

Tutorial Letter 101/0/2025

Software Project Management INF3708

Year Module

Department of Information Systems

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail account and make sure that you have regular access to the myUnisa module website, INF3708-25-Y, as well as your group website.

Note: This is a fully online module. It is, therefore, available only on myUnisa.

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1 INTRODUCTION

Dear Student

Unisa is a comprehensive, open, distance and e-learning (CODEL) higher education institution. Our comprehensive curricula encapsulate a range of offerings, from strictly vocational to strictly academic certificates, diplomas and degrees. Unisa's "openness" and its distance e-learning character result in many students who may not previously have had an opportunity to enrol in higher education registering at the University. Our CODEL character implies that our programmes are carefully planned and structured to ensure success for students, ranging from the under-prepared but with potential to those who are sufficiently prepared.

Teaching and learning in a CODEL context involves multiple modes of delivery, ranging from blended to fully online learning. As a default position, all postgraduate programmes are offered fully online with no printed study materials, while undergraduate programmes are offered using a blended mode of delivery where printed study materials are augmented with online teaching and learning via the learner management system, myUnisa. In some instances, undergraduate programmes are offered fully online as well.

Furthermore, our programmes are aligned with the vision, mission and values of the University. Unisa's commitment to serving humanity and shaping futures – combined with a clear appreciation of our location on the African continent – means that Unisa's graduates have the following distinctive graduate qualities:

- They are independent, resilient, responsible and caring citizens able to fulfil and serve in multiple roles in their immediate and future local, national and global communities.
- They have a critical understanding of their location on the African continent and take into account its histories, challenges and potential in relation to globally diverse contexts.
- They have the ability to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with ever-increasing information and data flows and competing worldviews.
- They know how to apply their discipline-specific knowledges competently, ethically and creatively to solve real-life problems.
- They have an awareness of their own learning and developmental needs and future potential.

The INF3708 module is offered online (all information is available via the internet), and we use myUnisa as our virtual campus. This is an online system that is used to administer, document and deliver educational material to you and support engagement with you. Look out for information from your lecturer as well as other Unisa platforms to determine how to access the virtual myUnisa module site. Information on the tools that will be available to engage with your lecturer and fellow students to support your learning will also be communicated via various platforms.

You are encouraged to log into the module site, INF3708-25-Y, on myUnisa regularly.

Because this is a fully online module, you will need to use myUnisa to study and complete the prescribed learning activities. Visit the website for INF3708 on myUnisa frequently. The website for your module is <https://mymodules.dtls.unisa.ac.za/course/view.php?id=78652>.

We wish you every success with your studies!

2 INF3708 MODULE OVERVIEW

2.1 Purpose

In this module, students will acquire the fundamental skills and knowledge necessary to initiate and successfully manage a software project. Throughout this course, you will explore and apply various project management techniques and methods essential for creating, achieving and maintaining hardware, software and networks, resulting in the development of diverse digital products and services. The curriculum harmonises the design of information technology with the core principles and practices of project management. It encompasses key phases such as planning the project, with a significant focus on critical project management aspects like budgeting, guiding the project team, executing the project and effectively managing the project schedule.

2.2 Outcomes

For this module, you will have to master several outcomes:

1. **Understanding project management principles:** Students will gain a comprehensive understanding of the core principles, methodologies and best practices of project management, specifically tailored to software development projects.
2. **Proficiency in project planning and scheduling:** Students will learn how to effectively plan, schedule and allocate resources for software projects, including the use of tools like Gantt charts and project management software.
3. **Risk management skills:** Students will develop the ability to identify, assess and mitigate risks associated with software projects, ensuring smoother project execution.
4. **Effective communication:** Students will learn the importance of communication within a project team and with stakeholders, and how to maintain clear and consistent communication throughout the project life cycle.
5. **Team leadership and collaboration:** Students will be trained in leadership skills and team dynamics, learning how to lead a project team, facilitate collaboration and manage conflicts.
6. **Quality assurance and control:** Students will understand the processes and standards for ensuring the quality of software products, including testing, debugging and adhering to industry standards.

7. **Budgeting and cost management:** Students will gain skills in managing the financial aspects of a software project, including budgeting, cost estimation and financial tracking.
8. **Agile and traditional methodologies:** Students will become familiar with various project management methodologies, including Agile, Scrum, Waterfall, and others, and know when and how to apply them.
9. **Change management:** Students will learn how to handle changes in project scope, requirements and other variables, ensuring minimal disruption to project progress.
10. **Ethical and professional responsibility:** Students will understand the ethical and professional responsibilities in managing software projects, including intellectual property issues and professional conduct.

