Faculty of Commerce and Economics
School of Information Systems Technology and Management

COMP3711
Software Project Management

Course Outline
Session 2, 2006
1 **COURSE STAFF**

The following team will co-ordinate COMP3711 this session:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Role</th>
<th>Ph:</th>
<th>Room:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Stevens</td>
<td>Lecturer</td>
<td>9385 4242</td>
<td>Quad 2073</td>
<td><a href="mailto:k.stevens@unsw.edu.au">k.stevens@unsw.edu.au</a></td>
</tr>
<tr>
<td>Greg Stephens</td>
<td>Tutor</td>
<td>9385 4739</td>
<td>Quad 2070</td>
<td><a href="mailto:g.stephens@unsw.edu.au">g.stephens@unsw.edu.au</a></td>
</tr>
<tr>
<td>Fouad Nagm</td>
<td>Tutor</td>
<td>9385 7125</td>
<td>Quad 2116</td>
<td><a href="mailto:fouad@student.unsw.edu.au">fouad@student.unsw.edu.au</a></td>
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</tbody>
</table>

The consultation times and locations for Ken, Greg and Fouad are available on the course website ([www.elearning.unsw.edu.au](http://www.elearning.unsw.edu.au)).

1.1 **Communication with Staff**

The best way to contact Ken, Greg and Fouad is via email or to see them during their consultation times. If you need to contact any of the course staff urgently but are unable to contact them directly then you should leave a message with the school office either in person (Quad 2091E) or by phone (93855320).

2 **INFORMATION ABOUT THE COURSE**

2.1 **Teaching times and locations**

2.1.1 **Lectures**

The lecture is held on Wednesday, 16.00 to 18.00 (4pm to 6pm) in Biomedical Theatre C.

2.1.2 **Tutorials**

Tutorials are held each week from Week 2 to Week 13. Each tutorial is one hour long and will involve a range of activities including working through exercises, group discussions and group assignment meeting and progress reports. The agenda for each tutorial is set out on the tutorial page on the course website. In some weeks the tutorial will be used for group meetings and the group assignment presentations.

You should have enrolled in a tutorial when you enrolled in the course, however if you have not, then you must do this via the enrolment mechanism at my.unsw.edu.au. Your attendance at your tutorial is compulsory and an attendance roll will be kept. You can only attend the tutorial in which you are enrolled. If you wish to change tutorials you must do so via the enrolment mechanism at my.unsw.edu.au.

If you are unable to attend your allocated tutorial because of illness or misadventure then you should notify your tutor as soon as possible and, if you circumstances allow, you may be able to attend another tutorial in that week.

2.2 **Units of Credit**

Software Project Management (COMP3711) is 6 Units of Credit

2.3 **Relationship of this course to other course offerings**

Software Project Management is an advanced course that is designed to equip you with both theory and practical skills regarding the management software and information systems development projects. The major group assignment is designed such that students studying COMP9116 (Software Systems Development Using B) will use the systems development project of COMP9116 as the basis of the major assignment in COMP3711.
2.4 Approach to learning and teaching

We will cover a lot of material this session and some of this material is very difficult. It is vital that you study from Week 1. This means you should read the set readings, work through the set questions, attending the lectures and tutorials each week. The staff involved in the course will facilitate your learning by providing the guidance as to what you need to study (through the reading list, the ‘self assessment questions’ and the lectures and tutorials). They will also assist you with problems you may encounter (through the labs, tutorials and student consultations). At the end of the day, however, it is your responsibility to make a concerted effort in your studies.

3 COURSE AIMS AND OUTCOMES

3.1 Course Aims

This course aims to provide you with a comprehensive understanding of project management in the context of information technology and information systems development. It will explain the key aspects of the project management process, the key theories which support current modes of operation and the key issues which currently confront the approaches to project management. The aims to further your development as a scholar and future information systems / information technology professional and refine your communication skills, group-work skills and improve your time management and assist in your research skills. The course also provides you with the opportunity to become proficient in the use of Microsoft Project 2003, a popular project management tool.

3.2 Student Learning Outcomes

After studying this course you will be able to:

- Describe the evolution of project management and explain its importance to improving the success of information technology projects;
- Discuss the benefits of good project management;
- Explain the project management life cycle and be able to construct a project management method which includes:
  - Scope management
  - Time management
  - Cost management
  - Resource management
- Apply project management methodologies across the key knowledge areas;
- Explain the role of risk management and quality management in project management
- Explain the role of communications and management skill in managing projects
- Set up and manage a small project in Microsoft Project

3.3 Teaching Strategies

The course has twelve topics which are considered over the fourteen weeks of the course (see course schedule for details). The specifics of each topic are set out in a weekly topic guide. Each topic guide sets out:

- the learning outcomes for the topic
- the required readings,
• self assessment exercises,
• the agenda for the lecture
• the lecture slides (in Pdf format, six per page)
• the preparation required for the lecture
• the agenda for the tutorial
• the preparation required for the tutorial
• other activities and information relating to the topic

The topic guides are available from the course website and will always be available at least one week in advance.

