



# PPMP20018 Project Management Practicum

## Term 1 - 2024

Profile information current as at 29/07/2024 03:21 pm

All details in this unit profile for PPMP20018 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

This unit provides you with the skills necessary to succeed in a rapidly changing contemporary work environment. You will identify, formulate and solve problems while being provided with industry focused learning opportunities during your final year of study. You will actively engage in characteristics of an authentic project management practice. These will include: time and resource constraints, capability gaps, cross-cultural and multi-disciplinary teams addressing complex problems and differing leadership and team member working styles. This unit provides an opportunity for you to demonstrate a deep understanding and practical application of the knowledge and skills gained in the early stages of the Master of Project Management, as well as demonstrating the attributes required of a CQUniversity Graduate. You will undertake a project related to your domain of choice and participate in tasks associated with project management within a contemporary work environment. Assessment includes the opportunity to plan and execute a project, analyse your project performance and self-reflect on your experience and lessons learnt.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: *12*

Student Contribution Band: *10*

Fraction of Full-Time Student Load: *0.25*

### Pre-requisites or Co-requisites

Pre-requisites: PPMP20015 Project Management Project Proposal

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

- Brisbane
- Melbourne
- Online
- Sydney

### 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 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Report**

Weighting: 15%

#### 2. **Practical Assessment**

Weighting: 35%

#### 3. **Reflective Practice Assignment**

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](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Student feedback

##### Feedback

Students appreciate the authentic experiential nature of the unit.

##### Recommendation

Maintain the authentic and practical nature of the unit to ensure a positive student experience.

#### Feedback from Student feedback

##### Feedback

Students felt the unit was beneficial for their future careers in that it provided them an opportunity to apply the knowledge and skills they gained across their studies, while gaining a different perspective using the agile framework and design thinking.

##### Recommendation

Continue to leverage students' prior knowledge asking them to apply this in an Agile framework while providing new perspectives of design thinking.

## Unit Learning Outcomes

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

1. Apply project management knowledge and skills
2. Plan and execute a project based on a project proposal
3. Critically analyse and reflect on strengths and weaknesses in knowledge and skills related to project management
4. Apply enabling processes used in certain project contexts.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Report - 15%	•			•
2 - Practical Assessment - 35%	•	•		
3 - Reflective Practice Assignment - 50%			•	

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Knowledge	○	○	○	○
2 - Communication	○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○	○
4 - Research	○	○	○	○
5 - Self-management	○	○	○	○
6 - Ethical and Professional Responsibility	○	○	○	○
7 - Leadership	○	○	○	○
8 - Aboriginal and Torres Strait Islander Cultures				

## Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Report - 15%	○	○	○	○	○	○		
2 - Practical Assessment - 35%	○	○	○	○	○	○	○	
3 - Reflective Practice Assignment - 50%	○	○	○	○	○	○	○	

## 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)
- Computer / laptop with webcam to allow videoconferencing.
- Microsoft Teams - camera and microphone
- 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

**Ronny Veljanovski** Unit Coordinator  
[r.veljanovski@cqu.edu.au](mailto:r.veljanovski@cqu.edu.au)

## Schedule

### Week 1 - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
<b>Theme 1</b> - Self-reflection on current state of own knowledge and skill	<b>Mandatory</b> Prior to attending the workshop review the following: <ul style="list-style-type: none"><li>• Workshop Guide Week 1 - Theme 1: Current State</li></ul> There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.	<b>Workshop 1</b> This workshop focuses on 'Personal Perspectives' and includes an overview of the unit and assessments. As it is a practicum you will be required to actively participate in the workshop activities. You will also refresh your understanding of reflective practice through a focus on the Reflective 1 - Baseline assessment. <b>By the end of this week:</b> You should have started your Reflective 1: Baseline <b>Assessments Due:</b> There are no assessments due this week.