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter that places curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. All of these are being phased in at both programme and module levels. As a result of this, you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa, responsively and within the framework of transformation.

4 LECTURER AND CONTACT DETAILS

4.1 Lecturer

The primary lecturer for this module is Dr Emil Van Der Poll:

Department: Information Systems

Tel: 011 670 9058

E-mail: vdpolae@unisa.ac.za

4.2 Department

You can contact the Department of Information Systems as follows:

Tel: 011 670 9200

E-mail: computing@unisa.ac.za

4.3 University

The contact addresses of the various administrative departments appear on the Unisa website:

<http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries>.

Please include your student number in all correspondence.

5 RESOURCES

5.1 Prescribed book

The prescribed book for INF3708 is:

Schwalbe, K. (2019). *Information technology project management* (9th ed.). Cengage Learning.

Syllabus	Chapters	Assignment and examination
<i>Introduction to Project Management</i>	Chapter 1	01 and examination
<i>Project Management and Information Technology Context</i>	Chapter 2	01 and examination
<i>Project Management Process Groups</i>	Chapter 3	01 and examination
<i>Project Integration Management</i>	Chapter 4	01, 02, 03, and examination
<i>Project Scope Management</i>	Chapter 5	01 and examination
<i>Project Schedule Management</i>	Chapter 6	01, 02, 03, and examination
<i>Project Cost Management</i>	Chapter 7	01, 02, 03 and examination
<i>Project Quality Management</i>	Chapter 8	01, 03 and examination
<i>Project Resource Management</i>	Chapter 9	01, 03 and examination
<i>Project Communications Management</i>	Chapter 10	01, 03 and examination
<i>Project Risk Management</i>	Chapter 11	01, 03 and examination
<i>Project Stakeholder Management</i>	Chapter 13	01, 03 and examination

5.2 Recommended book

For additional reading, see:

Gido, J., Clements, J., Baker, R., Harinarain, N. & Eresia-Eke, C. (2022). *Successful project management in South Africa* (2nd ed.). Cengage Learning.

5.3 Electronic reserves (e-reserves)

There are no electronic reserves for this module in this year.

E-reserves can be downloaded from the library webpage: Find e-reserves. More information is available at: <http://oasis.unisa.ac.za/search/r>

5.4 Library services and resources

The Unisa Library offers a range of information services and resources and has made numerous library guides available at <http://libguides.unisa.ac.za>

Recommended guides:

- Brief information on the library: <https://www.unisa.ac.za/library/libatglance>
- More detailed library information: <http://www.unisa.ac.za/sites/corporate/default/Library>
- Frequently asked questions: <https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions>
- Research support and services such as the personal librarian service and the information search librarian's literature search request (on your research topic) service: <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>
- Library training for undergraduate students: <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training>
- Lending services: <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services>
- Services for postgraduate students: <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates>
- Support and services for students with disabilities: <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs>
- Library technology support: <https://libguides.unisa.ac.za/techsupport>
- Information on finding and using library resources and tools: http://libguides.unisa.ac.za/Research_skills
- An A–Z list of library databases: <https://libguides.unisa.ac.za/az.php>

Important contact information:

- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Interlibrary loan service for postgraduate students: libr-ill@unisa.ac.za
- Literature search service: Lib-search@unisa.ac.za
- Social media channels: Facebook: UnisaLibrary and X Twitter: @UnisaLibrary

To view the Library orientation video – please click here: [Unisa Library and Information Services Video 1 1 \(2\).mp4](#)

6 STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa at www.unisa.ac.za/brochures/studies

This brochure contains important information and guidelines for successful studies through Unisa.

If you need assistance concerning the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (Select option 07 for myModules.)
- E-mail: mymodule22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessments and how to participate in forum activities by visiting <https://dtls-ga.unisa.ac.za/course/view.php?id=32130>

Registered Unisa students receive a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account.

Please claim your e-mail account immediately after registering at Unisa by following this link: <https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-Nov-2017.pdf>

Note that it can take up to 24 hours for your account to be activated after you have claimed it.

