

# Project Management - Course Outline

## ENGR 301: 2012 Trimester 1

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This document sets out the workload and assessments required from you for ENGR 301. It also provides contact information for staff involved in the course. If the contents of this document are altered during the course, you will be advised of the change by an announcement in lectures and/or on the course web site. A printed copy of this document is held in the School Office.

### The Course

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ENGR 301 is a course in basic project management. It prepares you for the methods, tools and techniques that are used in industry, business, and commerce. These tools and techniques will be a great help to you in controlling and managing all your projects, especially in ENGR 302, the final-year project in your degree and all projects in your professional (and private) life. The course introduces the essential project management topics of Requirements Engineering, Strategic Life-Cycle Models, Risk Management, Estimation Techniques for time and cost of project activities, Planning project activities for effective production of deliverables, Change Management, Quality Management, Configuration Management and Social Intelligence in Team Building and Team Management. You will record your learning in a Research Log (how to keep this Research Log will be explained in class). The record in your Research Log may form part of your final assessment.

### Objectives

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By the end of the course you should be able to:

- analyse client's requirements and construct a requirements specification (BE graduate attributes [1\(a\)](#), [1\(b\)](#), [2\(a\)](#) and [2\(b\)](#));
- construct a risk register and use it to manage a project (BE graduate attributes [1\(b\)](#) and [3\(e\)](#));
- estimate activity time and cost and construct a project plan (BE graduate attribute [3\(a\)](#), [3\(d\)](#) and [3\(e\)](#));
- justify choices in team building and team management (BE graduate attributes [2\(a\)](#));
- understand the concepts of configuration management and quality management (BE graduate attributes [1\(b\)](#), [3\(d\)](#) and [3\(e\)](#));

### Textbook

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The textbook for ENGR 301 is: Schwalbe, K., (2010), *Information Technology Project Management*, Boston USA, Course Technology. ISBN: 978-0-324-78692-1

Two further books to read are:

Hughes, B., Ireland, R., West, B., Smith, N. and Shepherd, D.I., (2004), *Project Management for IT-Related Projects*, UK, BCS.

Bazerman, M.H. and Moore, D., (7th Edition 2009), *Judgement in Managerial Decision Making*, USA, John Wiley & Sons.

You will need to make notes on these and other materials during the ENGR 301 course.

### Lectures

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Lectures and seminar sessions for ENGR 301 are on Mondays, Wednesdays and Fridays starting at 2:10pm in Murphy Building Room 632. It is good practice to be ready to start on time - this means getting to the lecture room five minutes prior to start time and preparing yourself to start on time. Some weeks there will be a Guest Speaker from a company in Wellington. Therefore, **you should attend all classes and actively take part in discussions as part of your learning.**

### Assignments

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There are 3 assignments in ENGR 301. Instructions for assignments will be provided in lectures and are outlined as follows:

**Assignment 1.** You will work in groups of 5 to design and construct a poster that displays your knowledge of Project Management learned during lecture weeks 1 to 9. Posters must be displayed in class on Friday 18 May 2012.

**Assignment 2** During the mid-trimester break you will individually prepare a reflective report (of approximately 1000 words) on your poster development, explaining **(a) each element in the poster (b) why each element is in the poster (c) how these elements are inter-related**. This is an opportunity for you to demonstrate your communication skills. Hard copy of Assignment 2 is to be handed in to Dr Allan at the start of the Lecture session on Monday 23 April 2012 AND SUBMITTED ON-LINE by 2pm that day.

**Assignment 3.** In this assignment you will reflect on your learning during teaching weeks 1 to 11 and write a reflective report (of about 2500 words) on your individual knowledge gained during the whole course. This is an opportunity for you

to exercise professional judgement, your social intelligence and further demonstrate communication and engineering professionalism. Assignment 3 is to be handed in at the Lecture on Wednesday 30 May 2012 AND SUBMITTED ONLINE by 12 noon on that day. The electronic copy should be submitted to the [school electronic submission system](#).

**Bachelor of Engineering students should be aware that copies of their assessed work may be retained for inspection by an accreditation panel.**

## Penalties for Late Submission of Assignments

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Late submissions will only be accepted in exceptional circumstances and after prior consultation with the course coordinator. Lateness may result in partial credits.

