ZBUS3102 Project Management - 2024

Published on the 11 Feb 2024

General Course Information

Course Code : ZBUS3102
Year : 2024
Term : Semester 1
Teaching Period : Z1
Is a multi-term course? : No
Faculty : UNSW Canberra
Academic Unit : UC School of Business
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : UNSW Canberra at ADFA
Campus : UNSW Canberra
Study Level : Undergraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

How can we avoid major disasters like the Deepwater Horizon oil spill and the Boeing 737-Max plane crashes? Key to solving these issues lie in the effective use of project management processes, including the critical role of project planning, execution and the ability of project

managers to be agile and responsive to changing environments. Project management is the art of getting things done, one that follows proven tools and technique to effectively achieve valuable outcomes but also acknowledges complexities such as competing and sometimes conflicting, priorities, interests, norms and values that must be navigated and negotiated to ensure project success. At the completion of this course, students will learn how a wide range of tools and techniques can be used to plan projects and ensure success while developing the knowledge and skills to navigate complex and uncertain circumstances projects often encounter.

Course Aims

This introductory project management course will equip you with the skills and knowledge to become a catalyst for success, not only in projects, but also in your future career. Whether it's averting environmental catastrophes like Deepwater Horizon or designing safe airplanes like the Boeing 737 Max, effective project management plays a crucial role in shaping our world.

Through this course, you'll unlock the secrets of effective project planning, execution, and adaptation. You'll learn to navigate complex environments, manage competing priorities, and negotiate successfully for project success.

Here's what you'll gain:

- **Essential Tools and Techniques**: Master a diverse toolbox of project management methods, from planning frameworks to risk management strategies.
- **Agile Mindset:** Learn to adapt and thrive in uncertain situations, responding proactively to challenges and changes.
- **Collaborative Leadership:** Develop your skills in team building, communication, and stakeholder engagement.
- **Solid Foundation:** Lay the groundwork for further specialisation in project management, opening doors to diverse career paths.

Imagine:

- Contributing to projects that make a real difference, building a safer and more sustainable future.
- Leading teams with confidence, fostering collaboration and achieving impactful results.
- Embracing challenges as opportunities for growth, showcasing your agility and leadership skills.

In this course, you'll transform from passive observer to active architect of success. This course will enable you to discover the power of project management to navigate complexity, deliver

value, and shape the world through thoughtful action.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Describe the different types of project management approaches and tools and techniques that are relevant to ensuring project success.
CLO2 : Apply key tools and techniques necessary in the realisation of a project in collaboration with others.
CLO3 : Distinguish between the linearity of the project management process and the complex, dynamic practical realities that must be negotiated in pursuing project success.
CLO4 : Critically reflect and justify the management techniques required to lead a project to its successful completion.

Course Learning Outcomes	Assessment Item
CLO1 : Describe the different types of project management approaches and tools and techniques that are relevant to ensuring project success.	• Individual Essay • Final Exam
CLO2 : Apply key tools and techniques necessary in the realisation of a project in collaboration with others.	• Group Report and Presentation • Individual Essay
CLO3 : Distinguish between the linearity of the project management process and the complex, dynamic practical realities that must be negotiated in pursuing project success.	• Group Report and Presentation • Final Exam • Individual Essay
CLO4 : Critically reflect and justify the management techniques required to lead a project to its successful completion.	• Group Report and Presentation • Final Exam

Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

Learning and Teaching in this course

This course is application-oriented and seeks to develop both the technical and interpersonal skills needed to be successful in project management. The major assignment is set in an applied context to help students relate to the content. Lectures and tutorials aim to provide students with various project management tools which can help student teams complete the major assignment.

This course requires students to attend face-to-face lectures and tutorial to effectively engage with the course content. The course also utilises Moodle to provide students access to all relevant information including, access to course reading materials, information on assessments, and tutorial guides. For successful learning in this course, students are recommended to read widely from the course reading widely to inform their understanding of project management concepts, engage in tutorial discussions both with their peers and tutors, and employ critical thinking to inform their writing and other assessments requirements.

Workload

Students are expected to undertake an average of 10 hours of study per week for a 6 UOC course. This includes engagement with course readings and other activities, assessment preparation and research, as well as contact time with the lecturer and fellow students.

Other Professional Outcomes

Developing Program Attributes

Students will be encouraged to develop the following School of Business program attributes by undertaking the course activities and mastering the knowledge content:

1: Business knowledge

Students will identify the strengths and limitations of contemporary project management practice and apply key project management theories, frameworks, tools and approaches to practical business situations.

2: Problem solving

Students will identify, analyse and craft solutions to address contemporary project management problems using conceptual frameworks and practical tools to deliver business outcomes.

3: Business communication

Students, through written and oral assessments, will develop capabilities that enable them to communicate effectively using key skills of active listening, critical information gathering, being clear and succinct and communicating persuasively.

4: Teamwork

Students will develop skills in effective collaboration within teams facilitated by group assignments and weekly tutorials through knowledge sharing, exchanging experiences and fostering insights in a mutually supportive way.