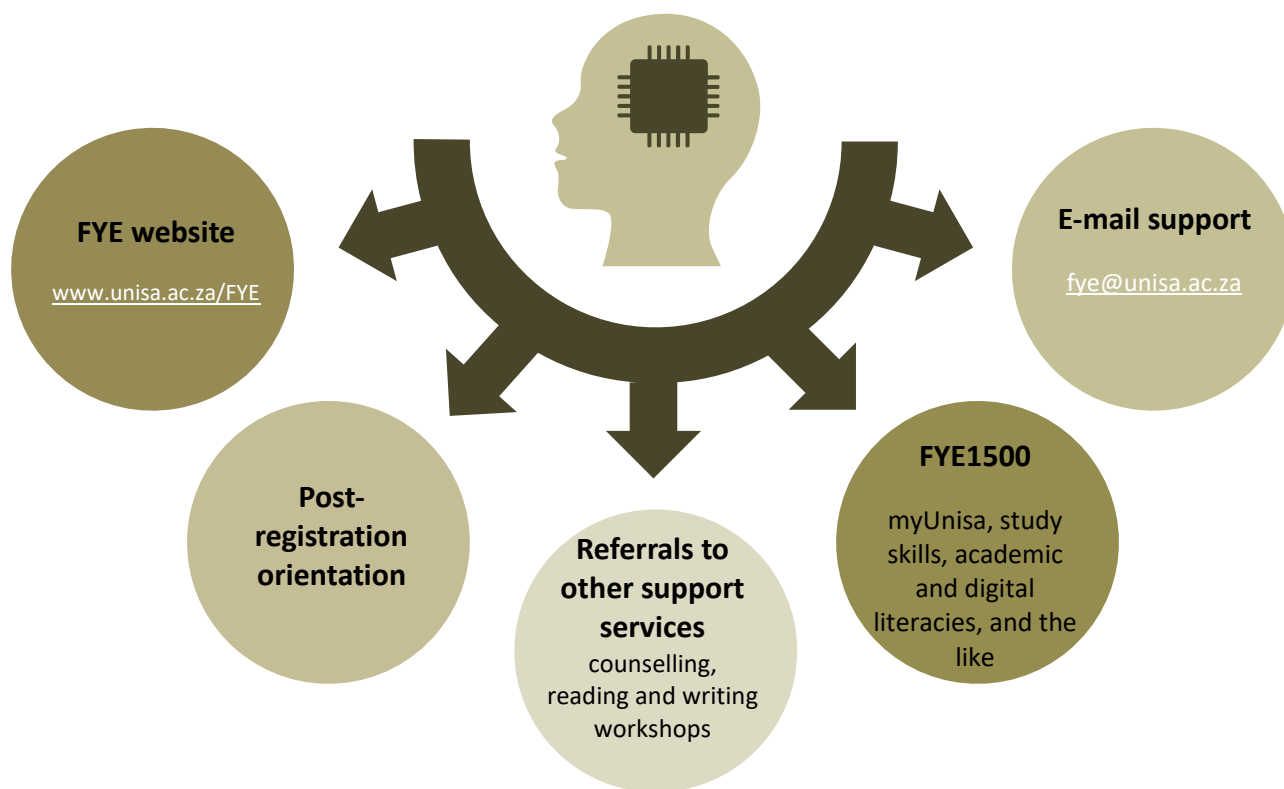
Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence between you and the University and it will remain your official primary e-mail address on record at Unisa.

You remain responsible for the management of this e-mail account.

6.1 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful and this is often true for students enrolling at Unisa for the first time. Unisa is a dedicated, open, distance and e-learning institution and is very different from face-to-face/contact institutions. As a mega university all our programmes are offered through either blended learning or fully online learning. For these reasons, we offer first-time students additional/extended support to help them navigate the Unisa teaching and learning journey seamlessly and with little difficulty and few barriers. Unisa's First-Year Experience (FYE) Programme has been specially designed to provide you with prompt and helpful information about the services that the institution offers.

