



# PPMP11001 *Project Management Principles*

## Term 1 - 2024

Profile information current as at 29/07/2024 03:55 pm

All details in this unit profile for PPMP11001 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

The unit introduces you to a wide range of important topics in project management including but not limited to the benefits of project management; project manager's role, responsibilities, organisational strategy, structure and culture; project governance, portfolios and project selection; and project initiation pre-requisites (e.g. business case). You will also learn the foundational elements and definitions within the project management domain (e.g. project life cycle) and analyse factors that contribute to project success in different contexts. The unit exposes you to various aspects of project success and its impacting factors in different contexts.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2024

- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- Rockhampton

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Practical Assessment**

Weighting: 30%

#### 2. **Online Test**

Weighting: 20%

#### 3. **Written Assessment**

Weighting: 50%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Analyse the importance of project management in various organisational contexts
2. Identify the project components and processes essential to successful project implementation
3. Identify organisational, strategic and resource-related factors important to project selection and prioritisation
4. Evaluate and recommend an appropriate project management strategy for a project considering organisational context and stakeholders' expectations.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•	•	•
2 - Problem Solving			•	•
3 - Critical Thinking			•	•
4 - Information Literacy	•	•		
5 - Team Work				•
6 - Information Technology Competence				
7 - Cross Cultural Competence				
8 - Ethical practice				
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

## Textbooks and Resources

### Textbooks

There are no required textbooks.

### IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Zoom access for weekly meetings

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)  
 For further information, see the Assessment Tasks.

## Teaching Contacts

**Luc Bauwmans** Unit Coordinator  
[l.bauwmans@cqu.edu.au](mailto:l.bauwmans@cqu.edu.au)

## Schedule

### Week 1 - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to the Unit. What is a project, project management? Aspects of working in a team.	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li>• Icebreaker</li><li>• Open forum: Your expectations from this Unit.</li></ul> By end of this week: <ul style="list-style-type: none"><li>• Review all Moodle material for this week.</li><li>• <b>Complete a diagnostic self-assessment.</b></li></ul>

### Week 2 - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Projects as value delivery vehicles. ANSI/PMI 99-001-2021 Project management principles	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li>• <b>Introduction of assessment 1: Learning Journal.</b></li><li>• Feedback on diagnostic self-assessment.</li></ul> By end of this week: <ul style="list-style-type: none"><li>• Review all Moodle material for this week.</li><li>• Have started your learning journal based on your diagnostic assessment.</li></ul>

### Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
PMBOK 7th Ed. (2021) Project management performance domains.	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li>• Q&amp;A: Learning Journal.</li><li>• Open discussion of this week's topics</li><li>• <b>Start team formation for assessment 3.</b></li></ul> By end of this week: <ul style="list-style-type: none"><li>• Review all Moodle material for this week.</li><li>• Record this week's learning in your learning journal.</li></ul>

### Week 4 - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
PMBOK 7th Ed. (2021): Project management <ul style="list-style-type: none"><li>• Models</li><li>• Methods</li><li>• Artefacts</li></ul>	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li>• Q&amp;A: Learning Journal.</li><li>• Open discussion of this week's topics</li></ul> By end of this week: <ul style="list-style-type: none"><li>• Review all Moodle material for this week.</li><li>• Record this week's learning in your learning journal.</li><li>• <b>Team formation for assessment 3 complete.</b></li></ul>

### Week 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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PMBOK 7th Ed. (2021): Project management (Continued)

- Models.
- Methods.
- Artefacts.

Reading material on Moodle.

During the class:

- Q&A: Learning Journal.
- Open discussion of this week's topics
- **Introduction of assessment 3: Written assessment.**

By end of this week:

- Review all Moodle material for this week.
- Record this week's learning in your learning journal.

### Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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Managing projects using the PRINCE2 method.

Reading material on Moodle.

During the class:

- Q&A: Learning Journal/report.
- Open discussion of this week's topics.

By end of this week:

- Review all Moodle material for this week.
- Record this week's learning in your learning journal.

### Week 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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PMI (2022), Process Groups: A Practice Guide: (Continued)

- Initiating Process Group.
- Planning Process Group.

Reading material on Moodle.

During the class:

- Q&A: Learning Journal/report/quiz.
- Open discussion of this week's topics

By end of this week:

- Review all Moodle material for this week.
- Record this week's learning in your learning journal.

### Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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PMI (2022), Process Groups: A Practice Guide:

- Planning Process Group (Cont'd).

Reading material on Moodle.

During the class:

- Q&A: Learning Journal.
- Open discussion of this week's topics

By end of this week:

- Review all Moodle material for this week.
- Record this week's learning in your learning journal.
- **Complete assessment 2: Online quiz.**

### Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
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PMI (2022), Process Groups: A Practice Guide: (Continued)

- Executing Process Group.
- Monitoring and Controlling Process Group.

Reading material on Moodle.