### Week 2 - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
<b>Theme 1</b> - Self-reflection on current state of own knowledge and skill	<b>Mandatory</b> Prior to attending the workshop review the following: <ul style="list-style-type: none"><li>• Workshop Guide Week 2 - Theme 1: Current State</li><li>• Assessment information for Reflective Baseline</li></ul> There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.	<b>Workshop 2</b> This workshop focuses on 'People in Projects' through the lens of 'Social Innovation'. With consideration to the social issue chosen, you will incorporate your week 1 work into a project proposal that addresses the social issue whilst utilising your values and skills. The project should also provide you with an opportunity to demonstrate the two skills that you have stated you wish to develop in your Reflective 1: Baseline. <b>By the end of this week:</b> You should have: Nearly completed your Reflective 1: Baseline Started your project proposal. <b>Assessments Due:</b> There are no assessments due this week.

### Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
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**Theme 2** - Deciding what to change: problem definition.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 3 (and review Week 4) - Theme 2: Defining what to change.
- Assessment information for project proposal

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 3**

During this workshop you will explore the terms 'social issue' and information on this workshop can be found in the Guide.

**By the end of this week:**

You should:

Understand what you should bring to the creative thinking session held in the Week 4 workshop.

Be allocated to a group and know what sustainable development or other goal your group will be working on.

**Assessments Due:**

No assessments due this week

**NOTE** - Reflective Baseline Due Monday Week 4.

**Week 4 - 25 Mar 2024**

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Theme 2</b> - Deciding what to change: problem definition.</p>	<p><b>Mandatory</b> Prior to attending the workshop review the following:</p> <ul style="list-style-type: none"> <li>• Workshop Guide Week 4 - Theme 2: Problem definition.</li> <li>• Assessment specifications for Week 4 Practical: Creative Thinking Session.</li> </ul> <p>There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.</p>	<p><b>Workshop 4</b> In this workshop you will be completing week 4 practical - Creative Thinking Session.</p> <p><b>By the end of this week:</b> You should have: Completed the creative thinking session in your workshop. Scanned and submitted your design thinking participation worksheet. Completed and submitted your Reflective Baseline. Nearly finished your project proposal (which is due Monday week 5).</p> <p><b>Assessments Due:</b> Reflective Baseline Week 4 Practical: Creative Thinking Session (Due in the allocated workshop) <b>NOTE:</b> Proposal Report is due Monday Week 5.</p>

**Week 5 - 01 Apr 2024**

Module/Topic	Chapter	Events and Submissions/Topic

**Theme 3** - Idea Generation.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 5 - Theme 3: Idea Generation
- Assessment information for Week 5 Practical: Prioritisation.

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 5**

In this workshop you will work in a project team (of up to four students) to complete the assessment Week 5 Practical: Prioritisation.

**By the end of this week:**

You should have:

Completed and submitted the related documents for the Week 5 practical prioritisation before the end of your workshop.

Determined which project your project team will work on for the rest of the term.

Allocated tasks for each team member to work on the project. Ensure task allocations align with the appropriate hours to be spent weekly for each student considering this is a 12-credit point unit.

**Assessments Due:**

Proposal Report.

Week 5 Practical: Prioritisation (Due in the allocated workshop).

**Vacation Week - 08 Apr 2024**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

There are no mandatory readings for this week. Students should review any materials they feel will assist in the completion of their projects.

No workshop

**Week 6 - 15 Apr 2024**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 3** - Idea Generation.

**Mandatory** Prior to attending the workshop review the following:

- Workshop Guide Week 6 - Theme 3: Idea Generation.
- Assessment information for Week 6 Practical: Scoping documents.

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 6**

In this workshop you will consider the project that your team prioritised in week 5, through the lens of idea generation and scoping. One of the key outputs for this workshop is a scope document or backlog for your project, submitted before the end of the workshop. Only one member of each team is to submit, and it must include the names and student numbers of all members of the team that were present and also identify those that were not.

**By the end of this week:**

You should have:

Submitted the work required for this week's practical which includes a copy of the team's scoping document.

**Assessments Due:**

Week 6 Practical: Project scope (Due in the allocated workshop)

**Week 7 - 22 Apr 2024**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 4** - Actioning the plan.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 7
- Assessment information for Week 7 Practical

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 7**

In this workshop you will conduct a planning meeting to create documentation necessary for actioning. This will be completed as a group and submitted before the end of the workshop. You will use these to present your progress to the class in the week 8 workshop.

