



COURSE DETAILS

Units of Credit	6
Contact hours	4 hours per week
Lecture	Wednesday, 13:00 15:00
Workshop	Thursday, 15:00 17:00 or Friday, 12:00 14:00 or Friday, 15:00 17:00 or

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INFORMATION ABOUT THE COURSE

This course provides an overview and introduction to project management and project selection. The role of a project manager in different phases of a project life cycle is discussed. Practical skills and tools for hands-on project management and project selection are provided.

HANDBOOK DESCRIPTION

COURSE PROGRAM

Term 3 2020

Date	Topic	Lecture Content	Demonstration Content
16/09/2020 (Week 1)	Project Management Introduction	<ul style="list-style-type: none"> - Definition and features of - S - Factors affecting the success of a project 	No Workshop
23/09/2020 (Week 2)	Project Planning Part 2	<ul style="list-style-type: none"> - Project Charter - Project Stakeholders - Project goal, scope strategy, and SMART objective - Project requirement, risks, and assumptions - Analyse and manage the risks - Work Breakdown Structure (WBS) - Resource Management Plan 	<ul style="list-style-type: none"> - Project stakeholders, - Assessment of Scope, - Indicators of project success, - Assessing project feasibility factors, - Assessing constraints and risks
30/09/2020 (Week 3)	Project Planning Part 3	<ul style="list-style-type: none"> - Project Budget and Procurement Plan - Project Schedule - Quality Management and Resource Management Plan 	<ul style="list-style-type: none"> - Stakeholder analysis and how to manage expectations from stakeholders - Assessing and mitigating risks - Requirement gathering and preparing WBS - Estimation of resources and staffing plan
08/10/2020 (Week 4)	Project Execution	<ul style="list-style-type: none"> - Effective communication and meetings - Team dynamics control - Agile Project Management 	<ul style="list-style-type: none"> - Vendor selection criteria and cost estimation - Quality assurance and risk control measures - Communication and change management plan - Preparing staffing plan - Simple activity network diagram

14/10/2020 (Week 5)	Project Monitoring and Close	<ul style="list-style-type: none"> - Project monitoring - Project control - Lesson learnt 	<ul style="list-style-type: none"> - Means to control and change project schedule - Scenario based problems related to selection of different project methodologies (agile or waterfall) - Preparing meeting and discussion agenda under agile planning - Identifying suitable project management methods for different cases.
Week 6	<i>Non-teaching week</i>		
28/10/2020 (Week 7)	Project Selection	Part 1	Project identification

ASSESSMENT OVERVIEW

Item	Length	Weighting	Learning outcomes assessed	Assessment Criteria	Due date and submission requirements	Deadline for absolute fail	Marks returned
1. Quiz 1	10-20 questions	15%	LO1, LO4	The quiz covers the lecture contents of Week 1, 2 and 3.	Week 4 (Moodle submission)	NA	Week 4
2. Quiz 2	10-20 questions	25%	LO1,LO2, LO3, LO4	The quiz covers the lecture contents of Week 4 to 8.	Week 9 (Moodle submission)	NA	Week 9
3.Final Exam	10-20 questions	60%	LO1,LO2, LO3, LO4	The exam covers the entire contents of the course.	TBA	TBA	TBA

