Unit Outline 2012
Faculty of Information Sciences and Engineering

Systems Project and Quality Management
7173
This Unit Outline must be read in conjunction with:

a) *UC Student Guide to Policies*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at *(scroll to bottom of page)*
http://www.canberra.edu.au/student-services

b) *Guide to Student Services at the University of Canberra*, and is available at
http://www.canberra.edu.au/student-services

c) Any additional information specified in section 6h.

1: General Information

1a Unit title  Systems Project and Quality Management

1b Unit number  7173

1c Teaching period and year offered  First Semester 2012

1d Credit point value  3

1e Unit level  3

1f Unit Convener  Craig McDonald, 11 C 16, 6201 5285
craig.mcdonald@canberra.edu.au

Unit Moderator  Raymond Young, Room 11b16  6201-5341
raymond.young@canberra.edu.au

Unit Lecturer  Charles Palmer
charles.palmer@canberra.edu.au

1g Administrative Contact  School of Information Sciences and Engineering
Room 11B14,
Phone: (02) 6201-2417/2153
Fax: (02) 6201-5231,
Email: ise@canberra.edu.au
2: Academic Content

2a Unit description and learning outcomes

Syllabus
This unit examines the methods and issues in the management of informatics projects. It is based in standards for project management and quality assurance. Topics include techniques of project scope and success criteria, work breakdown analysis and monitoring, task estimating and scheduling; resource, risk and cost management and project closure and review. Interpersonal and group facilitation skills to focus IT and business teams on identifying and solving the right problem are addressed. Technology that supports project and quality management is an integral part of the unit. The social and ethical environment of systems and their development is discussed.

Learning Outcomes
At the successful completion of this unit students will be able to

1. Use current methods to produce information technology based systems on time, within budget and within a quality management framework.

2. They will be able to prepare and evaluate the various documents associated with project planning, monitoring, review and quality assurance.

3. They will be able to facilitate discussions between clients and IT professionals.

4. Students will be able to analyse group work, and the social and ethical issues associated with project development.

2b Generic Skills
The generic skills developed in your course and in this unit are described at https://guard.canberra.edu.au/policy/policy.php?pol_id=3030 and referenced in the assessment items using the website heading numbers.

2c Prerequisites and/or co-requisites
Designing Human-Computer Interaction.
You should pass Systems Analysis and Modelling before you enrol in Systems Project and Quality Management or else you must take it as a co-requisite.
Exclusion: You cannot take this unit as well as Software Engineering Practice.

3: Delivery of Unit and Timetable

3a Delivery mode
This unit will be delivered on campus as a 1 hour lecture each week and a workshop/tutorial session of 2 hours each week. Lecture and tutorial rooms and times are advertised on the website.

3b Schedule of lectures and tutorials
The weekly contact sessions comprise lectures, tutorial/workshops and discussions with visiting professionals (as available).
Broadly, the lecture sequence is planned to address the following topics:

<table>
<thead>
<tr>
<th>Weeks 1 to 3</th>
<th>Project initiation and planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 4 to 7</td>
<td>Quality, risk and issues management and measurement</td>
</tr>
<tr>
<td>Weeks 9 to 13</td>
<td>Maturity models, managing change, documentation management and project evaluation</td>
</tr>
</tbody>
</table>

Each lecture is followed by a tutorial where students have the opportunity to demonstrate their research and to evaluate and discuss their peers’ work as well as to ask their tutors specific questions.

Students should consult the website regularly for a schedule of detailed activities. The order and emphasis of some activities may change. Assignments are advertised on the website together with due dates and times.

4: Unit Resources

4a Recommended text:
Kloppenborg, T.J., Contemporary Project Management, Cengage Learning

Some other sources for this unit include:
Heerkens, G. 2002, Project Management, Briefcase Books

These texts are available on the Co-Op Bookshop

Text (hard copy or soft copy) available from the Cengage website: www.cengagebrain.com and search for ISBN 9780 5384 8161 8. If selecting soft copy, select the relevant e-chapters (1,2,3,4,5,6,7,8,9,10 or 11).