In the next two weeks as a team you should also seek feedback on your project from an external stakeholder.

**By the end of this week:**

You should have:  
Completed and submitted the work relating to this week's practical.  
Identified an external stakeholder to seek feedback from.

**Assessments Due:**

Week 7 Practical. (Due in the allocated workshop)

**Week 8 - 29 Apr 2024**

Module/Topic

Chapter

Events and Submissions/Topic

**Theme 4** - Actioning the plan.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 8
- Assessment information for Week 8 Practical: Project progress presentation and report

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 8**

Each team will present their project progress to the class whilst referring to the updated planning documents. Presentations should be professional, and you will need to ensure that you are prepared prior to the workshop. If time permits, you will start the project dashboard in the workshop.

**By the end of this week:**

You should have:  
Presented your teams project progress to the class and submitted the associated documents for the Week 8 Practical which will include your updated project progress report.  
Allocate each team members tasks for the following week.

Gained feedback on your project from an external stakeholder and have their contact details so that the communication can be confirmed by markers. This information is to be included in your dashboard.

**Assessments Due:**

Week 8 Practical - Project progress presentation and report (Due in the allocated workshop)

**Week 9 - 06 May 2024**

Module/Topic

Chapter

Events and Submissions/Topic



**Theme 5 - What works?**

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 9
- Assessment information for Week 9

Practical: project dashboard

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 9: Project dashboard 'Gallery'**

You will showcase your progress by presenting your project dashboard. You will also be providing feedback on the other teams' projects whilst your peers and other invited guests provide feedback on your project. Dashboards must be displayed in the template provided.

You are encouraged to ask your external stakeholders to attend the gallery workshop, whereby other teams will also benefit from their feedback.

**By the end of this week:**

You should have:

Participated in the Week 9 Practical: Dashboard Gallery.

Obtained feedback from your peers and an external stakeholder.

Submitted your dashboard, copies of all feedback and the contact details of the external stakeholder.

**Assessments Due:**

Week 9 Practical: Dashboard Gallery (Due in the allocated workshop).

**Week 10 - 13 May 2024**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 5 - What works?**

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 10 - Theme 5: What works?
- Assessment information for Week 10

Practical: Retrospective

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 10**

During this workshop you will complete a project retrospective looking at what went well and what could have been improved. As a team you will use this to define lessons learnt and what actions you will take. After the retrospective, your tutor will discuss the next theme and the final reflective assessment which will be completed in weeks 11 and 12.

**By the end of this week:**

You should have:

Completed and submitted the Week 10 Practical - Retrospective (only one student from each team is to submit). Have an understanding of the final assessment Reflective Report

**Assessments Due:**

Week 10 Practical: Retrospective Report (Due in the allocated workshop)

**Week 11 - 20 May 2024**

**Module/Topic**

**Chapter**

**Events and Submissions/Topic**

**Theme 6** - Reflective practice.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 11
- Assessment specifications for Reflective Report

You should also ensure you understand what reflective practice is and how self-reflective writing differs from academic writing.

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 11**

In this workshop you will use the information produced last week in the retrospective and your own reflection to work on Retrospective Report. Note this is an individual assessment. Your tutor is there to answer any questions on reflective writing and discuss common issues students face with the final reflective assessment.

**By the end of this week:**

You should have:

Progressed work on your Reflective Report

Have an understanding of reflective practice.

**Assessments Due:**

There are no assessments due this week.

**Week 12 - 27 May 2024**

Module/Topic

Chapter

Events and Submissions/Topic

**Theme 6** - Reflective practice.

**Mandatory**

Prior to attending the workshop review the following:

- Workshop Guide Week 12 - Theme 6: Reflective practice
- Assessment information for Reflective Report

There are a number of resources on the Moodle site to assist with your revision. You may also wish to refer to previous units to ensure that you understand key concepts so that you can fully participate in the workshop activities.

**Workshop 12**

In this workshop you will progress your Reflective Report using the information produced in the retrospective and your own reflection. Note this is an individual assessment.

**By the end of this week:**

You should have:

Completed and submitted the Reflective Report (this is an individual assessment submission).