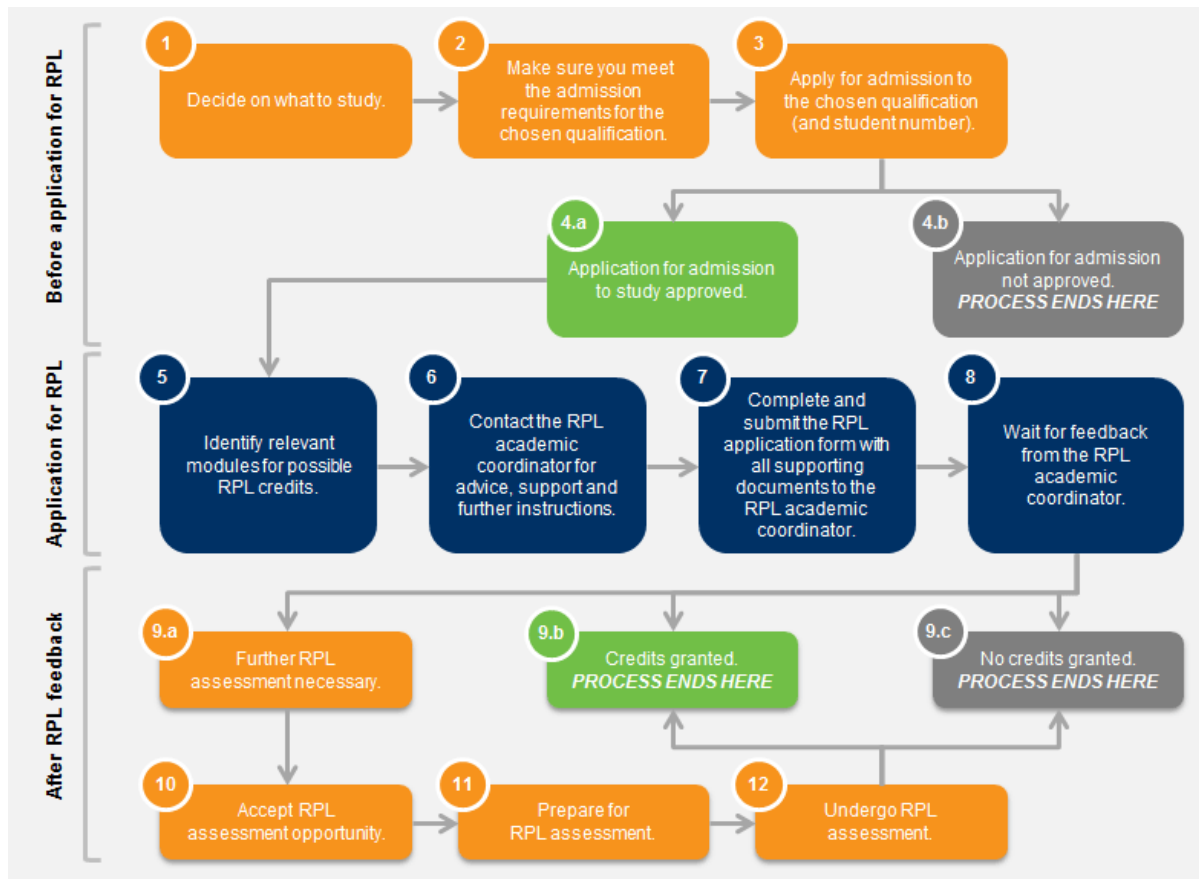
The following FYE services are currently available:



💡 To ensure that you do not miss out on important academic and support communication from the Student Retention Unit (SRU), please check your myLife inbox regularly.

6.2 Using recognition of prior learning (RPL) to apply for module credit within a qualification

Now that you are a registered student, you are advised to familiarise yourself with the learning outcomes of the module or modules you have chosen. If you have been exposed to those learning outcomes for three years or more – either through work experience or other involvement – you can apply to be exempted from completing assignments and writing examinations. As part of your application for this exemption, you will be required to compile a portfolio of evidence substantiating how your experience is equivalent to the learning outcomes. The diagram below shows the steps involved in obtaining recognition of prior learning (RPL) for module credit. For more information on the process, RPL fees, and the contact details of your college RPL coordinator, visit the Unisa website: www.unisa.ac.za/rpl



7. STUDY PLAN

	Date	INF3708
1	19 – 24 February	Chapter 1: Introduction to Project Management
2	26 February – 1 March	
3	3 – 7 March	Chapter 2: The Project Management and Information Technology Context
4	11 – 17 March	
5	18 – 24 March	Chapter 3: The Project Management Process Groups
6	25 – 31 March	
7	1 April: Preliminary date Assignment 1 becomes available to attempt. Verify accurate date in Assessment 1 shell on module site (INF3708-25-Y).	14 April: Preliminary due date. Verify accurate due date in Assessment 1 shell on module site (INF3708-25-Y).
8	1 – 11 April	Chapter 4: Project Integration Management
9	14 – 17 April	
11	22 – 25 April	Chapter 5: Project Scope Management
12	29 April – 5 May	
13	6 – 9 May	Chapter 6: Project Schedule Management
14	12 – 16 May	
15	13 May: Preliminary date Assignment 2 opens. Verify accurate date in Assessment 2 shell on the module site (INF3708-25-Y).	6 June: Preliminary due date. Verify accurate due date in Assessment 2 shell on the module site (INF3708-25-Y).
15	19 – 23 May	Chapter 7: Project Cost Management
16	26 – 30 May	
17	2 – 6 June	Chapter 8: Project Quality Management
18	9 – 13 June	
19	16 – 20 June	Chapter 9: Project Resource Management
21	23 – 27 June	

