

<https://courseoutline.auckland.ac.nz/dco/course/OPSMGT/357/1213>



Business and Economics

OPSMGT 357 : Project Management (15 POINTS)

2021 Semester One

Course Prescription

An introduction to the management of projects in organisations, with a particular emphasis placed on the interdisciplinary nature and broad application of projects. Topics covered include people management, organisational planning, and resource issues.

Course Overview

Businesses are increasingly applying 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, including software development, engineering and construction, research and development, new product development, organisational change, events management, and advertising.

The course will emphasise the inter-disciplinary nature of projects. As such the material will deal with the technical, organisational, behavioural, financial, quality, logistical, and informational aspects of managing (planning, scheduling, and controlling) projects in the NZ context and internationally. Thus, the course will entail both qualitative and quantitative material.

Advice regarding assumed knowledge and skills that may prevent students from succeeding: knowledge of basic WORD and EXCEL; algebra, basic statistics, in particular frequency distribution, with normal distribution, standard and weighted average.

Course Requirements

Prerequisite: 30 points at Stage II

Capabilities Developed in this Course

- Capability 1: Disciplinary Knowledge and Practice
- Capability 2: Critical Thinking
- Capability 3: Solution Seeking
- Capability 4: Communication and Engagement
- Capability 5: Independence and Integrity
- Capability 6: Social and Environmental Responsibilities

Graduate Profile: [Bachelor of Commerce](#)

Learning Outcomes

By the end of this course, students will be able to:

1. Analyse and assess the needs of organisations with respect to managing projects (Capability 1, 2 and 6)
2. Understand and utilise the inter-disciplinary nature of Project Management concepts, with respect to their wide application and the multiple stakeholders involved (Capability 3, 5.2 and 6)
3. Use software and other analytical tools to develop competence in the management of projects across all phases of the project management life cycle (Capability 1 and 3)
4. Develop generic skills in time management, self-directed learning, analytical reasoning and decision making for problem solving in the context of project management tasks (Capability 3, 5.1 and 6)
5. Develop generic skills in effective business communication in the context of project management tasks (Capability 4.1, 4.2 and 4.3)

Assessments

| Assessment Type | Percentage | Classification |
|------------------|------------|------------------------|
| Assignment | 15% | Individual Coursework |
| Group Assignment | 15% | Group Coursework |
| Test | 20% | Individual Test |
| Final Exam | 50% | Individual Examination |
| 4 types | 100% | |

| Assessment Type | Learning Outcome Addressed | | | | |
|------------------|----------------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Assignment | ✓ | ✓ | ✓ | ✓ | |
| Group Assignment | ✓ | ✓ | ✓ | ✓ | ✓ |
| Test | ✓ | ✓ | ✓ | ✓ | |
| Final Exam | ✓ | ✓ | ✓ | ✓ | |

A student must pass the Final Exam to be eligible to pass the course.

Workload Expectations

This course is a standard 15 point course and students are expected to spend 10 hours per week involved in each 15 point course that they are enrolled in.

For this course, you can expect per week a 2 hours lecture workshop class, a 2 hours lab class, 2 hours of reading and thinking about the content and 4 hours of work on assignments and/or assessment preparation.

Delivery Mode

Campus Experience

Attendance is expected at scheduled activities of the course including lectures and labs, to develop, amongst other skills, competence in analytical skills for the competencies Critical Thinking and Solution Seeking.

Lectures will be available as recordings for use as a revision tool; however, lecture recordings are not a replacement for attending lectures. Lecture classes are delivered more like a workshop with many in-class exercises and discussions. These in-class activities, by their nature, can usually not be recorded adequately and therefore lecture recordings are not a replacement for attending and participating in lecture classes. Other learning activities including labs will not be available as recordings.

The course will not include live online events.

Attendance on campus is required for the test and exam.

The activities for the course are scheduled as a standard weekly timetable delivery.

Learning Resources

Prescribed Textbook:

Heagney, Joseph (2016). Fundamentals of Project management. New York: American Management Association, 5th Edition, ISBN 9780814437360. The text is available as hardcopy at UBS with student discount and as free e-book (ISBN 9780814437377) via the University's Libraries and Learning Services website.

