowledge or extend your knowledge in specific areas.

Developing Graduate Capabilities

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

The UNSW graduate attributes most relevant to this course are:

1. the capacity for analytical and critical thinking and for creative problem solving,
2. the ability to engage in independent and reflective learning, and
3. the skills of effective communication.

The Learning Management System

Moodle is the Learning Management System used at UNSW Canberra. All courses have a Moodle site which will become available to students at least one week before the start of the semester. Please find all help and documentation (including Blackboard Collaborate) at the [Moodle Support](#) page.

UNSW Moodle supports the following web

browsers:

» *Google Chrome 50+*

» *Safari 10+*

*** Internet Explorer is not recommended*

*** Addons and Toolbars can affect any browser's performance.*

Additional Course Information

For Assignment 2, students should have a good working knowledge of Microsoft Excel and the ability to develop a simple financial spreadsheet.

Academic Integrity and Plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct <https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

Plagiarism undermines academic integrity and is not tolerated at UNSW. *It is defined as using the words or ideas of others and passing them off as your own, and* can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

<https://student.unsw.edu.au/plagiarism>

Referencing

In this course, students are required to reference following the APA 7 / Chicago NB referencing style. Information about referencing styles is available at: <https://guides.lib.unsw.adfa.edu.au/c.php?g=472948&p=3246720>

Study at UNSW Canberra

<https://www.unsw.adfa.edu.au/study>

Study at UNSW Canberra has lots of useful information regarding:

- Where to get help
- Administrative matters
- Getting your passwords set up
- How to log on to Moodle
- Accessing the Library and other areas.

Additional Information as required

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Assignment 1 Assessment Format: Individual Short Extension: Yes (3 days)	30%	Due Date: 15/08/2024
Assignment 2 Assessment Format: Individual Short Extension: Yes (3 days)	30%	Due Date: 12/09/2024
Assignment 3 Assessment Format: Individual Short Extension: Yes (3 days)	30%	Due Date: 10/10/2024
Class Test Assessment Format: Individual	10%	Due Date: 08/08/2024

Assessment Details

Assignment 1

Assessment Overview

Students are required to answer two scenarios: contract damages and tendering.

Contract Damages - students are required to prepare a brief that identifies what damages should be payable from a scenario.

Tendering - students are required to prepare a brief for their delegate identifying the legal and ethical principles for progressing an outlined issue.

Course Learning Outcomes

- CL01 : On successful completion of this course, students will be able to Identify the key legislative and common law provisions that influence the procurement function.
- CL02 : On successful completion of this course, students will be able to Create a suitable Project Execution Strategy for a project that effectively manages project risks.

Assignment 2

Assessment Overview

Students are required to conduct financial and economic appraisals of competing public sector project proposals to support a brief Financial Business Case.

Course Learning Outcomes

- CL03 : On successful completion of this course, students will be able to Analyse the

governance objectives and constraints associate with project delivery models.

Assignment 3

Assessment Overview

Students are required to explore the advantages and disadvantages of various procurement and governance structures and propose an optimal outcome for the company they represent.

Course Learning Outcomes

- CL01 : On successful completion of this course, students will be able to Identify the key legislative and common law provisions that influence the procurement function.
- CL02 : On successful completion of this course, students will be able to Create a suitable Project Execution Strategy for a project that effectively manages project risks.
- CL03 : On successful completion of this course, students will be able to Analyse the governance objectives and constraints associate with project delivery models.
- CL04 : On successful completion of this course, students will be able to Design a project organisation that effectively delivers project outcomes considering buyer and supplier objectives.
- CL05 : On successful completion of this course, students will be able to Analyse the financial and economic aspects of projects and develop effective cost benefit analyses.

Class Test

Assessment Overview

Class Test

Course Learning Outcomes

- CL01 : On successful completion of this course, students will be able to Identify the key legislative and common law provisions that influence the procurement function.

General Assessment Information

The Class Test must be completed by 23:55 8 Aug 2024 (Feedback provided after the test and before the census date of 11 August)

Referencing

In this course, students are required to reference following the APA 7 referencing style.