Working through the material in the each of the topic guides involves attending the lecture and the tutorial and undertaking your own private study.

Lectures will provide a short overview of topic at hand and will focus on explaining the difficult concepts and issues. The role of the lecture is to help you understand the context of the topic as well as work through the difficult points. The preparation required for each lecture is set out in each week’s topic guide.

Tutorials will involve a number group exercises which relate to the current week’s topic. The role of the tutorial is to help build your understanding of the topic through the application of what your have learnt to case-studies and real-life scenarios. They also give you the opportunity to discuss your work with your colleagues, and hence gain an indication of your own progress. The preparation required for each lecture is set out in each week’s topic guide.

Your own private study is the most important component of this course. The readings, self assessment exercises and your own topic summaries form the basis your private study. In particular the self assessment exercises are designed to test your understanding of the topic at hand and include review questions, application questions and discussion questions of varying difficulty. Keeping up to date is very important and each week builds on the prior weeks so it is important that you get your study regime organized quickly.

A key learning outcome of this course is proficiency in the Microsoft Project 2003. The software is supplied with the text and you are expected to familiarise yourself with it on a ‘self-directed’ basis. Your MS Project skills will be put to use in the Assignment 3 and may also be tested in the exam. A tutor will be available for consultation regarding Microsoft Project 2003 in Quad Lab 3 from 5pm to 6pm on Thursday evenings (Week 4 to Week 12) as well as via an online forum. See the course website for further details.
4 STUDENT RESPONSIBILITIES AND CONDUCT

4.1 Workload

It is expected that you will spend at least ten hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities. Over-commitment results in poor outcomes because it leads to insufficient effort, inappropriate study environment or poor study habits. It is important you devote ‘quality time’ to your study of COMP3711. You need to do this in an environment that lets you concentrate on your study without interruption or distraction. It is also vitally important that you study well. Building good study habits and methods is an ongoing process. You should think about what works well and what doesn’t work well for you so you can improve your study. The university can assist you in developing good study habits (see point 7.4 below).

4.2 Attendance

Your regular and punctual attendance at lectures is expected. Your regular and punctual attendance at the tutorials is required and the roll will be taken. Attendance at the labs is at your discretion. University regulations stipulate that if you attend less than 80% of scheduled classes then you may be refused final assessment.

4.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Behaviour which is rude, aggressive, disruptive, or interferes with a class (including talking on your mobile phone) is completely unacceptable and you will be told to leave the class. Your obligations in regard to your conduct are set out is available at: www.my.unsw.edu.au.

4.4 Keeping Informed

All announcements regarding the course are placed on the announcements page on the course website (www.elearning.unsw.edu.au). You should check this page at least twice a week. Important announcements will also be repeated in the lecture.

From time to time, the University will send announcements to your university e-mail address without providing you with a paper copy and the University deems that you received this information.
5 LEARNING ASSESSMENT

5.1 Formal Requirements
In order to pass this course, you must:

- Achieve a composite mark of at least 50; and
- Complete each assessment component to minimum acceptable level (normally a minimum mark of 40%). If this level of performance is not achieved in any component a UF grade will be awarded.

Please note that assessment components may be scaled to a mean of 60% and all assessment tasks are subject to SISTM assessment policies which are available on the SISTM website.

5.2 Assessment Details

<table>
<thead>
<tr>
<th>Component</th>
<th>Value</th>
<th>Due date</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>10%</td>
<td>Week 5</td>
<td>Individual</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>10%</td>
<td>Week 8</td>
<td>Individual</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>25%</td>
<td>Week 11 (Presentations in Week 12 &amp; 13)</td>
<td>Group</td>
</tr>
<tr>
<td>Final Exam</td>
<td>55%</td>
<td>Exam period</td>
<td>Individual</td>
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</table>

5.2.1 Assignment 1
Assignment 1 is worth 10% of your overall marks, is to be undertaken individually and is due in Week 5. Assignment 1 will involve the preparation of a report of no more than 1,200 words about the ‘Running case’ exercise from Chapter 3 of the text. The specific requirements for Assignment 1 will be released on the website in Week 2 and discussed in the Week 3 lecture.

