



h

0r

r

r
0r 2 201

0

GSOE9820

**ENGINEERING PROJECT
MANAGEMENT**

0 0

1. Staff contact details

1. 0 0 0

Contact details and consultation times for course convenor

Name: Mr Corey Martin

Office: Ainsworth Building (J17), Room 507

Email: corey.martin@unsw.edu.au

Moodle: <https://moodle.telt.unsw.edu.au/login/index.php>

Consultation concerning this course is available immediately after classes. Face-to-face consultation outside this time is available by appointment only.

Contact details and consultation times for additional lecturers/demonstrators/lab staff

Head Demonstrator - Ms Sandra Cowan - Email: sandra.cowan@unsw.edu.au

Please see the course [Moodle](#).

2. 0 0

- x [Moodle](#)
- x [UNSW Mechanical and Manufacturing Engineering](#)
- x [Course Outlines](#)
- x [Student intranet](#)
- x [UNSW Mechanical and Manufacturing Engineering Facebook](#)
- x [UNSW Handbook](#)

3. 0

Credit Points

This is a 6 unit-of-credit (UoC) course, and involves 2-3 hours per week (h/w) of face-to-face contact.

The UNSW website states “The normal workload expectations of a student are approximately 25 hours per semester for each UoC, including class contact hours, other learning activities, preparation and time spent on all assessable work. Thus, for a full-time enrolled student, the normal workload, averaged across the 16 weeks of teaching, study and examination periods, is about 37.5 hours per week.”

This means that you should aim to spend about 9 h/w on this course. The additional time should be spent in making sure that you understand the lecture material, completing the set

5. r h

Week	Date	Topics	Suggested Readings
------	------	--------	--------------------

6A

0

Assessment overview

Assessment	Length	Weight	Learning outcomes assessed	Assessment criteria	Due date and submission requirements	Deadline for absolute fail	Marks returned
Web-based activities - Project 1	2 weeks	10%	1, 2, 3 and 4	Refer to Web-based activities marking criteria	Refer to		

1

Marking criteria used for web-based activities

1. Participation
 - a. Discuss team member's posts
 - b. Put your thoughts forward
 - c. Work to plan
 - d. Be early, rather than late

2. Content of Posts
 - a. Quality posts
 - b. Correct answers
 - c. 'Outside of Box' thinking
 - d. Presentation
 - e. Proper English. E.g. no slang.

3. Final Report
 - a. Correct answers
 - b. Presentation
 - c. On time

4. Project Management Skills
 - a. Early start
 - b. Provide structured plan
 - c. Follow up on deadlines
 - d. Responses to posts
 - e. Leadership

5. Team member skills
 - a. Respond to PM's plan and requests
 - b. Provide answers and discussion
 - c. Interaction. Give feedback on posts
 - d. Provide quality work, not quantity

There will be several web-based groups. Each of you will be randomly assigned to one of these web-based groups by the end of Week 2. You are not permitted to change groups; however the course c

Submission of web-based activities

Web-based projects commence in week 2 and are made available on Moodle during the semester. Each project is due 1 hour before class (i.e. 5pm) on the date specified in Table 1.

ACTIVITIES	Release Date
-------------------	---------------------

Special consideration and supplementary assessment

For details of applying for special consideration and conditions for the award of supplementary assessment, see the information on UNSW's [Special Consideration page](#).

7. 0 2 2 2 0 0

Textbook (Required)

Gray C.F. and Larson E.W. Project Management, 7th edition, McGraw Hill International edition, 2017. ISBN: 9781259666094

Case Study (Required)

Students are required to purchase individually (estimated at USD \$5) a copy of a Harvard Business Review case study for Project 3. Details of the actual case study will be provided on Moodle.

Additional materials provided in UNSW Moodle

This course uses UNSW Moodle (<http://moodle.telt.unsw.edu.au>).

Items found on UNSW Moodle include:

- x Web-based activities;
- x Copies of weekly lectures;
- x Class announcements.

Recommended Internet sites

There are many websites giving lectures, papers and data on project management in general. A useful reference site is <http://www.pmi.org>

Other Resources

If you wish to explore any of the lecture topics in more depth, then other resources are available, and assistance may be obtained from the UNSW Library.

UNSW Library website: <https://www.library.unsw.edu.au/>

Moodle: <https://moodle.telt.unsw.edu.au/login/index.php>

. r 0 0

Feedback on the course is gathered periodically using various means, including the UNSW myExperience process, informal discussion in the final class for the course, and the School's Student/Staff meetings. Your feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

In this course, recent improvements resulting from student feedback include additional time for completion of the Quiz, the provision of additional time between projects and the introduction of online lectures to enable greater student flexibility.

A h 0 r

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. Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.

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: 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/studentmisconductp1.7\(o be i\)-1\(nv\)3.\(onduc\) -1.322 1.7\(\)5.1\(er\)0.7](http://www.gs.unsw.edu.au/policy/documents/studentmisconductp1.7(o be i)-1(nv)3.(onduc) -1.322 1.7()5.1(er)0.7)

10. A

All students are expected to read and be familiar with School guidelines and policies, available on the intranet. In particular, students should be familiar with the following:

- x [Attendance, Participation and Class Etiquette](#)
- x [UNSW Email Address](#)
- x [Computing Facilities](#)
- x [Assessment Matters](#) (including guidelines for assignments, exams and special consideration)
- x [Exams](#)
- x [Approved Calculators](#)
- x [Academic Honesty and Plagiarism](#)
- x [Student Equity and Disabilities Unit](#)
- x [Health and Safety](#)
- x [Student Support Services](#)

Stage 1 Competencies for Professional Engineers

	Program Intended Learning Outcomes
PE1: Knowledge and Skill Base	PE1.1 Comprehensive, theory-based understanding of underpinning fundamentals
	PE1.2 Conceptual understanding of underpinning maths, analysis, statistics, computing
	PE1.3 In-depth understanding of specialist bodies of knowledge
	PE1.4 Discernment of knowledge development and research directions
	PE1.5 Knowledge of engineering design practice
	PE1.6 Understanding of scope, principles, norms, accountabilities of sustainable engineering practice
PE2: Engineering Application Ability	PE2.1 Application of established engineering methods to complex problem solving
	PE2.2 Fluent application of engineering techniques, tools and resources
	PE2.3 Application of systematic engineering synthesis and design processes
	PE2.4 Application of systematic approaches to the conduct and management of engineering projects
PE3: Professional and Personal Attributes	PE3.1 Ethical conduct and professional accountability
	PE3.2 Effective oral and written communication (professional and lay domains)
	PE3.3 Creative, innovative and pro-active demeanour
	PE3.4 Professional use and management of information
	PE3.5 Orderly management of self, and professional conduct
	PE3.6 Effective team membership and team leadership