Late Submission of Assessment

Unless prior arrangement is made with the lecturer or a formal application for special consideration is submitted, a penalty of 5% of the total available mark for the assessment will

apply for each day that an assessment item is late up to a maximum of 5 days (120 hours) after which an assessment can no longer be submitted and a grade of 0 will be applied.

All requests for special consideration must be formally submitted via MyUNSW before the assessment due date.

- Please note that lecturer support will NOT be available after the original submission date.

Use of Generative AI in Assessments

1. NO ASSISTANCE (Tutorial Participation and Assignments 1,2, and 3)

Using any software or service to search for or generate information or answers is prohibited. If its use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension, and exclusion.

2. SIMPLE EDITING ASSISTANCE (Online Quizzes 1, 2 and 3)

You may use standard editing and referencing software for this assessment task, but not Generative AI. You are permitted to use the full capabilities of the standard software to answer the question (e.g., you may wish to specify particular software such as Microsoft Office suite, Grammarly, etc.).

If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension, and exclusion.

* To cite: OpenAI (Year Accessed). ChatGPT. OpenAI. <https://openai.com/models/chatgpt/>

* Please note that the outputs from these tools are not always accurate, appropriate, or properly referenced. You should ensure that you have moderated and critically evaluated the outputs from generative AI tools such as ChatGPT before submission.

Grading Basis

Standard

Requirements to pass course

Each Assignment has a unique marking rubric available for download from the ZEIT 8302 Moodle site.

There are no minimum performance standards associated with this course, other than to achieve a final mark of 50 percent or higher. No single assessment is mandatory for the successful completion of this course; you simply need to achieve at least 50 marks out of a total 100 marks.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 15 July - 19 July	Activity	Read Contract Law Textbook readings. Study Topic 1 Notes.
Week 2 : 22 July - 26 July	Activity	Read Contract Law Textbook readings. Study Topic 1 Notes.
Week 3 : 29 July - 2 August	Activity	Read Contract Law Textbook readings. Study Topic 2 Notes.
Week 4 : 5 August - 9 August	Assessment	Study Topic 2 Notes. Test 1 Complete by 8 August. Census Date Sun 11 August
Week 5 : 12 August - 16 August	Assessment	Assignment 1 due 15 August Study Rogers and Duffy, Ch 1 Study Topic 3 Notes.
Week 6 : 19 August - 23 August	Activity	19-23 August Study Rogers and Duffy, Chs 2-3 Study Topic 3 Notes. 26 August - 1 September Study Topic 4 Notes. Prepare Assignment 2 Assignment 1 returned 27 August (for submissions received by the due date) 2-8 September Study Topic 4 Notes.
Week 7 : 9 September - 13 September	Assessment	Study Topic 4 & 5 Notes. Assignment 2 due 12 September
Week 8 : 16 September - 20 September	Activity	Study Topic 5 Notes.
Week 9 : 23 September - 27 September	Activity	Study Topic 5 Notes. Assignment 2 returned 24 September (for submissions received by the due date)
Week 10 : 30 September - 4 October	Activity	Prepare Assignment 3
Week 11 : 7 October - 11 October	Assessment	Prepare Assignment 3 (Due 10 October)

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

A Class Test is to be completed by 8 August. The result is generated on completion. The Census Date for Semester 2 is Sun 11 August

Course Resources

Prescribed Resources

Compulsory Text:

The two required texts are:

Graw, S; Parker, D; Whitford, K; Sangkuhl, E; and Do, E Understanding Business Law (9th ed) (2019) ISBN 9780409348941 (this text is

available as an ebook but with very restrictive digital rights management. I recommend ordering a hard copy)

Rogers, M. and Duffy, A., 2012 (2nd ed), Engineering Project Appraisal: Evaluation of Alternative Development Schemes, Wiley- Blackwell (Note: The full text of this book is available electronically from the UNSW library.)

Course Notes: Course Notes are provided on Moodle.

Recommended Resources

Nil

Additional Costs

Nil

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of this course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups. Student opinions really do make a difference. Refer to the Moodle site for this course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct Policy

<https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Greg Hammond		Gold Coast, QLD	0423103452	Traditional working hours. Engagement outside these hours by previous agreement with individual students.	No	Yes