

## Group Project - Course Outline

### ENGR 302: 2016 Trimester 2

This document sets out the workload and assessment requirements for ENGR 302. 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 302 continues a pragmatic and practical approach to teaching basic project management through the execution of a group project and the application of monitoring and controlling processes. Emphasis will be placed on client-focussed modes of project execution. Students will work in teams on a project of appropriate complexity, practising teamwork and project execution, monitoring and closing. The course concludes with the delivery of a successful project outcome to the client.

### Course Learning Objectives (CLOs)

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

1. Use their understanding of executing, monitoring, controlling and closing processes to successfully deliver project outcomes (BE graduate attributes [1\(a\)](#), [1\(b\)](#)).
2. Maintain a focus on client requirements and needs (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. Prepare and deliver achievement and progress reports both orally and in writing (BE graduate attributes [1\(a\)](#), [2\(b\)](#), [3\(b\)](#), [3\(e\)](#)).

### Textbook

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There is no prescribed textbook for ENGR 302 in 2016, but a recommended text is

*Revised An Introduction to Project Management, Fifth Edition*  
Kathy Schwalbe  
Library Call Number: [HD69 P75 S392 2016](#) (2 copies available).

The second edition is also available in the library

*Introduction to Project Management*  
Kathy Schwalbe  
Library Call Number: [HD69 P76 S398 I 2009](#) (2 copies available).

Note that there are differences in chapter numbers between the two editions.

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

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ENGR 302 is a trimester 2 course. The trimester starts on 11 July and the examination period at the end of the course is 21 October - 12 November.

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

Lectures for ENGR 302 are, unless otherwise advised:

<u>Day</u>	<u>Time</u>	<u>Room</u>
Monday	12:00 - 12:50	77 Fairlie Terrace FT77/306
Tuesday	15:10 - 16:00	77 Fairlie Terrace FT77/306
Friday	14:10 - 15:00	77 Fairlie Terrace FT77/306

Monday will always be a lecture, while Tuesday and Friday will generally be meetings between specific teams and the course coordinator acting in the role of "Programme Director" (PD) of the ENGR 302 project portfolio. From time-to-time there may be guest speakers scheduled on the Tuesday and Friday lecture times, which all students should attend. Adequate notice of meetings with the PD or guest speakers will be given.

Student teams are expected to arrange their own times for regular project meetings and for meetings with project clients.

## Assignments and Projects

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Each student will work on one group project in ENGR302. There will be five individual assignments, one group document, and two individually-assessed presentations and written report scheduled in the examination period. Assignments will be made available, and should be submitted, through the ECS online submission and assessment system.

## Workload

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In order to maintain satisfactory progress in ENGR 302, 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 and PD Meetings: 2 hours
- Assignments: 1 hour
- Project work, both technical and management: 7 hours.

## School of Engineering and Computer Science

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

## Staff

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The course organiser and lecturer for ENGR 302 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
- Office Hours: Mondays 2-3 pm, Tuesdays 4-5 pm and Fridays 3-4 pm.

The course tutors are Tessa Phillips phillitess@myvuw.ac.nz and Glen Peek peekglen@myvuw.ac.nz.

## Class Representative

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The class representative provides a useful way to communicate feedback to the teaching staff during the course. The ENGR302 class representative is:

- Bonnie Liao
- bonnieliao@live.com

## Announcements and Communication

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The main means of communication outside of lectures will be the ENGR 302 web area at [http://ecs.victoria.ac.nz/Courses/ENGR302\\_2016T2/](http://ecs.victoria.ac.nz/Courses/ENGR302_2016T2/). There you will find, among other things, this document, the lecture schedule and assignment handouts. On occasion, when the need arises, email to the class list may also be used.

## Assessment

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Your grade for ENGR 302 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>	<u>Due</u>	<u>CLOs Supported</u>
Presentation (individual assessment)	15%	Week 7 (5-9 September)	2, 3, 4
In-class tests (individual assessment)	20%	Small tests on readings in class, large test in week 9 (19-23 September)	1, 3
Assignments (individual assessment)	30%	Weeks 4 and 12 (1-5 August and 10-14 October)	1, 2, 4
Project delivery: Client presentation and handover documents (group assessment 15%; individual assessment 20%)	35%	Exam period	1-4

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

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There is one in-class test in ENGR 302. There is no final examination for ENGR 302. however oral presentations and

final report submission will be arranged during the exam period. If exceptional circumstances prevent your sitting the test or presenting at the scheduled time, contact the Course Coordinator for advice as soon as possible.

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. This timetable will give the date and time of the final oral presentation assessment.

## Policies and penalties for late submission

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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 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 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.

## Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

## Mandatory Course Requirements

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There are no mandatory course requirements.

## Passing ENGR 302

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To pass ENGR 302, a student must gain at least a **C-** grade overall.

## Withdrawal

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The last date for withdrawal from ENGR 302 with entitlement to a refund of tuition fees is Friday 22 July 2016. The last date for withdrawal without being regarded as having failed the course is Friday 23 September 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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