



## UNSW Course Outline

# INFS3703 Information Systems Project Management - 2024

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## General Course Information

**Course Code :** INFS3703

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

**Is a multi-term course? :** No

**Faculty :** UNSW Business School

**Academic Unit :** School of Information Systems and Technology Management

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This is an advanced (Level 3) Information Systems (IS) Course. This course aims to equip you with both theory and practical skills in the management of projects and programmes concerning the development and implementation of business solutions in the information systems context.

The course will cover both predictive and adaptive approaches of project management used in contemporary organisations and will give students an exposure on fundamental components and plans for projects. This course is suitable for students who intend to be project managers as well as those who will work as part of a project team in contemporary organisations. The course aims to further develop you as a scholar and future business professional. The course will refine your communication skills and group-work skills, improve your time management and enhance your research skills. The course assumes no prior experience of project management but does assume that you have completed the IS core course INFS2603 Business Analysis and Agile Product Management.

*Note: this course was previously offered as INFS2848. Students who have taken INFS2848 will not be able to enrol in this course.*

## Course Aims

This course aims to equip you with both theory and practical skills in the management of information system projects and programmes.

This course is suitable for students who intend to be project managers as well as those who will work as part of a project team. The course aims to further develop you as a scholar and future business professional. The course will refine your communication skills and group-work skills, improve your time management and enhance your research skills.

The course assumes no prior experience of project management, but does assume that you are familiar with systems development.

## Relationship to Other Courses

*Note: this course was previously offered as INFS2848. Students who have taken INFS2848 will not be able to enrol in this course.*

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Examine fundamental Information System project management components, methodologies and standards.	<ul style="list-style-type: none"> <li>PLO1 : Business Knowledge</li> </ul>
CLO2 : Examine issues in managing change in the Information System project management landscape by identifying risks and justifying strategic alignment.	<ul style="list-style-type: none"> <li>PLO1 : Business Knowledge</li> <li>PLO2 : Problem Solving</li> <li>PLO5 : Responsible Business Practice</li> </ul>
CLO3 : Construct a variety of comprehensive project plans using tools, to develop business solutions.	<ul style="list-style-type: none"> <li>PLO1 : Business Knowledge</li> <li>PLO2 : Problem Solving</li> </ul>
CLO4 : Develop actionable recommendations and communicate them effectively using verbal and written communication methods.	<ul style="list-style-type: none"> <li>PLO3 : Business Communication</li> </ul>
CLO5 : Operate collaboratively with team members and build the capacity to enable others to contribute towards achieving team objectives.	<ul style="list-style-type: none"> <li>PLO4 : Teamwork</li> <li>PLO7 : Leadership Development</li> </ul>
CLO6 : Examine ethical and cultural implications in managing information system projects.	<ul style="list-style-type: none"> <li>PLO5 : Responsible Business Practice</li> <li>PLO6 : Global and Cultural Competence</li> </ul>

Course Learning Outcomes	Assessment Item
CLO1 : Examine fundamental Information System project management components, methodologies and standards.	<ul style="list-style-type: none"> <li>Community of Practice Contribution</li> <li>Team Project</li> <li>Final Exam</li> </ul>
CLO2 : Examine issues in managing change in the Information System project management landscape by identifying risks and justifying strategic alignment.	<ul style="list-style-type: none"> <li>Community of Practice Contribution</li> <li>Final Exam</li> </ul>
CLO3 : Construct a variety of comprehensive project plans using tools, to develop business solutions.	<ul style="list-style-type: none"> <li>Team Project</li> </ul>
CLO4 : Develop actionable recommendations and communicate them effectively using verbal and written communication methods.	<ul style="list-style-type: none"> <li>Community of Practice Contribution</li> <li>Team Project</li> </ul>
CLO5 : Operate collaboratively with team members and build the capacity to enable others to contribute towards achieving team objectives.	<ul style="list-style-type: none"> <li>Final Exam</li> <li>Community of Practice Contribution</li> <li>Team Project</li> </ul>
CLO6 : Examine ethical and cultural implications in managing information system projects.	<ul style="list-style-type: none"> <li>Final Exam</li> <li>Community of Practice Contribution</li> <li>Team Project</li> </ul>

# **Learning and Teaching Technologies**

Moodle - Learning Management System | Microsoft Teams | Zoom

## **Learning and Teaching in this course**

In this course we take an active learning approach that stresses interactive and problem-centred teaching and learning. Our aim is to create a cooperative learning and teaching environment in which we all are valuable and competent contributors to knowledge creation and sharing. Your prior knowledge and your work experience are highly important and we should all benefit from it. In addition all reading materials are an integral part of the knowledge development process, helping you grasp new knowledge and linking it to your prior knowledge and experience.