Various papers and relevant articles will be made available through the unit website as appropriate.

4b Materials and equipment
Students are required to use computers to access resources in this unit as well as performing assessable work.

4c Unit website
See UC's Learn Online facility.

The lecturer will use this website to provide up-to-date information. Specific information will be sent to students or groups of students using the web site email facilities. This facility leaves individual messages on Moodle as well as forwarding emails to each student’s designated email address. Other communications are via lecture and tutorial sessions

Students should check the Moodle unit website, their student email account and attend all lectures and tutorials regularly.
5: Assessment

5a Assessment overview

<table>
<thead>
<tr>
<th>Assessment item (including exams held in the exam period)</th>
<th>Due date of assignments</th>
<th>Weighting</th>
<th>Addresses Learning outcomes</th>
<th>Addresses Generic Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tutorial Presentations and Issues Register submission</td>
<td>As published on the web site</td>
<td>10%</td>
<td>All outcomes</td>
<td>All skills</td>
</tr>
<tr>
<td>2 Assignment 1 – Intermediate Group Presentation and Intermediate Group Report</td>
<td>Week 7</td>
<td>20%</td>
<td>All outcomes</td>
<td>All skills</td>
</tr>
<tr>
<td>3 Assignment 3 – Final Group Presentation And Final Group Report</td>
<td>Week 14</td>
<td>20%</td>
<td>All outcomes</td>
<td>All skills</td>
</tr>
<tr>
<td>4 Personal reflections</td>
<td>Week 14</td>
<td>10%</td>
<td>All outcomes</td>
<td>All skills</td>
</tr>
<tr>
<td>5 Examination</td>
<td>Examination Period</td>
<td>40%</td>
<td>All outcomes</td>
<td>All skills</td>
</tr>
</tbody>
</table>

All assignments are marked out of 100 and then scaled to reflect actual grade marks for the unit.

5b Details of each assessment item

All submitted work is expected to demonstrate closed enquiry-based research to reflect the professionalism of the students as well as their academic ability.

1. Tutorial Presentations and Issues Register
   This component reflects the outcomes from each tutorial’s progress presentation. Each group is required to manage and update an issues register that reflects feedback from their tutors, peers and project auditors. Each group member is expected to contribute to the presentation.

2. Intermediate Group Work
   This assignment reflects the research and analysis that comprises the mid semester presentation. Each group member is expected to contribute to the presentation.

   This component is a project achievement presentation that each group uses to illustrate analysis and learning to-date. Each group member is expected to contribute to the presentation.

3. Semester Group Work
   This assignment reflects the research and analysis that supports the final presentation. Each group member is expected to contribute to the report and the presentation.
Each group member is expected to contribute to the presentation.

4. Individual Reflections*
   This is an individual assignment and invited students to reflect on their progress during the semester and the associated learning outcomes.

5. Examination
   The examination will be held in the exam period at the end of the semester. The examination is designed to explore your understanding of the key concepts covered during the semester. The examination is closed book.

Students must pass an aggregate of the assessment items 1, 2, 3 and 4 and pass the exam in order to pass the unit.

*Assessment item 4 is mandatory and must be submitted to pass the unit.

The unit grade is determined by averaging the weighted exam score with the weighted score of all the assessment items.

Section 9 of the UC Assessment Policy describes grades and their numerical equivalents (https://guard.canberra.edu.au/policy/policy.php?pol_id=2900). Scaling of marks and academic judgement may be applied to determine students' final grades - in this process no student will be disadvantaged.

All assignments are required to be submitted by the due date. If for any reason you are unable to submit an assignment by the due date you must request an extension in writing before the due date (unless impossible). If there is a medical or counselling reason for the extension request it must be accompanied by a medical or counselling certificate which clearly states:

- that you were unfit to complete the assignment;
- the date of the medical or counselling consultation; and
- the period for which you were / are / will be unfit to complete the assignment.