## Workload

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In order to maintain satisfactory progress in ENGR 301, you should plan to spend **at least 10 hours per week** on ENGR 301. A large part of your time will be needed for study/research and making notes on what you discover, A realistic breakdown for these hours would be:

- 3 hours in class learning,
- 5 hours each week reading, thinking and making notes to build up your knowledge content and problem solving ability,
- 2 hours a week working specifically on your next Assignment.

## Assessment

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The assessment is in four separate but linked parts: one group poster, two individual reflective reports and one individual examination. All parts contribute to your overall course grade. It is strongly recommended that you submit reasonable attempts at the assignments and the exam. Your grade for ENGR 301 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>	<u>Due Date</u>
Assignment 1 Poster	15%	18 May 2012
Assignment 2 Individual Reflections on Poster Development	15%	23 April 2012
Assignment 3 Individual Reflective Report	35%	30 May 2012
Final Examination 2 hours	35%	15 June - 04 July 2012

**You are reminded that copies of your assessed work may be retained for inspection by an accreditation panel.**

## School of Engineering and Computer Science

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The School office is located on level three of the Cotton Building ([Cotton 358](#)).

The notice board for ENGR 301 is located on the second floor of the Cotton Building.

## Staff

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The course organiser for ENGR 301 is Dr George Allan and he will deliver the lectures. His contact details are:

- Dr George Allan
- [Cotton 230](#)
- +64 4 463 6741
- [george.allan@ecs.vuw.ac.nz](mailto:george.allan@ecs.vuw.ac.nz)

## Announcements and Communication

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The main means of communication outside of lectures will be the ENGR 301 web area at [http://ecs.victoria.ac.nz/Courses/ENGR301\\_2012T1/](http://ecs.victoria.ac.nz/Courses/ENGR301_2012T1/). There you will find, among other things, this document, the [lecture schedule](#) and [assignment handouts](#), and the [ENGR 301 Forum](#). The forum is a web-based bulletin board system. Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

## Exams

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The [timetable for final examinations](#) will be available from the University web site and will be posted on a notice board outside the faculty office. The final examination will be three hours long. No computers, electronic calculators or similar device will be allowed in the final examination. Paper non-English to English dictionaries will be permitted. The examination period for trimester 1 is 15 June - 4 July.

*Policies and penalties for late submission*

## Mandatory Requirements

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\* You must keep a record of your day-to-day learning during ENGR 301 in a Research Log (How to keep your Research Log will be explained in class).

- You should attend all classes and take part in discussions to strengthen your learning\* .
- You must submit reasonable attempts at the assignments and the exam.
- You must not plagiarise.

## Passing ENGR 301

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To pass ENGR 301, a student must satisfy mandatory requirements and gain at least a **C** grade overall.

## Rules & Policies

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### Plagiarism

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#### Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students, to help and seek help with programming details, problems involving the lab machines. However, any work you hand in must be your own work.

The School policy on Plagiarism (claiming other people's work as your own) is available from the course home page. Please read it. We will penalise anyone we find plagiarising, whether from students currently doing the course, or from other sources. Students who knowingly allow other students to copy their work may also be penalised. If you have had help from someone else (other than a tutor), it is always safe to state the help that you got. For example, if you had help from someone else in writing a component of your code, it is not plagiarism as long as you state (eg, as a comment in the code) who helped you in writing the method.

### Withdrawal

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The last date for withdrawal from ENGR 301 with entitlement to a refund of tuition fees is Friday 16 March 2012. The last date for withdrawal without being regarded as having failed the course is Friday 18 May 2012 -- though later withdrawals may be approved by the Dean in special circumstances.

Find key dates, explanations of grades and other useful information at <http://www.victoria.ac.nz/home/study>.

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress>.

The University's statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy>, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at <http://www.victoria.ac.nz/home/about/avcacademic>

All students are expected to be familiar with the following regulations and policies, which are available from the school web site:

#### Grievances

#### Student and Staff Conduct

#### Meeting the Needs of Students with Disabilities

#### Student Support

#### Academic Integrity and Plagiarism

#### Dates and Deadlines including Withdrawal dates

#### School Laboratory Hours and Rules

#### Printing Allocations

#### Expectations of Students in ECS courses

The School of Engineering and Computer Science strives to anticipate all problems associated with its courses, laboratories and equipment. We hope you will find that your courses meet your expectations of a quality learning experience.

If you think we have overlooked something or would like to make a suggestion feel free to talk to your course organiser or lecturer.

- Planning\_Tutorial.doc: Planning Questions
  - ThinkingandLearning.ppt: Thinking & Learning slides
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