



COURSE DETAILS

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| 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

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| COURSE PROGRAM |
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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 |

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| 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 |

