Course Outline – Information for Students

Faculty of Engineering, Department of Civil and Environmental Engineering

PART A

Alphanumeric Course Code: Civil 703

Course Title: Project Management 1

Year and Semester: 2017, Semester 1

Points value: 15

Prerequisites and Restrictions
• Restricted to postgraduate students only

Course coordinator / teaching staff
• Garry Miller
• Room 401:1011
• Ext 89398
• Office Hours: Mondays and Fridays

Class contact hours
• A weekly 1hr lecture held on Thursdays at 12.00pm
• A weekly 1hr tutorial workshop help on Fridays at 12.00pm or 1.00pm (attend one tutorial only)

PART B

Course Prescription
Planning, organisation and control of engineering projects. Application and integration of project management processes to the typical project lifecycle (initiating, planning, executing, monitoring, and closing). Studies in the ten knowledge areas defined by the Project Management Institute (PMI): Project Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, Procurement and Stakeholder Management. Development of a range of skills, tools and techniques to become an effective project manager.

Course Content
Project Management is a critical element of the delivery of the majority of engineering works, and organisations outside the engineering arena are increasingly adopting a “project” approach in many of their activities. This course is designed to provide an introduction to the management of projects in a variety of settings. It aims to give an understanding of all key components of the project life cycle and of the skills required to successfully deliver projects.

The philosophy adopted assumes that project outcomes can be achieved by active management and planning, and provides a framework for pro-active management of projects in a variety of settings. A traditional philosophy of project management by planning is adopted, although other philosophies in project management literature such as Agile and Lean are also acknowledged.

The paper will have a total of 12 lectures, delivered weekly on Mondays. The weekly topics covered in the lectures are as follows (note that the order in which topics are delivered may change):
1. Introduction to Project Management
2. Project Lifecycle and Organisation
3. Project Scope Management
4. Project Time Management
5. Project Cost Management
6. Project Quality Management
7. Project Human Resource Management
8. Project Communication Management
9. Project Risk Management
10. Project Procurement Management
11. Project Stakeholder Management
12. Project Integration Management

In addition there is a weekly tutorial on Fridays, which is participatory workshop in which students are expected to contribute to case studies and actively participate in the application of theories to problems and workshop scenarios. One of these tutorials will be devoted to Microsoft Project software.

The course delivery adopts a flexible learning approach in which materials are delivered via a mix of face-to-face and online methods. As such attendance at lectures and tutorials is not mandatory, (but is still encouraged).

Students are expected to undertake considerable additional work per week reading and completing assignments. Note that one of the major assignments is team-based and as such students are expected to make time to meet with their team members.

**Learning Objectives/Outcomes**
Upon successful completion of this course, students should be able to:

- Understand the fundamentals of project management;
- Identify and manage factors that influence the successful outcome of projects;
- To be able to analyse and assess the project management needs of organisations;
- Understand and apply a range of project management theories, approaches, tools and techniques;
- Undertake the role of a Project Manager and/or a key project role.

**Learning resources**
There are no prescribed texts. Students may find a number of texts that cover the course material well, and should refer to several where possible. The following texts are suggested:


Lecture notes and lecture voice recordings are available on Canvas and a course related website. Some other additional materials such as templates are also available on the course website. Microsoft Project software is available on the lab computers in the Faculty of Engineering.

**Inclusive learning**
Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

**Other information**
The team assignment requires that students work in small-medium sized teams on a major assignment. Participation in the team assignment is required (there is no alternative assignment option for students who prefer not to work in teams). The expectation is that the team a self-managing autonomous unit, and is used as a learning environment on the basis that projects are typically delivered in teams in the workplace.

A group mark will be given for the team assignment deliverables. Each team member will also be required to complete a peer assessment of the work attitudes and contributions of all other members of their team. The individual student’s mark will then be determined based on the group mark, adjusted
up or down within a range of about about + or - 15%, in accordance with the results of the peer assessment by all other members of the team. Note also that your team assignment mark may be reduced substantially more if there is evidence that you have not contributed to the team assignment, and zero participation in the team assignment will result in a zero mark of the project.

PART C

Assessment
There are 4 assignments totalling 100% of the course assessment:
• Individual research-based essay (10%)
• Individual assignment (40%)
• Individual critical reflections (3 number) (10%)
• Team assignment (40%)

There is no exam.

A provisional schedule of deadlines is as follows (subject to confirmation in week 1):
• Individual research-based essay (10%) – week 3
• Individual assignment (40%) – week 6
• Individual critical reflections (10%) – weeks 4, 8 and 12
• Team assignment (40%) – week 11

Penalties will apply to late submissions as follows:

<table>
<thead>
<tr>
<th>Time After the Due Date</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;=24 hours (1 day)</td>
<td>-10%</td>
</tr>
<tr>
<td>&gt;24 hours but &lt;=48 hours (2 days)</td>
<td>-20%</td>
</tr>
<tr>
<td>&gt;48 hours but &lt;=72 hours (3 days)</td>
<td>-30%</td>
</tr>
<tr>
<td>&gt;72 hours but &lt;=96 hours (4 days)</td>
<td>-40%</td>
</tr>
<tr>
<td>&gt;96 hours but &lt;=168 hours (7 days)</td>
<td>-50%</td>
</tr>
<tr>
<td>&gt;168 hours (7 days)</td>
<td>-100%</td>
</tr>
</tbody>
</table>

Extensions will only be granted in exceptional circumstances. If you want to apply for an extension you should discuss your circumstances with the Course Coordinator before the assignment due date. For medical circumstances, you should provide a copy (or original) of a medical certificate.

Academic Integrity
The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

In the event of an unexpected disruption
We undertake to maintain the continuity and standard of teaching and learning in all your courses throughout the year. If there are unexpected disruptions the University has contingency plans to ensure that access to your course continues and your assessment is fair, and not compromised. Some adjustments may need to be made in emergencies. You will be kept fully informed by your course co-ordinator, and if disruption occurs you should refer to the University Website for information about how to proceed.

PART D

Student feedback
Student feedback is welcomed in order to help with continuous improvement of the course. In the past feedback has been obtained from students to help develop the course website and to modify delivery methods to a more flexible mode. To help in future you may be asked to course evaluations and / or formative mid course evaluations/ fast feedback.