



**MACQUARIE**  
University

## **Faculty of Science and Engineering**

### **Department of Computing**

### **COMP3770/6770: Management of IT Systems and Projects**

**Assignment 1 – 10% of semester**

*Project Management: Risk and its Mitigation*

**Due : 11.55pm – Monday – 16th. March**

Lecturer:  
Email:

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Write a 700 word report on the following topic:

**Risk management** and the underlying system failures to predict an outcome, is an important area of project management and IT project management specifically. You will note from the unit guide that we cover risk management as one of the ‘bodies of knowledge’ making up the ten bodies of knowledge in the project management handbook (PMBOK), around which the textbook by Schwalbe (2017) and COMP3770/6770 is based.

*Find an area of **risk management** that interests you **from the last six (6) months**. It does not **not have to be IT related necessarily**. There are many current issues in the media. One example is how universities have (or rather have not) mitigated the coronavirus situation. Another example is the recent XPT train derailment outside Melbourne. Another example is the recent domestic violence murder-suicide in Brisbane and the fails in ‘systems’ to predict this outcome. Another example have been the bushfires over summer and what the government may or may not have done etc.*

*Discuss risk management strategies for your **ONE** chosen topic of risk. Assume you are a project manager - what would you have done to mitigate the risk in your **ONE** chosen area?*

### Assignment algorithm

1. Find relevant articles (such as in newspaper, magazine and so forth).
2. Use academic writing approaches (see appendix 1).
3. There should be  $\geq 3$ -4 references in your reference list *which you have drawn upon* to write the report.

### Deliverables – soft copy only

1. **One** pdf file.

### Submission

2. Place your **soft copy** in the appropriate place on iLearn by **16/3/20**.

Note this is a Turnitin assignment, meaning the software will detect if you have copied and pasted inappropriately (i.e. not used “...” quote marks where you have simply copied and pasted).

Late submission of individual work will incur a 10% penalty for every 24 hours, or part thereof, it is late. So within 24 hours, the maximum mark that can be obtained is 90% of the full grade for that assessment task; between 24 and 48 hours, the maximum mark that can be obtained is 80% of the full grade; and so on.

If you require an extension, please do so via **ask.mq**.

## Marking Criteria

You will be marked according to the following criteria, these criteria will be applied to each of the four sections:

Element	Excellent to Good	Pass	Incomplete
Demonstrates understanding & interpretation of the key management concepts covered by the question.	<ul style="list-style-type: none"> <li>▪ Demonstrates high level of understanding of key concepts</li> <li>▪ Skillfully organises description of issues and application of references.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some understanding of key concepts</li> <li>▪ Organises description of issues in some cases; shows some application of references.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates little understanding of key concepts</li> <li>▪ Little organisation used to describe issues; shows little application of references.</li> </ul>
Element	Excellent to Good	Pass	Incomplete
Justifies the responses to specific aspects of the question	<ul style="list-style-type: none"> <li>▪ Addresses all elements when justifying the responses to specific aspects of the question</li> <li>▪ Refers to references, including the text book, to strongly support arguments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Addresses some elements when justifying the responses to aspects of the question</li> <li>▪ Refers to one or two references to support arguments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Addresses few elements when justifying the responses to questions</li> <li>▪ Does not refer to references to support arguments.</li> </ul>
Element	Excellent to Good	Pass	Incomplete
Technical	<ul style="list-style-type: none"> <li>▪ Clarity of expression, correct grammar, sentence structure, punctuation, spelling – excellent in all areas</li> <li>▪ Used consistent referencing system in-text and bibliography</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clarity of expression, correct grammar, sentence structure, punctuation, spelling - some difficulties determining meaning, some errors</li> <li>▪ Missing some references either in-text or in bibliography; or included references in bibliography that were not included in text</li> </ul>	<ul style="list-style-type: none"> <li>▪ Poor clarity of expression, grammar, sentence structure, punctuation, spelling – limited readability; requires many corrections/further explanation</li> <li>▪ Very poor use of referencing system; inconsistent style, incomplete bibliography</li> </ul>

## Appendix 1

Writing at university level means *academic* writing. Academic writing is not like writing a novel. Informal writing styles are not encouraged. You are required to **substantiate** what you write/say in your academic and professional lives. It is only in rare instances where you will be permitted to write works of fiction at university, it is also for similar reasons that the first person singular (I feel, I think, I did, My feeling is ...), is generally to be avoided in writing university assignments (there are some exceptions to this rule, for example law faculties often adopt the first-person-singular in their writing style).

