

## Unit of Study Guide: BUS2001 Project Management Fundamentals and Practices

**T3, 2022**

### Overview

This unit focuses on three fundamental areas relevant to Project Management: Scope Management, Cost Management and Time Management. These areas are among the core elements of project management as identified by Institute of Project Management. In this unit, students will be introduced to some of the fundamental concepts of Project Management and will engage in various activities which underpin project scope, time and cost management. With this course, students will be able to analyse project situation involving scope, time and cost management issues and can explain how these concepts are interrelated in a project environment. Furthermore, this course will present the process of monitoring the status of a project to update project progress and managing changes to the schedule baseline.

<b>Course(s)</b>	Diploma of Business (DipBUS) Bachelor of Business (BBUS) Diploma of Business Information Systems (DipBIS) Bachelor of Business Information Systems (BBIS)
<b>Credit Points</b>	6 Credit points
<b>Duration</b>	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
<b>Level</b>	Undergraduate Introductory
<b>Student Workload</b>	Students should expect to spend approximately 10 hours per week over 12 weeks (totalling approximately 120 hours) on learning activities for this unit.
<b>Mode(s) of Delivery</b>	On campus, Blended
<b>Pre-Requisites</b>	N/A
<b>Unit Coordinator</b>	As per current <a href="#">timetable</a>
<b>Contact Information</b>	Consultation: 1 hour scheduled session

### Unit Learning Outcomes

On successful completion of this units, students will be able to:

- ULO1 Describe and discuss the different phases of the project cycle.
- ULO2 Develop and use breakdown structure and network diagrams.
- ULO3 Analyse project/program schedule using critical path, and program evaluation and review technique (PERT) analysis.
- ULO4 Assess the health of a project using earned value analysis (EVA).
- ULO5 Critically assess contemporary project management practice.

## Weekly Schedule

Detailed information for each week's activities can be found in the unit's weekly modules in Canvas.

Week	Topic
Week 1	Introduction to unit aims, objectives, learning strategies, resources available, timetable, assessment methods and related briefings, Introduction to Project Management
Week 2	Defining the Project
Week 3	Defining the Project (continued)
Week 4	Estimating Project Time and Cost
Week 5	Developing a Project Plan
Week 6	Scheduling Resources and Costs
Week 7	Scheduling Resources and Costs (continued)
Week 8	Reducing Project Duration
Week 9	Project Progress and Performance Evaluation
Week 10	Emerging Concepts in Project Management
Week 11	STUDY WEEK
Week 12	ASSESSMENT/EXAMINATION WEEK FOR SPECIFIED UNITS

## Assessments

- All assessments are compulsory.
- To pass the unit students must:
  - achieve a total of 50% or more of marks offered; and
  - pass all individual invigilated assessments; and
  - have attempted all assessments.






Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision.

- The Board of Examiners may grant a supplementary assessment where a student:
  - achieves a total of 45% or more; and
  - has passed all individual invigilated assessments in the unit; and
  - has attempted all assessments; and
  - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline.

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special

circumstances before reaching a decision. Attendance and engagement in class will be considered.

4. APIC awards common result grades as set out in the [Award of Grade Policy](#).
5. Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
<b>Assessment 1: Online Quizzes</b> 7 Closed book Quizzes, each 5%	Individual  Invigilated 	35% = 7*5%	Each quiz 10 or 15 mins	Week4, Week 5, Week6, Week7, Week8, Week9, Week10	ULO1, ULO2, ULO3, ULO4, ULO5
<b>Assessment 2: Unit project - Part A</b> Students are required to describe and discuss different phases of project life cycle, develop WBS and network diagram of the case project	Group 	25%	2000 words	Week 6	ULO1, ULO2
<b>Assessment 3: Unit project - Part B</b> This is an extension of the case project Part A. Students analyse project schedule, develop project budget and cost management plan, assess the health of project and contemporary project management practices.	Group 	25%	2000 words	Week 10	ULO3, ULO4, ULO5
<b>Assessment 4: Case Study</b> Students are required to assess a nominated contemporary project management case study. Students analyse project schedule, progress, health, and performance of the nominated case study.	Individual 	15%	1500 words	Week 12	ULO1, ULO2, ULO3, ULO4, ULO5

equiv. – equivalent word count based on the Assessment Load Equivalence Guide. It means this assessment is equivalent to the normally expected time requirement for a written submission containing the specified number of words.

## Course Reserves

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via [APIC Library](#) or via the Course Reserve link on the unit's homepage.

**Prescribed text(s):**

Larson, EW & Gray, CF 2017, *Project management: The managerial process*, 7th edn, McGraw-Hill Education, New York.

Project Management Institute 2021, *A guide to the project management body of knowledge*, 7th edn, Project Management Institute, Newtown Square, Pennsylvania.

**Recommended Readings:**

Kisielnicki, J & Misiak, AM 2017, 'Effectiveness of Agile Compared to Waterfall Implementation Methods in its Projects: Analysis Based on Business Intelligence Projects', *Foundations of Management*, vol. 9, no. 1, pp. 273–286.

Kerzner, H 2017, *Project management: A systems approach to planning, scheduling, and controlling*, 12th Edition, John Wiley & Sons, New Jersey.

Project Management Institute 2017, *A Guide to the Project Management Body of Knowledge, PMBOX Guide*, 6<sup>th</sup> edn, Project Management Institute, Newtown Square, Pennsylvania.

**Other Recommended Resources:**

Harvard Business Review: [www.hbr.org](http://www.hbr.org)

Academic Journals such as *Production Planning & Control*; *Engineering Optimization*; *International Journal of Project Management*

*Australian Project Manager*

*International Journal of Project Management*

*PM Network Online*

*PROJECT Magazine*

*Project Manager Today*

**Academic Integrity**

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's [Academic Integrity Policy](#) for further details.

## Other Important Information and Links

<p><b>Special consideration</b></p> <p>If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the <a href="#">Assessment Policy</a> for further details.</p>	<p><b>Late submission</b></p> <p>Penalties apply when work is submitted after the due date without approval. Please refer to the <a href="#">Assessment Policy</a> for information about late submission.</p>
<p><b>Assessment appeals</b></p> <p>If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the <a href="#">Assessment Policy</a> for further details.</p>	<p><b>Award of grades</b></p> <p>APIC awards common result grades, set out in the <a href="#">Award of Grade Policy</a>.</p>
<p><b>Expectations of student conduct</b></p> <p>Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the <a href="#">Student Code of Conduct</a>.</p>	<p><b>Study resources</b></p> <p>APIC Library and Student Learning Support resources and services can be accessed via the <a href="#">Student Lounge</a> or your <a href="#">Dashboard on the OLS (Canvas)</a>.</p>
<p><b>Student Services</b></p> <p>The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the <a href="#">Student Services page on the OLS (Canvas)</a>.</p>	<p><b>Key dates</b></p> <p>Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the <a href="#">Academic Calendar</a> section of the APIC website.</p>

## Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on 13 Sep 2022.