

# Project Management - Course Outline

## ENGR 301: 2013 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 with the methods, tools and techniques that are used in industry, business, and commerce. These tools and techniques will help to you to manage and control all your academic assignments (treated as projects) and all projects in your professional and private life.

The course introduces the project management topics of Requirements Engineering, Project Initiation Documents, 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, Configuration Management and Social Intelligence in Team Building and Team Management.

There is an emphasis on being 'Agile' and adapting to changes in real-life events.

You will record your learning in a Research Log (how will be explained in class) and from this you will develop skills in Reflective Thinking. The record in your Research Log may form part of your final assessment.

### Learning Objectives

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

1. make good decisions by thinking reflectively and constructing reflective reports - BE graduate attribute 2(b);
2. analyse client's requirements and construct a Project Initiation Document - BE graduate attributes 1(a), 1(b);
3. construct risk registers and use them to manage projects - BE graduate attribute 3(e);
4. estimate activity times and costs and construct project plans - BE graduate attribute 3(d);
5. justify choices in team building and team management - BE graduate attribute 2(a);
6. understand the concepts of Configuration Management, Change Management and Post Implementation Reviews - BE graduate attributes 1(b), 3(d).

### Lectures

Lectures sessions for ENGR 301 are in Hugh Mackenzie Lecture Room 001 on Mondays starting at 11:00 am, on Tuesdays starting at 10am. It is good practice to be ready to start on time - this means getting to the lecture room by 1:05pm and preparing yourself ready to start on time.

There may be Guest Speakers from companies in Wellington. Therefore, **you should attend all classes and actively take part in discussions as part of your learning.** The Lecture schedule can be viewed at [https://ecs.victoria.ac.nz/Courses/ENGR301\\_2013T1/LectureSchedule](https://ecs.victoria.ac.nz/Courses/ENGR301_2013T1/LectureSchedule)

### Assessment

Assessment of your learning of ENGR301 material is in four parts: 2 Assignments and 2 In-Class Tests. All parts contribute to your overall grade for ENGR 301 based on the following weightings:

<u>Item</u>	<u>Weight</u>	<u>Due Date</u>
Assignment 1 Project Initiation Document	25%	Monday 24 March 2014
In-Class Test of 1 hour	30%	Test 1 on Wednesday 11 April 2014
In-Class Test of 1 hour	30%	Test 2 on Wednesday 28 May 2014
Assignment 2 Poster Show Case	15%	Monday 12 May 2014

### The Assignments

Instructions for the 2 assignments are outlined as follows and will be amplified in lectures:

**Assianment 1** - You will construct a Project Initiation Document in which you will state your personal Requirements

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Analysis and your Business Case for studying this course. You will research and build Initial Plans on the project management knowledge you will gain during the 12 weeks of this ENGR301 Course.

Hard copy of this assignment is to be handed in to Dr Allan at the start of the Lecture session on Monday 24 March 2014.

**Assignment 2** - You will work in groups of 5 to design and construct a poster that displays your knowledge of Project Management learned during this course. Posters must be displayed in class on Monday 12 May 2013. External professionals from Wellington industry will be invited to view your work.

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## Penalties for Late Submission of Assignments

Late submissions will only be accepted in exceptional circumstances and after prior consultation with the course coordinator. Marks will be deducted 10% for each day late.

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## The Tests

The 2 tests take place in class and replace a formal 2 hour examination during Victoria University's examination period. They are timed to support Assignments 1 and 2. This should minimize your time and effort in revisiting subject material and maximize the opportunity to demonstrate your knowledge at the end of this course.

**It is strongly recommended that you submit reasonable attempts at all assignments and tests. Bachelor of Engineering students should be aware that copies of their assessed work may be retained for inspection by an accreditation panel.**

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## Workload

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.

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## Textbook

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 refer to 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.

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## Mandatory Requirements

**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 must submit reasonable attempts to the 2 assignments and the 2 tests.**
- **You must not plagiarise.**

**You should attend all classes and take part in discussions to strengthen your learning .**

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## Passing ENGR 301

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

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## Staff

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)

The course lecturer is Mr Lawrence Collingbourne. His contact details are: \* Mr Lawrence Collingbourne

- [Cotton 230](#)
- +64 4 463 6741
- [lawrence.collingbourne@xtra.co.nz](mailto:lawrence.collingbourne@xtra.co.nz)

## 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.

### 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\\_2013T1/](http://ecs.victoria.ac.nz/Courses/ENGR301_2013T1/). 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.

*Policies and penalties for late submission*

### 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 15 March 2013. The last date for withdrawal without being regarded as having failed the course is Friday 17 May 2013 -- though later withdrawals may be approved by the Dean in special circumstances.

### Rules & Policies

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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.