Gained an understanding of what you have achieved during PPMP20018 and what this means for your future.

Created a plan of action that you can use to guide you towards your next achievement.

**Assessments Due:**

Reflective Report.

**Review/Exam Week - 03 Jun 2024**

Module/Topic

Chapter

Events and Submissions/Topic

**Exam Week - 10 Jun 2024**

Module/Topic

Chapter

Events and Submissions/Topic

**Term Specific Information**

The workshops for this Units will be offered on-line via Zoom for this term. Please check your Moodle for the Zoom link.

**Assessment Tasks**

**1 Project Proposal**

**Assessment Type**

Report

**Task Description**

This is an individual submission.

However, before beginning the submission you must be in a project team and know which Social Innovation Goal your

team will be working on. Further information about this can be found in the assessment specifications on Moodle and explained further in workshops.

This assessment requires you to develop a concise and persuasive project proposal. You may develop the proposal within a domain or industry of your choice e.g. construction, engineering, information and communications technology, business and service management etc. The proposal must address the social issue and demonstrate a social innovation mindset. You need to narrow the focus of your proposal to a very specific aspect of the issue, which is distinct from the aspect that others within your team will focus on in their proposals. The scope of the project you will describe in your proposal needs to be feasible, that is your team must be able to complete the project before the week 9 Gallery workshop.

The project proposed **must NOT be a research project**. Therefore, you cannot survey, interview or collect data by other means from people for the purposes of research. Proposals of research projects may be awarded a zero mark. Submissions must be completed using the template provided and not exceed one page, using no smaller than 11 font. Only the content on the first page will be marked. Apart from deleting any blue explanatory text, the template is not to be altered, including the document properties.

Your Proposal Report will be used in the Week 5 Practical - Prioritisation, where as a team you will decide which proposed project you will complete together. You will also complete a peer review process within the tutorial that will contribute to the marks for this assessment.

### **Assessment Due Date**

### **Return Date to Students**

### **Weighting**

15%

### **Assessment Criteria**

The Proposal Report is worth 15% of the overall grade for the unit and will be assessed with reference to the following criteria

1. Project description (4 marks)
2. Key Project Output/Deliverable (1 mark)
3. End User (1 mark)
4. Risk (1 mark)
5. Feasibility (2.5 marks)
6. Inspiration (1 mark)
7. Informative fields (1.5 mark)

Peer Review (3 marks ) After the submission of the Proposal Reports you will participate in a peer review process where you will provide feedback to the proposals of other students, and have others provide feedback on your proposal. Only students present and actively participating in the relevant tutorial will obtain marks associated with the Peer Review.

Postgraduate standards of referencing, spelling, grammar, presentation and conciseness will be considered within the marking structure.

The template and specifications provided on the unit Moodle site and the Unit Microsoft Teams site provide greater detail and form part of the assessment criteria.

### **Referencing Style**

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

### **Submission**

Online

### **Learning Outcomes Assessed**

- Apply project management knowledge and skills
- Apply enabling processes used in certain project contexts.

### **Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

## 2 Practicals

### Assessment Type

Practical Assessment

### Task Description

You are required to participate in your workshops as well as work on your project between class times. There are seven parts to the practical assessment each part is worth 5% and is completed and submitted in the weekly workshops from weeks 4 to 10.

You must be present at the workshop to be eligible for the marks. In group submissions, marks for individual project team members may differ based on the criteria as detailed below.

**Week 4 Practical: Creative Thinking Workshop** Individual submission.

**Week 5 Practical: Prioritisation** Group submission

**Week 6 Practical: Project scoping documentation** Group submission

**Week 7 Practical: Planning documents** Group submission

**Week 8 Practical: Project Progress** Group submission

**Week 9 Practical: Poster and Prototype Gallery Presentation** Group Submission

**Week 10 Practical 7: Retrospective** Group submission

### Assessment Due Date

Each practical must be completed in the workshops students are enrolled in. Associated submissions must be uploaded before the end of the workshop.

### Return Date to Students

### Weighting

35%

### Assessment Criteria

There are seven practicals and each is worth 5%, contributing equally to 35% of the total grade for the unit.