22	1 July: Preliminary date Assignment 3 opens. Verify accurate date in Assessment 2 shell on module site (INF3708-25-Y).	26 July: Preliminary due date. Verify accurate due date in Assessment 3 shell on module site (INF3708-25-Y).
22	1 – 4 July	Chapter 10: Project Communications Management
23	7 – 11 July	
24	14 – 18 July	Chapter 11: Project Risk Management
25	21 – 25 July	
26	28 July – 1 August	Chapter 12: Project Procurement Management
27	4 – 8 August	Chapter 13: Project Stakeholder Management
28	11 – 15 August	
29	September	Revision
30	October	Final examination

8 HOW TO STUDY ONLINE

8.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

- **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.**
- **All your assignments must be submitted online.** This means that you will do all your activities and submit all your assignments on myUnisa. In other words, you may **NOT** post your assignments to Unisa using the South African Post Office.
- **All communication between you and the University happens online.** Lecturers will communicate with you via e-mail and SMS, and use the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use all of these platforms to ask questions and contact your lecturers.

9. ASSESSMENT

9.1 Assessment criteria

Assessment criteria is covered in section 2 with the learning outcomes.

9.2 Assessment plan

- To complete this module, you will be required to submit all three assignments.
- All information about when and where to submit your assignments will be made available to you via the myModules site for your module.
- Due dates for assignments, as well as the actual assignments, will be available on the myModules site for this module.
- To gain admission to the examination, you will be required to submit all three assignments.
- **To gain admission to the examination**, you will need to obtain a year mark average of **45%** for the assignments.
- **The assignment weighting for the module is 20%.**
- You will receive examination information via the myModules sites. Please watch out for announcements on how examinations for the modules for which you are registered will be conducted.
- **The examination will count 80% towards the final module mark.**

9.3 Assessment/assignment due dates

- The assessment/assignment **due dates** can be seen on the module site (INF3708-25-Y) in each assessment shell (section).
- Assessment/assignment due dates will be made available to you on the myUnisa landing page for this module. We envisage that the due dates will be available to you upon registration.
- Please start working on your assessments as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assessments/assignments

9.4 Submission of assessments/assignments

- Unisa, as a comprehensive, open, distance and e-learning institution (**CODeL**), is moving towards becoming an online institution. You will see, therefore, that all your study material, assessments and engagements with your lecturer and fellow students will take place online. To facilitate this, we use myUnisa as our virtual campus.
- The myUnisa virtual campus offers students access to the **myModules site**, where learning material is available online and where assessments should be completed. Together, myUnisa and myModules form an online system that is used to administer, document, and deliver educational material to students and support engagement between those students and Unisa's academics.
- The myUnisa platform can be accessed via <https://my.unisa.ac.za>. Click on the myModules 2025 button to access the online sites for the modules that you are registered for.

- The University undertakes to communicate clearly and as frequently as is necessary to ensure that you obtain the greatest benefit from your use of the myModules learning management system. Please access the **Announcements** on your myModules site regularly, as this is where your lecturer will post important information to be shared with you.
- When you access your myModules site for the module(s) you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some may be tests and others may be written assessments/assignments, while some may be forum discussions and so on. All assessments must be completed on the assessment shells available on the respective module platforms.
- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date recorded there telling you when the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are made available online only. You must therefore access and complete the quiz online where it has been created.
- It is not advisable to use a cellphone to complete quizzes and you should please use a desktop computer, tablet or laptop for this task. Students who use cellphones find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cellphones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cellphone for this assessment type.**
- For written assessments/assignments, please note the due date by which your work must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment/assignment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment to the myModules site for the modules that you are registered for. Before you finalise the upload, double-check that you have selected the correct file for uploading. Remember, no marks can be allocated for incorrectly submitted assessments/assignments.

9.4.1 Types of assignments and descriptions

All assignments are defined as either optional, mandatory/compulsory or elective.

- **Elective assignments**
 - If not submitted, the student gets no mark for this item.
 - The best of the required submissions will count.
- **Mandatory assignments**
 - If not submitted, the student gets no mark for this item.
- **Optional assignments**

– You are encouraged, as a student, to do optional assignments in order to benefit your learning.