If there is any doubt with regard to the requirements of any assignment or assessment procedure, the onus for clarifying the issue rests with the student who should contact the lecturer about the matter.

All assignments are to be submitted via Moodle by the due date and time. The standard time is 5pm on the day of submission. Moodle has been configured to refuse late assignments. Students are advised to submit their assignments before the deadline as the system can become slow if many students are attempting to submit at the last moment.

Referencing requirements:
In all submitted written work, the referencing should comply with the author-date or 'Harvard' system, as outlined in the University Library Citation Guide available at: http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides

5d Supplementary Assessment
5e Academic Integrity

Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of other’s work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values. Refer to the policy at https://guard.canberra.edu.au/policy/policy.php?pol_id=3175

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5f Text Matching Software

Text-matching software may be used to check for plagiarism against previous and current student assignments as well as attempts to match text from the internet. The lecturer has the right to conduct verbal examination where work is considered by the unit convener or moderator to be at risk of plagiarism.

Students are encouraged to use the AIMS module available on Moodle to familiarise themselves with university policy describing citation and referencing requirements.

The academic integrity Moodle site is located at http://learnonline.canberra.edu.au/course/view.php?id=2061

6: Student Responsibility

6a Workload

The amount of time you will need to spend on study in this unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp unit the total notional workload over the semester or term is assumed to be 150 hours. These hours include time spent in classes.

The following table is a guide that may help you plan your semester’s effort levels:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours per week</th>
<th>Semester Total</th>
</tr>
</thead>
</table>

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Australian Government Higher Education (CRICOS)
Registered Provider number: #00212K
<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>1</td>
</tr>
<tr>
<td>Tutorials/Workshops</td>
<td>2</td>
</tr>
<tr>
<td>Tutorial Presentation Preparation</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate Presentation</td>
<td></td>
</tr>
<tr>
<td>Final Presentation</td>
<td>1</td>
</tr>
<tr>
<td>Final documentation</td>
<td>2</td>
</tr>
<tr>
<td>Exam Preparation</td>
<td>2</td>
</tr>
<tr>
<td>Exam</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>150</td>
</tr>
</tbody>
</table>

6b Special needs
Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convener or the UC AccessAbility (formerly the Disabilities Office) as soon as possible so the necessary arrangements can be made.

6c Attendance requirements
You are strongly advised to attend all lectures and to fully participate in all tutorials. There is recurring and ongoing group and individual work throughout the unit. The lecture slides and other material are published on the website. Lecture slides should not be considered a substitute for attending the lectures.

Announcements made in lectures or published using the website are deemed to have been heard or read by all students in the unit.

6d Withdrawal
If you are planning to withdraw from this unit, please discuss this with your unit convener. Please see this link for further information on withdrawal deadlines.

6e Required IT skills
You are expected to be a competent computer user and familiar with word processing, presentation software and workflow and document management software (on line instructions are supplied) in this unit. It expected that you will teach yourself how to use the packages by working through the exercises in the software's tutorials and/or studying examples supplied with the software. All assignments are expected to be submitted electronically in Moodle and in Microsoft Office compliant format or PDF; unless specifically stated otherwise.

6f Costs
There are no unusual costs

6g Work Integrated Learning
This unit uses commercially available software and practices and as assignment components. In addition, when available, industry representatives are invited to present guest lectures. Where relevant and practical, management practices in this unit are related to Australian legislation and standards.

6h Additional Information
Sources of other information will be announced in lectures and the website
7: Student Feedback

All students enrolled in this unit will have an opportunity to provide anonymous feedback on the unit at the end of the Semester via the Unit Satisfaction Survey (USS) which you can access by logging into MyUC via the UC homepage: http://www.canberra.edu.au/home/. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous questionnaire.

8: Authority of this Unit Outline

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of Head of Discipline and a majority of students has been obtained; and if written advice of the change is then provided on the unit site in the learning management system. If this is not possible, written advice of the change must be forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.