Marks will be awarded for assignment 1 on the quality and correctness of the answers to each of the tasks. The detailed breakdown of the marking criteria will be set out in the Assignment 1 requirements.

The learning outcomes of Assignment 1 include:

- Explain the project management life cycle and be able to construct a project management method which includes, especially integration management.
- Apply project management methodologies across the key knowledge areas.

Assistance in the completion of Assignment 1 will be available from the course co-ordinator.

5.2.2 Assignment 2
Assignment 2 is worth 10% of your overall marks, is to be undertaken individually and is due in Week 8. Assignment 2 involves working through the exercises set out in Appendix A of the text. The specific requirements for Assignment 2 will be released on the website in Week 5 and discussed in the Week 6 lecture.

Marks will be awarded for assignment 2 on the thoroughness of the work undertaken in completion of the set tasks. The detailed breakdown of the marking criteria will be set out in the Assignment 2 requirements.

The key learning outcomes of Assignment 2 is the ability to use Microsoft Project 2003 and provides the necessary preparation for Assignment 3.
The course textbook includes a ‘limited use’ version of Microsoft Project 2003, thus ensuring everyone in the course has access to the necessary software. Assistance in the completion of Assignment 2 will be available from the course co-ordinator and the MS Project tutor (see course website for details). A number of online learning activities are also accessible via the software.

5.2.3 Assignment 3

Assignment 3 is worth 25% of your overall marks and is to be undertaken in groups. Assignment 3 involves the set up, scheduling, costing and resourcing of a project in Microsoft Project 2003, the preparation of a report regarding various aspects of the project and a short presentation by the group to the tutorial class about various aspects of the project. Assignment 3 is due in Week 11, with the presentations being held in Week’s 12 and 13. The specific requirements for Assignment 3 will be released on the website in Week 8 and discussed in the Week 9 lecture.

The assignment is to be undertaken in groups of 4 or 5. A confidential peer assessment will be available for you to evaluate the contribution of each group member (including yourself) to the assignment. The groups for Assignment 3 will be finalised in Week 8. Groups will be required to maintain a diary of all the activities that take place. The format for the diary will be set out in the Assignment 3 requirements. The group diary is to be submitted with the assignment. The individual members of the group are also required to keep a diary of their activities. These personal diaries are not to be submitted with Assignment but retained by you.

The project at the centre of this assignment can be either an actual project (preferably from COMP9116) or the ‘Crackenback Airlines’ case-study. All groups will need to discuss their choice of projects with their tutor in the Week 9 tutorial.

Marks will be awarded across a range of criteria including completeness and appropriateness of the project set up and the quality of discussion and presentation of the accompanying report. The detailed breakdown of the marking criteria will be set out on the Assignment 3 requirements.

The learning outcomes of Assignment 3 include:

- Apply project management methodologies across the key knowledge areas;
- Explain the role of risk management and quality management in project management;
- Explain the role of communications and management skill in managing projects;
- Set up and manage a small project in Microsoft Project;

Please note that it is expected that each group member will be proficient in the use of MS Project 2003. You will be required to keep a personal diary of the assignment. You do not need to submit the diary with the assignment, but you may be asked to.

5.2.4 Final Exam

A final examination worth 55% of the overall marks will be run during the examination period (November 10 to 28). The exam will be a closed book exam of 2 hours duration. All exams are conducted in accordance with the UNSW Rules for the Conduct of Examinations and it is your responsibility to be familiar with these rules.

The exam is designed to test your understanding of the core concepts of Project Management in the IS/IT context and your ability to apply these concepts. The exam will test these through short answer questions, extended answer questions, case-based questions and essays.

The exam will cover material from all aspects of the course including the readings, the self assessment exercises, the seminar (including materials covered in class discussions and not
necessarily covered in the seminar slides) and the assignments (including material specifically relating to Microsoft Project software).

Further details regarding the format of the exam, its coverage and expectations will be discussed in the Week 12 seminar.

Assistance in preparing for the exam is available from the course coordinator. A number of special units in the University can provide you with assistance in preparing for exams. A list of these services is set out on the course website.

5.3 Assignment Format and Submission Procedure

All assignments are to be submitted at the start of the lecture in the week in which the assignments are due. Details regarding the format and submission requirements of each assignment are set out each assignments webpage.