5: Responsible business practice

Students will be exposed to building consciousness on ethical, environmental and sustainability issues that underly project management practices and will be strongly encouraged to consider these issues in coursework and assessments.

6: Global and cultural competence

Students will be encouraged to consider the plurality of social and cultural contexts that affects projects through in-depth case studies and course assessment.

7: Leadership development

N/A

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.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Individual Essay Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: 05/04/2024 11:59 PM
Group Report and Presentation Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Week 10: 13 May - 17 May, Week 11: 20 May - 24 May, Week 12: 27 May - 31 May
Final Exam Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: Exam week Post Date: 10/07/2024 03:00 PM

Assessment Details
Individual Essay

Assessment Overview

This essay is designed to develop critical thinking skills in project management and more

generally, develop the skills to engage in critical analysis and writing.

Course Learning Outcomes

- CLO1 : Describe the different types of project management approaches and tools and techniques that are relevant to ensuring project success.
- CLO2 : Apply key tools and techniques necessary in the realisation of a project in collaboration with others.
- CLO3 : Distinguish between the linearity of the project management process and the complex, dynamic practical realities that must be negotiated in pursuing project success.

Detailed Assessment Description

In Assessment 1, students are tasked with crafting a 2000-word research essay that delves into the intricacies of contemporary project management, emphasising its inherent complexity. The central premise is that project managers and their teams consistently grapple with ambiguity and uncertainty across all project phases, influenced by contextual factors. Various forms of complexity arise, such as structural complexity involving multiple project partners, stakeholders, or suppliers, directional complexity with differing expectations, temporal complexity marked by evolving strategic directions, and socio-cultural complexity, considering diverse personal values, organisational culture, and societal expectations.

See Moodle for further details.

Permitted use of Generative AI: FULL ASSISTANCE WITH ATTRIBUTION

See the General Assessment Information section for details.

Assessment Length

2000 words (+/- 10%)

Submission notes

Please find the submission link in Moodle

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Group Report and Presentation

Assessment Overview

This assessment is designed to develop collaborative skills of students to work in teams and learn to apply project management knowledge and skills to practical scenarios.

Course Learning Outcomes

- CLO2 : Apply key tools and techniques necessary in the realisation of a project in collaboration with others.
- CLO3 : Distinguish between the linearity of the project management process and the complex, dynamic practical realities that must be negotiated in pursuing project success.
- CLO4 : Critically reflect and justify the management techniques required to lead a project to its successful completion.

Detailed Assessment Description

For Assignment 2, students will collaborate in groups of 5 – 6 individuals to construct a project brief centred on the UNSW Grand Challenge: thriving in the Anthropocene. This task aims to cultivate students' abilities in project design and enhance their understanding of the intricacies of project initiation activities. The Grand Challenge theme offers an avenue for students to scrutinise a contemporary, real-world issue and formulate targeted, small-scale solutions—be they social or commercial in nature. Tutorials will provide a supportive environment for discussing project ideas and collaboratively refining solutions.

See the course Moodle site for further details.

Permitted use of Generative AI: FULL ASSISTANCE WITH ATTRIBUTION
See the General Assessment Information section for details.

Assessment Length

1500 (10 +/-) and 25 minute presentation

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Final Exam

Assessment Overview

The exam is designed to test student understanding of project management knowledge and their application to different scenarios.

Course Learning Outcomes

- CLO1 : Describe the different types of project management approaches and tools and techniques that are relevant to ensuring project success.
- CLO3 : Distinguish between the linearity of the project management process and the complex, dynamic practical realities that must be negotiated in pursuing project success.
- CLO4 : Critically reflect and justify the management techniques required to lead a project to its successful completion.

Detailed Assessment Description

Information relating to the final assessment will be provided closer to the exam period.

Permitted use of Generative AI: FULL ASSISTANCE WITH ATTRIBUTION

See the General Assessment Information section for details.

Assessment Length

TBA

Submission notes

TBA

General Assessment Information

Permitted use of ChatGPT and generative AI in assessments: FULL ASSISTANCE WITH ATTRIBUTION

All the assessments in this course require you to write a first draft of the answer yourself. You are then permitted to use generative AI software to improve your answer in the following ways: For example:

• Generative AI software can be used to improve the writing and argumentative style, but your own original draft must be attached as an appendix.

Any output of generative AI software that is used within your assessment must be attributed with full referencing: For example: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat

If the outputs of generative AI software form part of your submission and is not appropriately attributed, your marker will determine whether the omission is significant. If so, you may be asked to explain your understanding of your submission. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

See the course Moodle site for further information.

Referencing

APA 7th is the preferred style of referencing in this course.

Extensions and Special Consideration (School of Business, Undergraduate)

All extension requests for this course must be submitted as a Special Consideration application.

Applications should be submitted BEFORE the assessment due date.

If extenuating circumstances prevent you from submitting an application before the due date, please notify your course convenor by email and submit the application as soon as possible.

If your application is approved, the outcome may be one of the following:

· A supplementary or alternative assessment,

· An extended deadline for the assessment (note the extension granted is normally equivalent to the period of impact outlined in your supporting documentation),

· An aggregated or averaged mark derived from other comparable completed assessments.