As insulting as this may seem, as a student you are not considered to be an expert at anything (that usually comes with the title Dr. and then later Professor). The point is you need to state the source of your information in assignments. Furthermore it is generally considered politically-correct to avoid gender-specific writing styles; in other words don't refer to authors/people/whoever as *he*, unless they actually are *male* - examine the following link.<sup>1</sup>

For the purposes of this assignment, we will use the **Harvard** referencing style, although if you are comfortable with **footnoting**, please do so.

### Citing vs. quoting

1. Where an idea is 'adopted/adapted' from an author but restated in your words one uses **citing** as a means of establishing where the information was derived from. For example

..... Smith (1990) was inclined to believe that ... blah blah blah, ... (where blah blah blah are *your* words, but the *author's* ideas). No page number needs to be included for citing authors (but you must include the author's surname, and date of publication of the reference where you have derived the information from).

No, you cannot cite your friends (**or lecture/tutorial/practical material**).

2. Where the words have simply been lifted/copied directly by you, is referred to as **quoting** someone. For example ..... it was felt that "of all the database schemas, the object relational approach is ....." (Zhang, 1990 p. 53). **In this case quotation marks are used as well as a page number** stating where the information *directly* came from.

Where you have quote that is longer than say 20 words, you *indent* these as a separate paragraph from the main body of your text and you *single space* the block quote, like so

When faced with a small problem domain, system development can be all about modeling of user functional requirements. However, when faced with a large problem domain, such as with an enterprise information system, system development must recognize the demands placed on it by the non-functional system qualities. The quality of interest in this paper is supportability (Maciaszek and Liong, 2003; Maciaszek *et al.*, 2004). Supportability is really the combination of three qualities – understandability, maintainability and scalability. An unsupportable system is a legacy system (Maciaszek, 2005 p. 17).

.... Note, no quote marks are necessary, but you still include author surname, year of publication **and page number**.

You do not need to italicise block quotes (or normal quotes for that matter).

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<sup>1</sup> <https://documents.uow.edu.au/about/policy/uow140611.html>  
<https://staff.flinders.edu.au/employee-resources/working-at-flinders/equal-opportunity/discrimination-and-harassment#inclusive>

**Lecture notes/course notes DO NOT count as references!!** These are **not** to be referred to in written assignments/reports (this is considered amateur-ish).

### Report structure

The **word processed report** should include

- table of contents
- sub-titles
- list of references **OR** bibliography<sup>2</sup>

The assignment should be **space and a half** or **double-spaced**.

The reference list or bibliography should be single-spaced.

Your paragraphs may either be left-aligned or justified.

### Bibliography/Reference list

The **minimum level of detail** for each book/journal reference used in either a list of references or bibliography is as follows.

For a **book**:

Busch, P., (2008) *Tacit Knowledge in Organizational Learning* IGI-Global Hershey Pennsylvania U.S.A.

For a **journal article/conference paper**:

Venkitachalam, K., Busch, P., (2012) "Tacit Knowledge: Review and Possible Research Directions" *Journal of Knowledge Management* 16(2) pp: 357-372.

For **electronic publications** (e.g. ones you've pulled off the internet):

Busch, P., (2006) "Organisation Design and Tacit Knowledge Transferal: An Examination of Three IT Firms" *Journal of Knowledge Management Practice* 7(2) URL: <http://www.tlinc.com/article111.htm> (accessed 21/2/20).

At the end of your assignment, you simply **place all types of references together in alphabetical order** of author surname. *You do not list them separately by book, conference paper and electronic publication.*

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<sup>2</sup> Again a list of **references** includes just those specific references you cited and/or quoted from, whereas a **bibliography** includes the references *as well as any other texts* (electronic or paper) you may have used in producing the assignment (*e.g. you may have looked up a word in a dictionary*).