Practicals will be assessed in terms of the following criteria:

1. **Prompt attendance, professional presentation and preparedness for the workshop (1 mark).**
2. **Active participation and contribution to class activities and discussion (1 mark).**
3. **Workshop Submission with demonstration of project progress including but not limited to individual effort towards project activities and incorporation of previous feedback where relevant (3 marks).**

The week 4 Practical is an individual submission. Practical from weeks 5 to 10 are group submissions however, the mark for each also has an individual component as can be seen by the criteria listed above. Students who are not present or are unable to participate will be marked zero for that practical. An example of where late attendance may result in a zero mark includes the week 4 Practical, as once the design thinking session has started further participants are unable to join. Each practical has its own requirements, it is the students' responsibility to ensure they are aware of the requirements for each prior to the workshop and come prepared. Failure to attend on time and be fully prepared may mean the student may not be able to participate and therefore may forfeit or face reduced marks for that practical. The professional standard and format of the submissions associated with practicals will be considered as criteria e.g. referencing, spelling, grammar, presentation and conciseness.

As this practical unit is your last project management subject having studied PMBOK, PRINCE2 and Agile, there is an opportunity to draw from a range of potential references including completed units, academic texts, peer-reviewed journals, current newspaper articles, relevant government departmental reports, not-for-profit organisational publications, CQU website, allied professional services and personal critical reflections. These references will be checked to ensure they are applicable as falsification of references is deemed academic misconduct.

### Referencing Style

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

### Submission

Online

### Learning Outcomes Assessed

- Apply project management knowledge and skills
- Plan and execute a project based on a project proposal

### Graduate Attributes

- Knowledge
- Communication

- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

### 3 Reflective Baseline and Report

#### Assessment Type

Reflective Practice Assignment

#### Task Description

This assessment requires you to engage in reflective practice and is divided into two submissions.

**Reflective Baseline** (Due Monday Week 4) Individual submission

**Reflective Report:** (Due Friday Week 12) Individual submission

The Reflective Baseline is the first assessment you will complete. It prompts you to develop an understanding of your personal 'current state'. This will include, assessing your own skill levels and deciding which of these you will target for improvement during the term. The assessment is student centered, enabling you to determine areas where you feel you can improve. You will then identify gaps between your skills and those listed in a job advertisement, which represents the kind of position you would like to apply for in the future. You will use this gap analysis to choose which skills to develop further during the term. The Reflective Report is your final assessment where you will complete reflective practice activities which draw on your personal experiences in the unit. For example, you will reassess your skill levels and compare them to the levels you stated at the beginning of the unit within the Reflective Baseline. By reflecting on your experience in the practicum, you will explain the shift in the skill levels. And use this process to frame examples where you have demonstrated these skills using the STAR (Situation, Task, Action, Result) framework, which is commonly used in job applications. The activities highlight how reflective practice is embedded into project management and how you can incorporate it into your professional development and career planning. In your reflective report you will need to reflect on and critically analyse your experience in the unit and note implications to your project management practice and industry readiness. For you to complete certain sections of the Reflective Report, you will need to have participated in earlier activities / assessments.

#### Assessment Due Date

This assessment is broken into two items, the first is the Reflective Baseline, which is due on Monday of Week 4. The second is the Reflective Report which is due Friday of Week 12.

#### Return Date to Students

#### Weighting

50%

#### Assessment Criteria

Your reflective practice assessment, is worth 50% of your overall mark for the unit and consists of the following two submissions:

**Reflective Baseline** (Due Monday week 4 - 10 marks)

**Reflective Report** (Due in Friday week 12 - 40 marks)

1. Talent Triangle self audit reflection (12 marks)
2. Reflective practice for the job market (8 marks)
3. Reflections on concepts (10 marks)
4. Reflection on your learning experience in the practicum (10 marks)

The assessment information on the Moodle site provides further details in relation to the assessment.

There are limited references required in the reflective submissions, and it is up to the student to ensure where and when citations are necessary. Do not place citations randomly in your assessments as this an example of academic misconduct.

#### Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Critically analyse and reflect on strengths and weaknesses in knowledge and skills related to project management

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 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