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**FIT5178 Applied project management - Semester 1, 2011**

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FIT5178 Applied project management - Semester 1, 2011

This unit, together with FIT5057 Project management, and FIT5180 Business and legal issues in project management, gives a full coverage of the main areas of Project Management. These units will give students the knowledge and skills needed to work in project planning, project control, or as an entry level project manager in industry. The emphasis in this unit is on the technical aspects of planning and executing projects. It will also cover the important areas of financial calculations, budgets, and decision making.

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hrs lectures/wk, 2 hr laboratory/wk

Workload

You are expected to spend 12 hours per week on various activities. These include reading, communication with other students and unit lecturers, and preparation for learning tasks and formal assessments.

Chief Examiner

Rod Martin

Campus Lecturer

Caulfield

Rod Martin

Contact hours: WEDNESDAY, FRIDAY 3:00PM-5:00PM

Learning Objectives

At the completion of this unit students will be able to:

- Prepare project network diagrams and do finite capacity scheduling of projects;
- do project and activity time compression to prepare quotations and meet due dates;
- prepare plans, budgets, and control systems for new projects;
- complete quotation, pricing, financial and profit calculations for projects;
- understand methods of project selection, net present value analysis, decision making, and risk analysis;
- understand the issues involved with project contract administration;
- advise on the issues of Quality Management and the ISO 9000 Standards;
- have a detailed understanding of modern Project Management software.
Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:
   a. engage in an internationalised world
   b. exhibit cross-cultural competence
   c. demonstrate ethical values

critical and creative scholars who:

   a. produce innovative solutions to problems
   b. apply research skills to a range of challenges
   c. communicate perceptively and effectively

Assessment Summary

Examination (2 hours): 50%, In-semester assessment: 50%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMERICAL QUESTIONS</td>
<td>25%</td>
<td>Project Networks Friday 18 March 2011,</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
<td></td>
<td>Compression/Statistics Friday 15 April 2011,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financials/NPV Friday 6 May 2011,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematical Optimization Friday 27 May 2011</td>
</tr>
<tr>
<td>MICROSOFT PROJECT</td>
<td>25%</td>
<td>Friday 27 May 2011</td>
</tr>
<tr>
<td>Examination 1</td>
<td>50%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning. Lectures will present the concepts and include many examples of each concept. We plan to have a guest lecturer to talk about practical applications. Tutorials will concentrate on software examples of the concepts taught in lectures and where appropriate, particular topics will be taught in tutorials rather than lectures.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Graded assignments without comments
- Solutions to tutes, labs and assignments
Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University’s student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash’s educational strategy, and on student evaluations, see:
http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to

Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date*</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>21/02/11</td>
<td>No formal assessment or activities are undertaken in week 0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>28/02/11</td>
<td>INTRODUCTION TO PROJECT MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>07/03/11</td>
<td>PROCESS DESIGN TOOLS, PROJECT COMPRESSION</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>14/03/11</td>
<td>PROJECT COMPRESSION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUMERICAL QUESTIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSIGNMENT (NQA)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>21/03/11</td>
<td>INTRODUCTION TO STATISTICS, SIMULATION</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>28/03/11</td>
<td>BUFFER/REVISION</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>04/04/11</td>
<td>INTRODUCTION TO ACCOUNTING, and BOOKKEEPING</td>
<td></td>
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<tr>
<td>7</td>
<td>11/04/11</td>
<td>PROJECT FINANCIAL CALCULATIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NQA Compression, Statistics</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>18/04/11</td>
<td>NET PRESENT VALUE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid semester break</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>02/05/11</td>
<td>MATHEMATICAL OPTIMIZATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NQA Financials, NPV</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>09/05/11</td>
<td>MATHEMATICAL OPTIMIZATION</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>16/05/11</td>
<td>QUALITY STANDARDS AND ISO9000, CONTRACT ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>23/05/11</td>
<td>CONTRACT LAW, REVISION</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Microsoft Project Assignment, NQA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematical Optimization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30/05/11</td>
<td>SWOT VAC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No formal assessment undertaken</td>
<td></td>
</tr>
</tbody>
</table>
*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

**Assessment Policy**

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit.

**Assessment Tasks**

**Participation**

- **Assessment task 1**
  
  **Title:** NUMERICAL QUESTIONS ASSIGNMENT
  
  **Description:** This comprises one or two numerical questions on each numerical topic of the course: Project Networks, Compression, Statistics, Project Financials, NPV, Mathematical Optimization.
  
  **Weighting:** 25%
  
  **Criteria for assessment:** Assignments will be assessed 50% on correctness of answers and 50% on method and explanation.
  
  **Due date:** Project Networks Friday 18 March 2011, Compression/Statistics Friday 15 April 2011, Financials/NPV Friday 6 May 2011, Mathematical Optimization Friday 27 May 2011

- **Assessment task 2**

  **Title:** MICROSOFT PROJECT
  
  **Description:** Groups of two. Enter a large project into MS Project. Write a report to demonstrate work breakdown structure, resource calculations, gantt charts, tracking, report generating and other useful features of MS Project.
  
  **Weighting:** 25%
  
  **Criteria for assessment:** There will be two options for this assignment. In option 1, you will be given the project for the study. In option 2 you can choose your own project. If you choose option 1, assessment will be mainly on your demonstration of the features of MS Project. For
option 2, assessment will be split equally between a description of the project and a
demonstration of MS Project.

Due date:
Friday 27 May 2011

Examinations

• Examination 1

  Weighting:
  50%

  Length:
  2 hours

  Type (open/closed book):
  Closed book

  Electronic devices allowed in the exam:
  NON-PROGRAMMABLE CALCULATORS

Assignment submission

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later

Referencing requirements

Referencing internet and electronic sources, Harvard reference style

IEEE Referencing
http://www.lib.monash.edu/tutorials/citing/ieee.html
Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

Key educational policies include:

- Plagiarism (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html)
- Special Consideration (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html)
- Grading Scale (http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html)
- Discipline: Student Policy (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html)
- Academic Calendar and Semesters (http://www.monash.edu.au/students/key-dates/);

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to http://www.lib.monash.edu.au or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.