I. Elective assignments

- a. The student is given a choice of which assignments within an identified group to submit and only the best result(s), the number of which is specified in advance, will contribute towards the year mark.
- b. Elective assignments must be grouped into an elective group.
- c. For the student to select which assignment to submit, the elective assignments must be grouped together. For such an elective group, relevant information (such as how many of the assignments must be submitted and how many of the assignment marks should be combined into the year mark) will be supplied to you.
- d. The selection criteria define how marks received for assignments in an elective group are to be combined into the year mark. Three different criteria may be used for calculating the year mark:
 - The best mark should be used.
 - If the student submits fewer than the required number of assignments per group, or no assignment in a group, a mark of 0% will be used.
 - 0% is awarded to all non-submitted or unmarked assessments. A best mark is then calculated from all the qualifying items submitted.

II. Mandatory assessments/assignments

- a. Mandatory assessments/assignments contribute to the year mark.
- b. If a student fails to submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. The student will therefore forfeit the marks attached to such an assignment when the final mark for the module is calculated.

III. Optional assessments assignments

- a. You are encouraged, as a student, to do optional assessments/assignments in order to benefit your learning.

9.5 The assessments/assignments

As indicated in section 9.2, you need to complete three assessments/assignments for this module. Details of the tasks set will appear on the assessments/assignments themselves.

9.6 Other assessment methods

Summative assessment (*examination mark*)

- The **examination will** be written at the end of the year. This two-hour examination will cover all the examinable chapters as indicated in the table in section 5.1.

9.7 The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant), as well as for communication from the University.

9.7.1 *Invigilation/proctoring*

Since 2020, Unisa has conducted all its assessments online. Given the stringent requirements imposed by professional bodies, as well as increased solicitation of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure the integrity of its assessment integrity by using various proctoring tools: Turnitin, Moodle Proctoring, The Invigilator app and Iris. These tools authenticate the student's identity and flag suspicious behaviour to assure the credibility of their responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

Turnitin is plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghostwriting. Students are expected to submit **typed** responses when using the Turnitin software.

The **Moodle Proctoring** tool is facial recognition software that authenticates students' identities during their quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure that their cameras are activated in their browser settings prior to starting their assessments.

The Invigilator is a mobile application-based service that verifies the identity of an assessment participant. The Invigilator app detects student dishonesty by proxy and ensures that the assessment participant is the student registered for the module concerned. This invigilation tool requires students to download the app from the Google Play Store (Android devices), the Huawei AppGallery (Huawei devices) or the Apple App Store (Apple devices) on their **camera-enabled** mobile devices prior to their assessment.

Iris Invigilation software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It can record and review a student's assessment session and it flags suspicious behaviour by the student for review by an academic administrator. Iris software requires installation on students' **webcam-enabled laptop devices**.

Students who are identified and flagged for suspicious or dishonest behaviour arising from the invigilation and proctoring reports will be referred to the disciplinary office for formal proceedings.

Please note:

Students must refer to their module assessment information on their myModules sites to determine which proctoring or invigilation tool will be used for their formative and summative assessments.

10. ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- Copying and pasting from any source without acknowledging that source.
- Not including references or deliberately inserting incorrect bibliographic information.
- Paraphrasing without acknowledging the source of the information.

10.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.
- Using social media (e.g., WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files. (This matter is addressed in the examination guidelines.)
- Buying completed answers from so-called “tutors” or internet sites (contract cheating).

For more information about plagiarism, follow the link below:

<https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules>

11. STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students with disabilities.

If you are a student with a disability and would like additional support, or if you need additional time for assignments/assessments, you are invited to contact Dr Emil van der Poll at vdpolae@unisa.ac.za to discuss the assistance that you need.

12. FREQUENTLY ASKED QUESTIONS

See the Frequently Asked Questions section on the module site (INF3708-28-Y).

13. SOURCES CONSULTED

- Gido, J., Clements, J., Baker, R., Harinarain, N., & Eresia-Eke, C. (2022). *Successful project management in South Africa* (2nd ed.). Cengage Learning.
- Schwalbe, K. (2019). *Information technology project management* (9th ed.). Cengage Learning.

14. IN CLOSING

Do not hesitate to contact me by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material, and trust that you will complete the module successfully.

Enjoy the journey!

Dr Emil Van Der Poll

Lecturer for INF3708

Department of Information Systems

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