GENERAL INFORMATION
Subject Coordinator: Dr Leone Dunn
Telephone Number: 4221 3821
Email: leone@uow.edu.au
Location: 39.221

Dr Dunn’s consultation times during session
Day: Time
Tuesday 10.30 AM – 12.30 PM
Thursday 10.30 AM – 12.30 PM

Subject Organisation
Session: Spring Session, Wollongong Campus
Credit Points: 6 credit points
Contact hours per week: 1 hours lectures, 2 hours Laboratory classes
Lecture Times & Location: Thursday, 11.30 – 12.30 PM & 25.107
Lecture/Laboratory Day, Time and Location can be found at: http://www.uow.edu.au/student/sols/timetables/index.html

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space http://www.uow.edu.au/student/lol. Any information posted to the web site is deemed to have been notified to all students.

Content
This subject aims to provide students with: practical experience in the principles and techniques of project management; experience in the design of a real world project involving IS techniques; and practical experience in team work and project management skill development.

Objectives
On successful completion of this subject, students should be able to: communicate effectively with clients, users and other development team members; describe and carry out processes involved in project management and the use of acquisition of computer based information systems including cost benefit and needs analysis; problem solving in small groups for outside clients; understand and apply factors that need to be considered in systems design; use relevant design and evaluation methods and detailed planning for the maintenance of commercial systems and work effectively in small groups to design a small commercial system.

Attendance Requirements
It is the responsibility of students to attend all lectures/labs/seminars/practical work for subjects for which you are enrolled.

It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/labs etc

Satisfactory attendance is deemed to be attendance at approximately 80%* of the allocated contact hours. Attendance rolls may be kept for lectures and laboratories. If you are present for less than 80%* you need to apply for special consideration, otherwise a fail grade may be recorded.
Method of Presentation

This subject comprises lectures and laboratory classes. Laboratory classes will relate to the lecture topics. Laboratory classes commence in week 2.

Lecture Schedule

A proposed Lecture schedule for the subject is as follows:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1 Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2 The Organizational Context: Strategy, Structure, and Culture</td>
</tr>
</tbody>
</table>
| 3    | Chapter 3 Project Selection and Portfolio Management  
Chapter 8 Project Evaluation and Control |
| 4    | Chapter 4 Leadership and the Project Manager |
| 5    | Chapter 5 Scope Management |
| 6    | Chapter 6 Team Building, Conflict, and Negotiation |
| 7    | Chapter 7 Risk Management |
| 8    | Chapter 8 Cost Estimation and Budgeting |
| 9    | Chapter 9 Project Scheduling, Networks, Duration Estimation and Critical Path |
| 10   | Chapter 10 Project Scheduling Lagging, Crashing, and Activity Networks |
| 11   | Chapter 11 Critical Chain Project Scheduling |
| 12   | Chapter 12 Resource Management |
| 13   | Chapter 13 Project Closeout and Termination, Subject Review |

Subject Materials

These readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings.

Textbook:


Reference Books

- Nicholas, John. M. Project Management for Business and Technology. 2nd Ed. Prentice Hall.
- Radical Project Management Rob Thomsett, Just Enough Series, Yourdan Press, 2002
- Coping With Supervisory Nightmares, Michael and Deborah Singer-Dobson, 1997, Skillpath Publications.
Assessment
This subject has the following assessment components.

<table>
<thead>
<tr>
<th>Assessment Items &amp; Format</th>
<th>Percentage of Final Mark</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Business Case – Documentation and Presentation</td>
<td>10 %</td>
<td>Week 3 Laboratory classes</td>
</tr>
<tr>
<td>Project Iteration 1 – Documentation, Presentation, and Build 1</td>
<td>10%</td>
<td>Week 6 Laboratory classes</td>
</tr>
<tr>
<td>Mid Semester Test - Individual</td>
<td>20%</td>
<td>Week 8 Laboratory classes</td>
</tr>
<tr>
<td>Project Iteration 2 – Documentation, Presentation, and Build 2</td>
<td>10%</td>
<td>Week 9 Laboratory classes</td>
</tr>
<tr>
<td>Project Iteration 3 – Documentation, Presentation, and Final Build</td>
<td>10 %</td>
<td>Week 13 Laboratory classes</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40 %</td>
<td>Examination Period</td>
</tr>
</tbody>
</table>

Notes on Assessment

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.
All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

(a) All assignments are to be completed independently. Plagiarism may result in a zero mark being recorded for that assignment.
(b) Assignments are to be submitted electronically before the scheduled time, normally by Monday, 11.59pm
(c) As assignments are to assess a student's understanding of course material, each assignment must be solved using only material covered up to that point in the course (unless otherwise explicitly stated in the assignment).
(d) Late assignments will be marked but the mark awarded will be reduced by 25% for each day late. Assignments will not be accepted more than four days late.
(e) Penalties may apply to all late work, except if special consideration or an extension has been granted by your subject coordinator or lecturer.
(f) Under some circumstances, an assignment extension may be granted by the subject coordinator/lecturer. The subject coordinator/lecturer has the full right to deny/award the extension. Each student must apply for the extension through the SOLS system before the assignment due date. In many circumstances, students may be asked to produce documentation to support his/her case.

Special Consideration Policy

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work.

The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University’s policy. The policy can be found at: http://www.uow.edu.au/handbook/courserules/specialconsideration.html

As an example: If a student requires an extension of time for the completion of an assignment this may be granted in certain circumstances. A request for an extension must be made to the Subject Coordinator via SOLs before the due date.

Scaling

Final results in this subject may be scaled. The scaling method that may be used in this subject is as follows.
If \( E \) is the student exam mark, and \( A \) is the student assignment mark, the student final mark will be determined as follows:
- if \( E \geq 40\% \) of the maximum exam mark: then student final mark is \( E + A \);
- if \( 35\% \leq E < 40\% \) of the maximum exam mark: then student final mark is \( \min\{E+A, 47\} \);
- if \( E < 35\% \) of the maximum exam mark: then student: final mark is \( \min\{E+A, 42\} \)
Additional Information
Students must refer to the Faculty Handbook or online references which contain a range of policies on educational issues and student matters.

Supplementary Exams
Supplementary Exams will be dealt with in accordance with Special Consideration Policy (http://www.uow.edu.au/handbook/courserules/specialconsideration.html) 6.2 Timing of Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLS Mail of the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, that your results will not be processed in time to meet the graduation deadline.

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.
4. Plagiarism will not be tolerated.
5. Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policies on Plagiarism as set out in the Calendar under University Policies, and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

This outline should be read in conjunction with the following documents:

<table>
<thead>
<tr>
<th>Code of Practice - Teaching and Assessment</th>
<th>Code of Practice - Students</th>
<th>Acknowledgement Practice</th>
<th>Special Consideration Policy</th>
<th>Non-Discriminatory Language Practice and Presentation</th>
<th>Occupational Health and Safety</th>
<th>SCSSSE Computer Usage Rules</th>
<th>SCSSSE Student Guide</th>
<th>SCSSSE Subject Outlines</th>
</tr>
</thead>
</table>

Key Dates | Information Literacies Introduction Program | Student Academic Grievance Policy | Code of Practice-Honours | Intellectual Property Policy | SCSSSE Internet Access & Student Resource Centre | SCSSSE Style Guide for Footnotes, Documentation, Essay and Report Writing | Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, ameldrum@uow.edu.au | Educational policies and student support services: |
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