Project Management - Course Outline
ENGR 301: 2010 Trimester 1

This document sets out the workload and assessment requirements 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

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 in controlling and managing your project in ENGR 302 and the final project of your degree. The course introduces topics of Requirements Engineering, Estimation techniques for time and cost of project activities, Planning project activities for effective production of deliverables, Strategic Life-Cycle Models, Risk Management, Change Management, Quality Management, Configuration Management, Using COTS products and, Social Intelligence in Team Building and Team Management.

Objectives

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));

- estimate activity time and cost and construct a project plan (BE graduate attribute 3(a), 3(d) and 3(e));

- construct a risk register and use it to control a project (BE graduate attributes 1(b) and 3(e));

- understand the concepts of configuration management, change management and quality management (BE graduate attributes 1(b), 3(d) and 3(e));

- justify choices in team building and team management (BE graduate attributes 2(a)).

Textbook

The textbook for ENGR 301 is:
- Schwalbe, K., (2008), *Introduction to Project Management*, Course Technology, Boston.
- A recommended text by Hughes, B., Ireland, R., West, B., Smith, N. and Shepherd, D.I., (2004), *Project Management for IT-Related Projects*, BCS, UK.
- You will need to make notes on these and other materials during the ENGR 301 course.

Lectures

A schedule of lecture topics, readings, and assignment due dates is available online

Lectures and seminar sessions for ENGR 301 are on Mondays and Fridays starting at 13:10 in Cotton Building Room 118. Please be ready to start on time - **this means getting to CO118 five to ten minutes prior to start time**. External speakers from Wellington industry/commerce will be invited to present their experiences in class. You will need to attend and actively take part ready for discussions in class.

Assignments

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

There are 2 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 what you have learned from weeks 1 to 5. Posters must be ready for display in class on Monday 19 April 2010. During the mid-trimester break you will individually prepare a reflection on your poster (approximately 1000 words) explaining why it

contains each element and how these are inter-related in your oppinion. This is an opportunity for you to demonstrate communication and professionalism. Assignment 1 is to be handed in on Monday 19 April 2010 at 1 pm in the lecture session.

Assignment 2. This assignment builds on assignment 1 by further reflecting on your learning during weeks 1 to 5 coupled with reflection on weeks 6 to 11 and write a critical report (about 3000 words) on your knowledge gained during the whole course. This is an opportunity for you to exercise professional judgement, your social intelligence and further demonstrate communication and professionalism. Assignment 2 is to be handed in on Friday 28 May 2010 by 12 noon.

The two critical reports have to be **submitted electronically** AND **as hard copy**. The electronic copy should be submitted to the school electronic submission system.

Workload

In order to maintain satisfactory progress in ENGR 301, you should plan to spend an average of at least *10* hours per week on ENGR 301. A realistic breakdown for these hours would be:
- 2 hours in class learning from Lectures and External Speakers,
- 5 hours each week reading, making notes and thinking to build up your learning content and ability,
- 3 hours a week working specifically on your Assignments.

Assessment

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

Item	Weight
Assignment 1	25%
Assignment 2	35%
Examination	40%

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

Penalties for Late Submission of Assignments

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

School of Engineering and Computer Science

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

The course organiser and lecturer for ENGR 301 is Supply Name and Person: Dr George Allan. His contact details are:
- *Dr George Allan*
- Cotton 230
- +64 4 463 6741
- george.allan@ecs.vuw.ac.nz

- Some weeks their will be a Guest Speaker from a company usually in Wellington.

Announcements and Communication

The main means of communication outside of lectures will be the ENGR 301 web area at http://ecs.victoria.ac.nz/Courses/ENGR301_2010T1/. 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.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students. 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.

Mandatory Requirements

You must keep a log of your day-to-day learning during ENGR 301 in a Learning Journal (how to keep this Learning Journal will be explained in class). Your Learning Journal may form part of your final assessment.

Passing ENGR 301

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

Withdrawal

The last date for withdrawal from ENGR 301 with entitlement to a refund of tuition fees is Fri 12 March 2010. The last date for withdrawal without being regarded as having failed the course is Fri 14 May 2010 -- though later withdrawals may be approved by the Dean in special circumstances.

Rules & Policies

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.