During the class:

- Q&A: Learning Journal/report.
- Open discussion of this week's topics

By end of this week:

- Review all Moodle material for this week.
- Record this week's learning in your learning journal.
- **Assessment 1: Learning Journal submission**

## Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
PMI (2022), Process Groups: A Practice Guide: <ul style="list-style-type: none"><li>Monitoring and Controlling Process Group (Cont'd)</li><li>Closing Process Group.</li></ul>	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li>Q&amp;A: Report/presentation.</li><li>Presentation schedule finalised.</li><li>Open discussion of this week's topics</li></ul> By end of this week: <ul style="list-style-type: none"><li>Review all Moodle material for this week.</li></ul>

## Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Agile project methods	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li><b>Assessment 3B: Zoom presentations. All students to attend.</b></li></ul> By end of this week: <ul style="list-style-type: none"><li>Teamwork: Prepare final submission.</li></ul>

## Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Review of Unit content	Reading material on Moodle.	During the class: <ul style="list-style-type: none"><li><b>Assessment 3B: Zoom presentations. All students to attend.</b></li></ul> <b>By end of this week:</b> <ul style="list-style-type: none"><li>Teamwork: Prepare final submission.</li></ul>

## Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
		By the end of the week: <ul style="list-style-type: none"><li><b>Submit assessment 3A: Written assessment.</b></li></ul>

## Exam Week - 10 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
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## Term Specific Information

This Unit will be offered in online workshop mode via Zoom as published on Moodle. Attendance is mandatory and videos have to be switched on. Audio-only attendance will be taken as non-attendance.

## Assessment Tasks

### 1 Personal Learning Journal.

#### Assessment Type

Practical Assessment

#### Task Description

From week 2 onwards, you will open and progressively complete a personal learning journal for the duration of this Unit. The journal is to document your progressive learning during the term in the following areas as aligned with the UNIT LO's:

- The importance of project management in various organisational contexts.
- The project components and processes essential to successful project implementation.
- The use of an appropriate project management strategy in a given organisational context and stakeholders' expectations.

The journal is submitted by the end of week 9.

**Assessment Due Date**

**Return Date to Students**

**Weighting**

30%

**Assessment Criteria**

The journal will be assessed on authenticity as established during the weekly workshops. It is therefore important that students participate in the weekly Q&A sessions. Two students will be selected per week to give verbal feedback on their learning of that week.

- Completed authentic learning journal: 20% of term marks (Detailed rubric will be published on Moodle with the assessment)
- Student active participation during workshops: 10% of term marks.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

No submission method provided.

**Learning Outcomes Assessed**

- Analyse the importance of project management in various organisational contexts
- Identify the project components and processes essential to successful project implementation
- Evaluate and recommend an appropriate project management strategy for a project considering organisational context and stakeholders' expectations.

## 2 Online quiz

**Assessment Type**

Online Test

**Task Description**

The online quiz will be held during week 8 of term.

The quiz will consist of 20 multiple choice or true/false questions randomly drawn from a question bank, and will remain open for 24 hours to allow working students to complete.

Quiz duration is 30 mins, with automatic submission of questions answered if not completed within this time.

**Assessment Due Date**

**Return Date to Students**

**Weighting**

20%

**Assessment Criteria**

Each question will earn 1 mark. There is no negative marking for incorrect answers.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

No submission method provided.

**Learning Outcomes Assessed**

- Analyse the importance of project management in various organisational contexts
- Identify organisational, strategic and resource-related factors important to project selection and prioritisation
- Evaluate and recommend an appropriate project management strategy for a project considering organisational context and stakeholders' expectations.

## 3 Case study, team reflection and presentation

**Assessment Type**

Written Assessment

## Task Description

This assessment is a team assessment and consists of 2 parts: **3A: A written report (35%)** and **3B: a live virtual presentation (15%)**. Teams may consist of 3 or 4 students.

### 3A:

- The team will select a project case study (to be approved by the UC), and identify one Model, one Method and one Artifact as defined in PMBOK 7th Ed. (2021) that were applied in it.
- The team will then perform a critical analysis of how these were used and what the impact was on the project.
- The team will also include an additional brief critical reflection (about 500 words) of how the team performed using the Bruce Tuckman model of team development.
- A detailed specification is issued on Moodle with the assessment.
- Deliverable:
  - An referenced academic report of minimum 1000 words per team member excluding table of contents, references and appendices.

### 3B:

- Deliverable:
  - A virtual live presentation of 15 mins covering the work accomplished.
  - Max 15 Powerpoint slides excluding title slide, contents and references.

## Assessment Due Date

## Return Date to Students

## Weighting

50%

## Assessment Criteria

3A: Marks will be allocated on

- The structure and content of the introduction.
- The accuracy in the identification of a Model, Method and Artefact in the case study.
- The quality and authenticity of the critical reflection on the effect of the above on the project.
- The team's self reflection.
- The conclusion.
- The quality of the report.

3B: Marks will be allocated **individually** on:

- How well the presentation evidences the team member's critical reflection on the case study in the context given.
- The presentation skills of each team member.
- The quality of the Powerpoint document submitted.

A detailed rubric will be published with the assessment instruction.

## Referencing Style

- [Harvard \(author-date\)](#)

## Submission

No submission method provided.

## Learning Outcomes Assessed

- Analyse the importance of project management in various organisational contexts
- Identify the project components and processes essential to successful project implementation
- Identify organisational, strategic and resource-related factors important to project selection and prioritisation



## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem