GSOE9820

Engineering Project Management

Term Two // 2021

School of Mechanical and Manufacturing Engineering // UNSW Engineering

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Edward Obbard	e.obbard@unsw.edu.au	Mondays 13:00 -15:00. Please schedule an appointment during this time at least 24 hrs in advance.	Ainsworth Bld. J17	(02) 9385 7625

Lecturers

Name	Email	Availability	Location	Phone
Shiva Abdoli	s.abdoli@unsw.edu.au	Tuesdays 13:00 -15:00. Please schedule an appointment during this time at least 24 hrs in advance.	Ainsworth Bld. J17	

School Contact Information

Location

UNSW Mechanical and Manufacturing Engineering

Ainsworth building J17, Level 1

Above Coffee on Campus

Hours

9:00–5:00pm, Monday–Friday*

*Closed on public holidays, School scheduled events and University Shutdown

Web

School of Mechanical and Manufacturing Engineering

Engineering Student Support Services

Engineering Industrial Training

UNSW Study Abroad and Exchange (for inbound students)

UNSW Future Students

Phone

(+61 2) 9385 8500 – Nucleus Student Hub

(+61 2) 9385 7661 – Engineering Industrial Training

(+61 2) 9385 3179 – UNSW Study Abroad and UNSW Exchange (for inbound students)

(+61 2) 9385 4097 – School Office**

**Please note that the School Office will not know when/if your course convenor is on campus or available

Email

Engineering Student Support Services – current student enquiries

- e.g. enrolment, progression, clash requests, course issues or program-related queries

Engineering Industrial Training – Industrial training questions

UNSW Study Abroad – study abroad student enquiries (for inbound students)

UNSW Exchange – student exchange enquiries (for inbound students)

UNSW Future Students – potential student enquiries

Course Details

Credit Points 6

Summary of the Course

This course will introduce to you the fundamental principles of project management in an engineering context, enabling you to become a successful project manager.

Course Aims

This course takes an integrated approach to managing projects, exploring both technical and managerial challenges. The course will provide you with tools to improve your ability to plan, implement and manage activities to accomplish specific organisational objectives in often complex and challenging work environments. The Project Management Standards (e.g. PMBOK) are included in the course to comprehensively identify the critical knowledge areas that project managers should understand.

For further information see the separate guide to the course learning outcomes.

Course Learning Outcomes

After successfully completing this course, you should be able to:

Learning Outcome	EA Stage 1 Competencies
1. Translate from organisational strategy into project deliverables	PE1.5, PE2.4
2. Formulate project scope	PE1.5, PE2.4
3. Select and apply project management methods	PE1.3, PE2.1, PE2.2
4. Integrate and justify project plans	PE3.6, PE2.3
5. Evaluate progress and interpret success in projects	PE3.4, PE3.2

Teaching Strategies

The online lectures are designed to give students maximum flexibility. The course will cover the terminology and core concepts and theories in Project Management to help you develop a range of skills, such as managing project te□ t Management to help you develop a range of

Understanding it, then Applying it and Analysing results, and finally the most challenging which are to Synthesise new knowledge and learn to Evaluate information for ourselves. Thus CLO 1-3 are more basic, while CLO 4 and 5 are the most challenging.

The course aims to always provide students with Knowledge and Understanding, before asking students to carry out something more complex like Analysis or Evaluation. Different assignments deal with different kinds of Educational Objectives, such that for example individual quizzes are used to assess Knowledge, while a team assignment assess the integration of a project plan (which is a kind of Synthesis).

To achieve high marks in the course students must succeed at all the different kinds of these educational objectives, from the basic ones to the most challenging.

The course is a possible pathway for Project Management Institute (PMI) certification since the contents of the course, terminologies used and exposure to several real-world cases will support your preparations. It also provides an opportunity to be considered as a future course demonstrator, who are selected from students in the cohort who achieve a high level of all-round success.

Assessment

Assessment Tasks

Resources

Prescribed Resources

Textbook

Project Management Institute, issuing body. A Guide to the Project Management Body of Knowledge (PMBOK Guide) : and, Agile Practice Guide. Sixth edition. Newtown Square, Pennsylvania: Project Management Institute, 2017.

Recommended Resources

Additional instructional videos

Linked-in Learning accessed through
UNSW: https://www.myit.unsw.edu.au/services/staff/educational-technology/linkedin-learning

Course Evaluation and Development

Feedback on the course is gathered periodically using various means, including the UNSW myExperience process, feedback surveys used through the course, and the School's Student/Staff meetings. Your feedback is taken seriously, and continual improvements are made to the course taking into account such feedback.

Changes made this term to improve online education and assessments

- More time for final interview assessment
- Specific interview preparation guidance
- Improved project descriptions according to transparent assessment design.
- More case studies

Successful aspects of the course that have been kept:

- Maximum flexibility around attendance where possible
- Practical assignment planning a realistic project
- TBL workshop
- Large demonstrator team and many opportunities for personalized support
- Excellence in guest lecturers and panelists

Submission of Assessment Tasks

Assessment submission and marking criteria

Should the course have any non-electronic assessment submission, these should have a standard School cover sheet.

All submissions are expected to be neat and clearly set out. Your results are the pinnacle of all your hard work and should be treated with due respect. Presenting results clearly gives the marker the best chance of understanding your method; even if the numerical results are incorrect.

Marking guidelines for assignment submissions will be provided at the same time as assignment details to assist with meeting assessable requirements. Submissions will be marked according to the marking guidelines provided.

Late policy

Work submitted late without an approved extension by the course coordinator or delegated authority is subject to a late penalty of 20 percent (20%) of the maximum mark possible for that assessment item, per calendar day.

The late penalty is applied per calendar day (including weekends and public holidays) that the assessment is overdue. There is no pro-rata of the late penalty for submissions made part way through a day.

Work submitted after the ‘deadline for absolute fail’ is not accepted and a mark of zero will be awarded for that assessment item.

For some assessment items, a late penalty may not be appropriate. These are clearly indicated in the course outline, and such assessments receive a mark of zero if not completed by the specified date. Examples include:

1. Weekly online tests or laboratory work worth a small proportion of the subject mark, or
2. Online quizzes where answers are released to students on completion, or
3. Professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date, or
4. Pass/Fail assessment tasks.

Examinations

You must be available for all quizzes, tests and examinations. For courses that have final examinations, these are held during the University examination periods: February for Summer Term, May for T1, August for T2, and November/December for T3.

Please visit myUNSW for Provisional Examination timetable publish dates. For further information on exams, please see the Exams webpage.

Special Consideration

If you have experienced an illness or misadventure beyond your control that will interfere with your

assessment performance, you are eligible to apply for Special Consideration prior to submitting an assessment or sitting an exam.

UNSW now has a Fit to Sit / Submit rule, which means that if you attempt an exam or submit a piece of assessment, you are declaring yourself fit enough to do so and cannot later apply for Special Consideration.

For details of applying for Special Consideration and conditions for the award of supplementary assessment, please see the information on UNSW's Special Consideration page.

Please note that students will not be required to provide any documentary evidence to support absences from any classes missed because of COVID-19 public health measures such as isolation. UNSW will not be insisting on medical certificates from anyone deemed to be a positive case, or when they have recovered. Such certificates are difficult to obtain and put an unnecessary strain on students and medical staff.

Applications for special consideration will be required for assessment and participation absences – but no documentary evidence for COVID 19 illness or isolation will be required.

Academic Honesty and Plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. *Nj_eg_pgqk _r SLQU gq bcdglcb _q sqgle rfc umpbq mp gbc_q md mrfcpq _lb n_qqgle rfck mdd _q wmsp mul,*

Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. UNSW has produced a website with a wealth of resources to support students to understand and avoid plagiarism, visit: student.unsw.edu.au/plagiarism. The Learning Centre assists students with understanding academic integrity and how not to plagiarise. They also hold workshops and can help students one-on-one.

You 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 tasks.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an honours thesis) even suspension from the university. The Student Misconduct Procedures are available here:

www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

Academic Information

Credit points

F Tr en be
F T ng od †

- Moodle
- Lab Access
- Computing Facilities
- Student Resources
- Course Outlines
- Faculty Transitional Arrangements for COVID-19

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