

PPMP20009 Leading Lean Projects

Assessment Specification for

Term 3 - 2020 Assessment 2

Due Date: Week 11, Sunday 7 February 2021 11:45 pm AEST

Assessment Type: Essay

Length: 2500 to 3500 words (excluding references and appendices)

1. General Criteria

Group assessment

This assessment is to be researched, compiled, and submitted in a team, comprised of 3 or 4 students. Students are expected to adhere to the current CQU Academic Integrity standards, please see below:

<https://portal.cqu.edu.au/learning-support/academic-integrity/academic-integrity-faqs>

Referencing

APA referring style is preferred for this assessment, for information see link below:

[American Psychological Association 7th Edition \(APA 7th edition\)](#)

Word count limit (excluding references and appendix)

Your submission should be made as a Microsoft Word document comprising 2500 to 3500 words. Text length less than 2500 words and over 3500 words will attract a penalty of 5% of the allocated mark for this assessment task. This means the mark that you earn will be reduced by 2 marks.

Late submission penalty

Late submissions will attract penalties of 5% for each calendar day or part thereof that it is late of the total available mark for the individual assessment item. This means that, for an assessment worth 40 marks, the mark that you earn is reduced by 2 marks each calendar day that the

assessment is late (including part-days and weekends). See clause 5.53 of the Assessment Policy and Procedure (Higher Education Coursework).

Assessment criteria/marketing rubric

Before submitting your assignment, you should check it against the assessment criteria/marketing rubric (issued separately) to ensure that you have satisfactorily addressed all the criteria that will be used to mark your assignment.

Academic language

All submissions should be thoroughly proofread for spelling, typographical or grammatical errors before being submitted. Do not rely on the 'spell-check' function in your word processing program. If, for example, 'affect' is substituted for 'effect', your program may not detect the error.

Marking criteria

Marking and assessment criteria will be published on Moodle as a separate document. When writing up the report, students are encouraged to check these criteria and align the topics discussed with them.

2. Purpose of the assessment

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required Learning Outcomes. To do this, assessment responses need to be both clear and easy to understand. If not, the marker cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked according to the marking criteria/marketing rubric. Failing to meet the requirements may result in 0 (zero) marks where relevant.

Learning Outcomes to be evidenced by this assessment

LO 3: Examine leadership competencies for successful delivery of projects

LO 4: Determine management control systems for lean process capabilities

3. Academic Integrity

All submissions will be checked for breach of Academic Integrity such as plagiarism (material copied from other students and/or other sources) using TurnItIn (TII). If you are found to have plagiarized material or if you have used someone else's words without appropriate referencing, you will be penalized for plagiarism which could result in 0 (zero) marks for the whole assignment. In some circumstances, a more severe penalty may be imposed. For more information, see the CQU Student Academic Integrity Policy and Procedure referenced in Moodle.

4. Submission requirements

Work is to be submitted in MS Word document file. No other formats or ZIP files are accepted. Maximum file size is 1 Mb. Use the font Times New Roman 12 with 1.5 spacing. Format your file legibly and consistently.

Means of submission

All assignments must be submitted electronically in Moodle. The submission links can be accessed through the Assessment block on the Moodle unit website. Printed copies/Email submissions are not accepted.

Auto-submission

Moodle implements an auto-submission process for those items uploaded and left as drafts before the original deadline. Further details on completing the submission process are available via the 'Moodle Help for Students' link in the SUPPORT block of your Moodle pages.

Please note, you should not completely rely on Moodle's auto- submission functionality because it has not been proven to be reliable in the past. The onus is on each student to make sure their assignment is submitted before the deadline by manually clicking on the submission button.

Complete and correct submission

Assignments, **once submitted**, are **final** and therefore cannot be modified. Students bear all the onus to ensure that their submissions are correct (correct files in correct format) and complete before submitting to Moodle. Only **one** member of each team should submit the team assignment. For this group assignment you need to submit a **teamwork evidence file** including your meeting records and each team member's contribution.

5. Topic of Essay

Leadership is a fundamental pillar of both project management and lean thinking (refer to Lecture 6 for more information.). Since leadership is both science (i.e., you can learn it) and art (you should be born a leader!) and every companies/projects is unique, it is helpful to have specific leadership guidelines for different companies/projects. You are required to write an essay about best practices of project leadership in an industry. For this purpose, **select only one industry** from 1) Construction projects, 2) Information and Communication Technologies (ICT) projects, 3) Engineering projects, and 4) Health projects; write an essay to answer the following questions:

1. **What are best practices for project leadership in the industry? Discuss different aspects of leadership like team building, negotiation, influencing, conflict management, problem solving, etc.). Support your claims with proper references (e.g. papers and case study reports, etc.).**
2. **What are warning signs of project leadership in the industry? What should be avoided considering lean thinking and project management principles? Provide**

evidence from relevant papers and failed project reports.

3. **What are the best techniques for motivating people (as a very important duty of a leader)? What is the role of performance measurement and control systems in this regard?**

Please note that:

- a) Your essay should be prepared based on the standard structure of an essay (i.e. Introduction, Body, and Conclusion).
- b) The submission file should be in MS Word; PDF submissions are not acceptable.
- c) Please read carefully sections 1 to 4 and make sure you satisfy all requirements.
- d) You require to cite around 20 valid references (i.e. peer-reviewed journal, books, technical reports, etc.). Generally, websites are not valid sources of information unless they belong to well-known companies or organizations like Australian states and territories, UNIDO, World Bank, OECD, Boeing, Motorola, Toyota, etc.
- e) The detailed requirements of each question is explained in the marking rubric document.

Good luck!

Dr. Bijan Jamshid-Nejad
Unit Coordinator