5.4 Late Submission

The late submission of assignments carries a penalty of 10% of the available marks for that assignment per day (including weekends and public holidays) of lateness. An extension of time to complete an assignment may be granted by the course co-ordinator in case of misadventure or illness. Applications for an extension of time should be made to the course co-ordinator be email or in person. Please note that you will be required to substantiate your application with appropriate documentary evidence (such as medical certificates, accident reports etc) of the grounds on which you are making your application further details. Please note that work commitments and computer failures are not considered to be sufficient grounds for an extension.

5.5 Special Consideration and Supplementary examinations

If you are ill or suffer a misadventure which you believe adversely impacts on your performance in the final examination you can apply for special consideration. Applications for special consideration (including supplementary examinations) must be made to UNSW Central within 3 working days of the examination. Applications cannot be accepted by teaching staff. You should note that applying for special consideration does not automatically mean that you will be granted additional assessment or that you will be awarded an amended result. Details of these procedures and polices can be found at:

https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

A register of applications for Special Consideration is maintained. History of previous applications for Special Consideration is taken into account when considering each case.
6 Academic Honesty and Plagiarism

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: [http://www.lc.unsw.edu.au/plagiarism/index.html](http://www.lc.unsw.edu.au/plagiarism/index.html)

Plagiarism is the presentation of the thoughts or work of another as one’s own.*

Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person’s assignment without appropriate acknowledgement;

- paraphrasing another person’s work with very minor changes keeping the meaning, form and/or progression of ideas of the original;

- piecing together sections of the work of others into a new whole;

- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,

- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

- Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

- The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at: [www.lc.unsw.edu.au/plagiarism](http://www.lc.unsw.edu.au/plagiarism)

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;

- paraphrasing, summarising, essay writing, and time management;

- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.
7 STUDENT RESOURCES

7.1 Course Website
The course website is hosted on WebCT Vista (www.elearning.unsw.edu.au). You will have access to the course website once you have enrolled in the course.

The course website contains the topic guides (which includes lecture slides and readings list), assignment details, announcements and other information about the course.

7.2 Textbooks

The text has a 120 day version of MS Project 2003 software.

You will need unrestricted access to the textbook throughout the session. You will need to bring the textbook to the seminar each week.

7.3 Other Resources, Support and Information
The University and the Faculty provide a wide range of support services for students, including:

- Learning and study support
  - FCE Education Development Unit (http://education.fce.unsw.edu.au)
  - UNSW Learning Centre (http://www.lc.unsw.edu.au)
  - EdTec – WebCT information (http://www.edtec.unsw.edu.au)
- Counselling support (http://www.counselling.unsw.edu.au)
- Library training and support services (http://info.library.unsw.edu.au)
- Disability Support Services. Students with a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their needs with the Course Coordinator or the Equity Officer (http://www.equity.unsw.edu.au/disabil.html). Early notification is essential to enable any necessary adjustments to be made.

In addition, it is important that all students are familiar with University policies and procedures in relation to such issues as:

- Examination procedures and advice concerning illness or misadventure https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html

8 CONTINUAL COURSE IMPROVEMENT
Each session feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.
# Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings*</th>
<th>Deliverables and Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome and Course overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Introduction to Project Management</td>
<td>Ch1</td>
<td>Assignment 1 released</td>
</tr>
<tr>
<td>3</td>
<td>Project Management and the IT Context</td>
<td>Ch 2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Management Process Groups</td>
<td>Ch 3</td>
<td></td>
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<tr>
<td>5</td>
<td>Project Integration Management</td>
<td>Ch 4</td>
<td>Assignment 1 due</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Assignment 2 released</td>
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<tr>
<td>6</td>
<td>Project Scope Management</td>
<td>Ch 5</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Project Time Management</td>
<td>Ch 6</td>
<td></td>
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<tr>
<td>8</td>
<td>Project Cost Management</td>
<td>Ch. 7</td>
<td>Assignment 2 due</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assignment 3 released &amp; groups formed</td>
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<tr>
<td>9</td>
<td>Project Quality Management</td>
<td>Ch 8</td>
<td></td>
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<tr>
<td></td>
<td>Mid Session Break</td>
<td></td>
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<tr>
<td>10</td>
<td>Project Human Resources Management</td>
<td>Ch 9</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Project Communications Management</td>
<td>Ch 10</td>
<td>Assignment 3 due</td>
</tr>
<tr>
<td>12</td>
<td>Project Risk Management</td>
<td>Ch 11</td>
<td>Assignment 3 presentations</td>
</tr>
<tr>
<td>13</td>
<td>Project Procurement Management</td>
<td>Ch 12</td>
<td>Assignment 3 presentations</td>
</tr>
<tr>
<td>14</td>
<td>Course Review</td>
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A tutorial schedule is available on the course website.