We foster this approach through a range of strategies throughout the session. Our classes will be interactive and you will be expected to actively contribute to the class via your involvement in discussions. Your contribution to class activities and discussions will reflect your readings and your ability to acquire and apply concepts and connect them to your experience and problems investigated. Our classes are also designed to improve your communication, problems solving, teamwork and critical thinking skills.

The assessment tasks used in this course have been designed for you to apply your knowledge to practical problems in project management. The assessment tasks reinforce the development of knowledge and skills and their integration with your prior knowledge and experience.

The role of the lecturers in this course is to facilitate knowledge co-creation processes by leading and stimulating the class discussions and activities.

It is however your responsibility to make a concerted effort in your studies. Being prepared, keeping up to date with readings and tasks are very important for your comprehension, advancement of knowledge and development of new skills. Each week builds on the prior weeks so it is important that you get your study regime organized early. Being prepared enables you to actively participate in the seminar and make most of it.

## **Other Professional Outcomes**

N/A

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Community of Practice Contribution Assessment Format: Individual	25%	Start Date: ongoing throughout term Due Date: ongoing throughout term	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li><li>• PLO5 : Responsible Business Practice</li><li>• PLO6 : Global and Cultural Competence</li></ul>
Team Project Assessment Format: Group	30%	Start Date: Week 3 Due Date: Week 9	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li><li>• PLO4 : Teamwork</li><li>• PLO7 : Leadership Development</li></ul>
Final Exam Assessment Format: Individual	45%	Start Date: University Exam Period Due Date: University Exam Period	

## Assessment Details

### Community of Practice Contribution

#### Assessment Overview

Your involvement in the Discussion Forums and Workshops / Seminar throughout the course is expected. The mark you receive for Community of Practice Contribution (CoPC) will reflect the extent to which you have contributed to the forums and the class/workshops. Further details about how the CoPC mark will be determined and expectations regarding are available on Moodle.

Assesses: PL01, PL02, PL03, PL05, PL06

#### Course Learning Outcomes

- CLO1 : Examine fundamental Information System project management components, methodologies and standards.
- CLO2 : Examine issues in managing change in the Information System project management landscape by identifying risks and justifying strategic alignment.

- CLO4 : Develop actionable recommendations and communicate them effectively using verbal and written communication methods.
- CLO5 : Operate collaboratively with team members and build the capacity to enable others to contribute towards achieving team objectives.
- CLO6 : Examine ethical and cultural implications in managing information system projects.

#### Detailed Assessment Description

Your involvement in the Discussion Forums and Workshops / Seminar throughout the course is expected. The mark you receive for Community of Practice Contribution (CoPC) will reflect the extent to which you have contributed to the forums and the class/workshops. Further details about how the CoPC mark will be determined and expectations regarding are available on Moodle.

Assesses: PLO1, PLO2, PLO3, PLO5, PLO6

#### Assessment Length

varies

#### Submission notes

discussion forum and tutorial contribution

#### Assignment submission Turnitin type

This is not a Turnitin assignment

### **Team Project**

#### Assessment Overview

The team project is comprised of a 2 stage deliverable. For this assignment you will work in a team on a written report which includes project related plans for both stages. An end stage oral team debrief/reflection will also be required. The project will involve research and collaboration between members to produce a project deliverable/document. There are no software development requirements for this project (i.e. you will not be tasked to build a software application). A mandatory confidential peer assessment will be applied to this team assignment.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO7

#### Course Learning Outcomes

- CLO1 : Examine fundamental Information System project management components, methodologies and standards.
- CLO3 : Construct a variety of comprehensive project plans using tools, to develop business solutions.

- CLO4 : Develop actionable recommendations and communicate them effectively using verbal and written communication methods.
- CLO5 : Operate collaboratively with team members and build the capacity to enable others to contribute towards achieving team objectives.
- CLO6 : Examine ethical and cultural implications in managing information system projects.