Please note, applying for Special Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

More information

Special consideration and application process: https://www.student.unsw.edu.au/special-consideration.

Late submission of assessment

UNSW has a standard late submission penalty of:

· 5% per day,

· for all assessments where a penalty applies,

· capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and

· no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

<u>Grading Basis</u>

Standard

Students must achieve at least 50% overall to pass the course. Students are expected to engage actively in course learning activities and attempt all assessment requirements in the course.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 26 February - 1 March	Lecture	Introduction to contemporary project management
Week 2 : 4 March - 8 March	Lecture	Projects in organisations - strategy and structure
Week 3 : 11 March - 15 March	Lecture	No Lecture this week
Week 4 : 18 March - 22 March	Lecture	Project value
Week 5 : 25 March - 29 March	Lecture	Project planning
Week 6 : 1 April - 5 April	Lecture	No Lecture this week
Week 7 : 22 April - 26 April	Lecture	Project scheduling and resources
Week 8 : 29 April - 3 May	Lecture	Project manager, team and stakeholders
Week 9 : 6 May - 10 May	Lecture	Project governance
Week 10 : 13 May - 17 May	Lecture	Project risk, evolution and change
Week 11 : 20 May - 24 May	Lecture	Crisis and conflict management
Week 12 : 27 May - 31 May	Lecture	Project close out Compensation Day: Monday 27 May classes to be delivered on Tuesday 28 May. Tuesday 28 May lost.
Week 13 : 3 June - 7 June	Lecture	Revision Lecture

Attendance Requirements

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

General Schedule Information

Please see the course Moodle site for more information.

Course Resources

Prescribed Resources

Pinto, J (2019) *Project Management: Achieving Competitive Advantage*, 5th Edition, Pennsylvania State University: Erie. ISBN: 9781292269146

Recommended Resources

Meredith, Mantel, Shafer (2017) *Project Management: A Managerial Approach*, 10th Edition, Wiley. ISBN: 9781119441069

Course Evaluation and Development

The course content has been continuously refined in response to formal and informal feedback from students. For example, previous cohorts noted case focused discussions that allowed students to understand and apply project management tools and techniques to real-world settings were very useful. As such, case studies remain a core element of this course. Students also provided encouraging feedback about the use of simulations that are retained this year. The School of Business at UNSW Canberra 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 determining the extend 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 School of Business, UNSW Canberra programs.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Lhawang Ugyel		Building 27, Room 115, School of Business, UNSW Canberra	+61 2 5114 5690	By appointment	No	No
Convenor	Shibaab Rahman		Building 27, Room 312, School of Business, UNSW Canberra	+61 2 5114 5056	By appointment	Yes	Yes
Lecturer	Christopher Cvitanovic					No	No

Other Useful Information

Academic Information

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 each 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 (where applicable). Student

opinions really do make a difference. Refer to the Moodle site for your 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.

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

Equitable Learning Services (ELS)

Students living with neurodivergent, physical and/or mental health conditions or caring for someone with these conditions may be eligible for support through the Equitible Learning Services team. Equitable Learning Services is a free and confidential service that provides practical support to ensure your mental or physical health conditions do not adversely affect your studies.

Our team of dedicated **Equitable Learning Facilitators** (ELFs) are here to assist you through this process. We offer a number of services to make your education at UNSW easier and more equitable.

Further information about ELS for currently enrolled students can be found at: https://www.student.unsw.edu.au/equitable-learning

Academic Honesty and Plagarism

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. Find relevant information at: Student Code of Conduct (unsw.edu.au)

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

Submission of Assessment Tasks

Special Consideration

Special Consideration is the process for assessing and addressing the impact on students of short-term events, that are beyond the control of the student, and that affect performance in a specific assessment task or tasks.

Applications for Special Consideration will be accepted in the following circumstances only:

- Where academic work has been hampered to a substantial degree by illness or other cause;
- The circumstances are unexpected and beyond the student's control;
- The circumstances could not have reasonably been anticipated, avoided or guarded against by the student; and either:

     (i) they occurred during a critical study period and was 3 consecutive days or more duration, or a total of 5 days within the critical study period; or

     (ii) they prevented the ability to complete, attend or submit an assessment task for a specific date (e.g. final exam, in class test/quiz, in class presentation)

Applications for Special Consideration must be made as soon as practicable after the problem occurs and at the latest within three working days of the assessment or the period covered by the supporting documentation.

By sitting or submitting the assessment task the student is declaring that they are fit to do so and cannot later apply for Special Consideration (UNSW 'fit to sit or submit' requirement).

Sitting, accessing or submitting an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.

Find more information about special consideration at: https://www.student.unsw.edu.au/special/consideration/guide

Or apply for special consideration through your MyUNSW portal.

Late Submission of assessment tasks (other than examinations)

UNSW has a standard late submission penalty of:

- 5% per day,

- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Electronic submission of assessment

Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis.

Release of final mark

All marks obtained for assessment items during the session are provisional. The final mark as published by the university following the assessment review group meeting is the only official mark.

School Contact Information

Email: Business@adfa.edu.au