Recommended book: Project Management: The Managerial Process, 7th edition (2018) by Larson and Gray.

All other course readings become available via Reading Lists or in Canvas | Modules as the course progresses.

Other resources:

Of particular relevance to this course is: Project Management Institute Standards Committee (2013). A guide to the project management body of knowledge: PMBOK guide. (e-book and in Library Short Loan).

A limited number of readings and/or handouts may be distributed in class or via Canvas | Modules. Canvas also provides links to library resources, journal articles and other supporting material. There are numerous journals and books related to project management that may provide further material for students that are interested in pursuing Project Management beyond this course. These can be located through Canvas or directly from the Libraries and Learning Services website.

Student Feedback

At the end of every semester students will be invited to give feedback on the course and teaching through a tool called SET or Qualtrics. The lecturers and course co-ordinators will consider all feedback and respond with summaries and actions.

Your feedback helps teachers to improve the course and its delivery for future students.

Class Representatives in each class can take feedback to the department and faculty staff-student consultative committees.

Digital Resources

Course materials are made available in a learning and collaboration tool called Canvas which also includes reading lists and lecture recordings (where available).

Please remember that the recording of any class on a personal device requires the permission of the instructor.

Students are advised to take advantage of the software resources made available, namely Microsoft Project. Please remember that software applications provided for download are also copyright protected and can only be used for academic purposes.

Note: The information in Canvas forms an integral part of the course. Materials and information will be made available through this channel throughout the semester.

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 their learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the internet. A student's assessed work may be reviewed against online source material using computerised detection mechanisms.

Inclusive Learning

All students are asked to discuss any impairment related requirements privately, face to face and/or in written form with the course coordinator, lecturer or tutor.

Student Disability Services also provides support for students with a wide range of impairments, both visible and invisible, to succeed and excel at the University. For more information and contact details, please visit the [Student Disability Services' website](http://disability.auckland.ac.nz) <http://disability.auckland.ac.nz>

Special Circumstances

If your ability to complete assessed coursework is affected by illness or other personal circumstances outside of your control, contact a member of teaching staff as soon as possible before the assessment is due.

If your personal circumstances significantly affect your performance, or preparation, for an exam or eligible written test, refer to the University's [aegrotat or compassionate consideration page](https://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/during-exams/aegrotat-and-compassionate-consideration.html) <https://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/during-exams/aegrotat-and-compassionate-consideration.html>.

This should be done as soon as possible and no later than seven days after the affected test or exam date.

Learning Continuity

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.

Due to Microsoft's academic licensing design, MS Project software cannot be made available remotely via the university's FlexIT webservice. If you have to work with the software outside of the OGGB Lab rooms, you will need to install a (free) copy of the software onto your own computer; quite old computers may not be feasible. Apple computers need a second (free Windows) operating system installed to run MS Project; please ask your own private computer technician for support with this task.

The University may offer a limited number of short-term loan IT equipment under the Student IT Equity initiative.

It is your own responsibility to prepare in a timely manner for contingencies like having to use at short notice any course software from home for class work and assessments due to an event like a Covid-19 lockdown.

Student Charter and Responsibilities

The Student Charter assumes and acknowledges that students are active participants in the learning process and that they have responsibilities to the institution and the international community of scholars. The University expects that students will act at all times in a way that demonstrates respect for the rights of other students and staff so that the learning environment is both safe and productive. For further information visit [Student Charter](https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/student-charter.html) <https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/student-charter.html>.

Disclaimer

Elements of this outline may be subject to change. The latest information about the course will be available for enrolled students in Canvas.

In this course you may be asked to submit your coursework assessments digitally. The University reserves the right to conduct scheduled tests and examinations for this course online or through the use of computers or other electronic devices. Where tests or examinations are conducted online remote invigilation arrangements

may be used. The final decision on the completion mode for a test or examination, and remote invigilation arrangements where applicable, will be advised to students at least 10 days prior to the scheduled date of the assessment, or in the case of an examination when the examination timetable is published.