

# Project Management - Course Outline

## ENGR 301: 2016 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.

ENGR 301 takes a pragmatic and practical approach to teaching basic project management, including aspects of project life cycle, requirements analysis, principles of design, project tasks and deliverables, contracts, feasibility analysis, cost estimation and cost/benefit analysis, project scheduling, critical path analysis, risk management, quality assurance, managing project resources, testing and delivery, maintenance, interpersonal communication, teamwork and project leadership. Students will work on a technical group project which will provide opportunities to practice the project management techniques learned in class.

### Objectives

By the end of the course, students should be able to:

1. Produce of a Project Initiation Document (PID) (BE graduate attributes 1(a), 1(b), 2(b), 3(d)).
2. Analyse the client's requirements and define projects to meet them in a Project Initiation Document (BE graduate attributes 1(a), 1(b)).
3. Apply good practices and professional standards to maximize the success of a project in both technical and interpersonal aspects (BE graduate attributes 3(a), 3(d), 3(e), 3(f)).
4. Construct a risk register and use it to manage a project (BE graduate attribute 3(e)).
5. Understand the concepts of Project Planning, Monitoring & Controlling and Project Communications (BE graduate attributes 1(b), 3(d)).
6. Prepare and deliver an achievement or progress report orally or in writing (BE graduate attributes 1(a), 2(b), 3(b), 3(e)).

### Textbook

There is no prescribed textbook for ENGR 301 in 2016, but a recommended text is

*Introduction to Project Management*  
Kathy Schwalbe  
Library Call Number: HD69 P76 S398 I 2009

The library holds a large number of textbooks on project management and students should select those texts relevant to the specific needs of their project.

### Lectures, Tutorials, Laboratories, and Practical work

ENGR 301 is a trimester 1 course. The trimester starts on 29 February and the examination period at the end of the course is 10 June - 29 June.

A [schedule](#) of lecture topics, readings, and assignment due dates is available online.

Lectures for ENGR 301 are, unless otherwise advised:

Day	Time	Room
Wednesday	11:00 - 11:50	Easterfield LT206
Thursday	12:00 - 12:50	Hunter LT119
Friday	11:00 - 11:50	Murphy LT220

**Note:** Lectures are in different lecture theatres each day!

There are no regularly scheduled tutorials or laboratories for ENGR 301. Students are expected to arrange their own times for regular project team meetings and for meetings with project clients.

### Assignments and Projects

There is one group project in ENGR301. There will be five individual assignments, one group document, and an individually-assessed presentation and written report scheduled in the examination period. Assignments will be

distributed in class and available online.

## Workload

In order to maintain satisfactory progress in ENGR 301, you should plan to spend an average of 10 hours per week on this paper. A plausible and approximate breakdown for these hours would be:

- Lectures: 3 hours.
- Assignments: 1-2 hours.
- Project work, both technical and management: 5-6 hours.

## School of Engineering and Computer Science

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

## Staff

The course organiser and lecturer for ENGR 301 is [James Quilty](#). His contact details are:

- [Dr James Quilty](#)
- [Alan MacDarmid AM226](#)
- +64 4 463 5233 ext. 4090
- [James.Quilty@ecs.vuw.ac.nz](mailto:James.Quilty@ecs.vuw.ac.nz)
- Office Hours: Tuesdays 2-3 pm and Thursdays 2-4 pm.

The course tutors are Tessa Phillips [phillitess@myvuw.ac.nz](mailto:phillitess@myvuw.ac.nz) and Glen Peek [peekglen@myvuw.ac.nz](mailto:peekglen@myvuw.ac.nz).

## Class Representatives

The class representative provides a useful way to communicate feedback to the teaching staff during the course. The class representative and contact details are:

- Joely Huang
- [joely.huang@gmail.com](mailto:joely.huang@gmail.com)

## 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\\_2016T1/](http://ecs.victoria.ac.nz/Courses/ENGR301_2016T1/). 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.

## Assessment

Your grade for ENGR 301 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>	<u>Due</u>
Project initiation document (group assessment)	15%	13 April
Assignments (individual assessment)	50%	23 March and fortnightly from 22 April to 3 June
Project achievement presentations and achievement report, (individually assessed)	35%	Exam period

Assignments and reports are to be submitted using the online submission system of the School of Engineering and Computer Science. Marked work will be returned through the same system.

## Tests and Exams

There are no tests or exams for ENGR 301.

## Policies and penalties for late submission

Late submissions will be subject to a penalty of 10% per day for 4 days. No work will be accepted after this unless previously arranged with the Course Coordinator.

Extensions of assessment deadlines may be granted, but only in exceptional circumstances. If you believe that exceptional circumstances require an extension of an assessment deadline, contact the Course Coordinator as soon as

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possible.

## 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 for individual assessment 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 Course Requirements

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There are no mandatory course requirements.

## Passing ENGR 301

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To pass ENGR 301, a student must gain at least a **C-** grade overall.

## Withdrawal

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The last date for withdrawal from ENGR 301 with entitlement to a refund of tuition fees is Friday 11 March 2016. The last date for withdrawal without being regarded as having failed the course is Friday 13 May 2016 -- 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.

[Course Outline as PDF](#)

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