#### Detailed Assessment Description

The team project is comprised of a 2 stage deliverable. For this assignment you will work in a team on a written report which includes project related plans for both stages. An end stage oral team debrief/reflection will also be required. The project will involve research and collaboration between members to produce a project deliverable/document. There are no software development requirements for this project (i.e. you will not be tasked to build a software application). A mandatory confidential peer assessment will be applied to this team assignment.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO7

#### Assessment Length

TBC

#### Submission notes

word document report and oral presentation component

#### Assignment submission Turnitin type

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

### **Final Exam**

#### Assessment Overview

The final exam will be a written paper held in the formal examination period within scheduled due date and time. The examination covers all topics in the course, and is worth 45% of your overall assessment. All exams are conducted in accordance with the UNSW Rules for the Conduct of Examinations and it is your responsibility to be familiar with these rules. Information about exams is available from myUNSW. Further details will be available on Moodle by Week 9.

Assesses: PLO1, PLO5, PLO6

#### Course Learning Outcomes

- CLO1 : Examine fundamental Information System project management components, methodologies and standards.
- CLO2 : Examine issues in managing change in the Information System project management landscape by identifying risks and justifying strategic alignment.

- CLO5 : Operate collaboratively with team members and build the capacity to enable others to contribute towards achieving team objectives.
- CLO6 : Examine ethical and cultural implications in managing information system projects.

#### **Detailed Assessment Description**

The final exam will be a written paper held in the formal examination period within scheduled due date and time. The examination covers all topics in the course, and is worth 45% of your overall assessment. All exams are conducted in accordance with the UNSW Rules for the Conduct of Examinations and it is your responsibility to be familiar with these rules. Information about exams is available from myUNSW. Further details will be available on Moodle by Week 9.

Assesses: PLO1, PLO5, PLO6

#### **Assessment Length**

TBC

#### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

## **General Assessment Information**

#### **Grading Basis**

Standard

#### **Requirements to pass course**

Composite mark of 50 out of 100 to pass the course

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Lecture	Topic 1: Introduction to Project Management
	Tutorial	Topic 1: Introduction to Project Management
Week 2 : 3 June - 9 June	Lecture	Topic 2: Managing People in IS/IT Projects
	Tutorial	Topic 2: Managing People in IS/IT Projects
Week 3 : 10 June - 16 June	Lecture	Topic 3: Process Groups and Methodologies
	Tutorial	Topic 3: Process Groups and Methodologies
Week 4 : 17 June - 23 June	Lecture	Topic 4: Scope Management
	Tutorial	Topic 4: Scope Management
Week 5 : 24 June - 30 June	Lecture	Topic 5: Schedule Management
	Tutorial	Topic 5: Schedule Management
Week 6 : 1 July - 7 July	Topic	Flexibility Week: No Lectures and Tutorials
Week 7 : 8 July - 14 July	Lecture	Topic 6 : Cost and Quality Management
	Tutorial	Topic 6 : Cost and Quality Management
Week 8 : 15 July - 21 July	Tutorial	Topic 7: Risk Management
	Lecture	Topic 7: Risk Management
Week 9 : 22 July - 28 July	Lecture	Topic 8 : Managing Projects in the Organisational Environment
	Tutorial	Topic 8 : Managing Projects in the Organisational Environment
Week 10 : 29 July - 4 August	Lecture	Topic 9: Strategic Context of Projects
	Tutorial	Topic 9: Strategic Context of Projects

## Attendance Requirements

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

## General Schedule Information

Our course consists of 9 Modules to be covered over the 10 weeks of the course. Each week will cover a new topic, except Week 6

## Course Resources

### Prescribed Resources

*Information Technology Project Management* (9th edition, 2019) by Kathy Schwalbe, published by Course Technology (Cengage) ISBN 13: 978-1-337-10135-6

### Recommended Resources

*Information Technology Project Management* (9th edition, 2019) by Kathy Schwalbe, published by Course Technology (Cengage) ISBN 13: 978-1-337-10135-6

## **Additional Costs**

Not applicable

## **Course Evaluation and Development**

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the myExperience survey , which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

In this course, we will seek your feedback through end of semester myExperience responses. You are also encouraged and very welcome to provide feedback and suggestions you might have about the course directly to the lecturers at any time throughout the semester.

## **Staff Details**

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Chona Ryan		Quad 2082A	TBA	see Moodle for details	No	Yes

## **Other Useful Information**

### **Academic Information**

### **COURSE POLICIES AND SUPPORT**

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support](#) page.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

## STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support](#) page. For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

## Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

## Submission of Assessment Tasks

### SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of

these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/ course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under "Special Consideration" on the [key policies and support](#) page.

## LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

## FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

## Faculty-specific Information

### PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

## COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

## 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.

## TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.