



UNIVERSITY
OF TASMANIA

School of Information Systems
Faculty of Business

BSA301
IS Project Management

Semester 1, 2006

Unit Outline

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1. Unit summary

Unit code	BSA301
Unit title	IS Project Management
Unit description	Project management – life cycle; project planning and administration; cost estimation; resource control and financial management; quality monitoring and assurance; risk analysis and risk management; project management software applications; dynamics of project teams. Professional development – assertiveness; negotiation and conflict resolution; group work.
Teaching staff	Malcolm Bertoni (Hobart) Matthew Springer (Launceston)
Campus & mode	Hobart & Launceston
Unit weight	12.5%
Teaching pattern	One hour lectures every odd week, Room D121 Launceston and ART Lecture Theatre Hobart Two hours per week workshops
Prerequisites	BSA201 Systems Analysis and Design
Mutual exclusions	None
Assessment	Continuous (60%), Examination (40%)
Required texts, etc	Schwalbe, K <i>Information Technology Project Management</i> 4 th Ed, Thomson Course Technology, Boston, MA, 2006
Recommended reading	Project Management Institute <i>A Guide to the Project Management Body of Knowledge, 2000 Edition</i> , Newtown Square, PA, 2000. Other material as indicated by the lecturer.
Further Learning resources	Non-text resources BSA301 IT Project Management Web site available via WebCT/Vista Access to a PC running MS Windows 2000, MS Office 2000, MS Project 2000, and networked access to the University of Tasmania's WebCT/Vista site. http://vista.utas.edu.au/webct/entryPageIns.doweбct .
Technical requirements	Understanding of the use of MS Windows 2000, or later, operating system, and of MS Office 2000, or later.

Software requirements	Access to MS Project 2000, or later.
Access to information technology	<p>Hobart, IS PC Labs, Information Systems Building</p> <p>Students will have 24-hour 7 days a week access to the computer laboratories during the academic year. Proximity cards have to be used to gain access to laboratories.</p> <p>Launceston D130, First Floor, Building D</p> <p>D130 is the main School of Information Systems computer Lab. Access is only available during the normal building open hours. Outside normal hours students should use the IT Services lab D004.</p>
Courses	BCom, BIS, BCom-BIS, BA-BCom, BCom-BComp, BSc, BFA-BIS, GradDipIS, BCom-BSc, BIS-BMus, BIS-BTeach, BSocSci (Police Studies), GradDipInfoMgt, GradCertIS
Faculty web site	www.utas.edu.au/commerce/

Additional Readings

- Cadle J & Yeates D *Project Management for Information Systems* 3rd Ed, Prentice Hall, 2001.
- Craig S & Jassim H *People and Project Management for IT* McGraw-Hill, 1995.
- Dwyer J *Communication in Business*, Prentice-Hall, 2000.
- Ghattas RG & McKee SL *Practical Project Management* Prentice Hall, 2002.
- Gibson R *Managing Computer Projects: Avoiding the Pitfalls* Prentice Hall, 1992.
- Humphrey WS *Managing Technical People* Addison Wesley, 1997.
- Kemerer CF *Software Project Management: reading and cases* Irwin, 1997.
- Kerzner H *Project Management: A Systems Approach to Planning, Scheduling and Controlling* 5th Ed, Van Nostrand Reinhold, 1995.
- Olson DL *Introduction to Information Systems Project Management* McGraw-Hill, 2000.
- McLeod G & Smith D *Managing Information Technology Projects* Boyd & Fraser, 1996.
- Meredith JR & Mantel SJ *Project Management: A Managerial Approach* 3rd Ed, John Wiley, 1995.
- Murch R *Project Management: Best Practices for IT Professionals* Prentice Hall, 2002.
- Nicholas JM *Project Management for Business and Technology: Principles and Practice* 2nd ed Prentice Hall, 2002.
- Purba S & Shah B *How to Manage a Successful Software Project* 2nd ed Wiley, 2000.
- Reiss G *Project Management Demystified* E & FN Spon, 1992.
- Thomsett R *Third Wave Project Management* Yourdon Press, 1993.
- Turner JR *The Handbook of Project-based Management* 2nd ed McGraw-Hill, 1999.

2. Learning outcomes and Evidences

2.1. Aim

This unit introduces the concepts of Project Management for Information Systems in a business environment. It examines what Project Management means and why it is being used in business. The unit explores the role of an IS Project Manager, IS Project Management theory and the development of IS Project Management methodologies.

2.2. Learning Outcomes and Assessment Criteria

On completion of this unit, you should be able to:

1. Have an understanding of the project management lifecycle, the methodologies, processes and tools employed in good IS project management.

Assessment criteria:

HD Demonstrate an in-depth understanding of the methodologies and practical application of good project management to a broad range of IT system development;

DN Demonstrate a very good, practical understanding of the methodologies and practical application of good project management to a range of IT system development;

CR Demonstrate a good understanding of the methodologies and application of good project management to IT system development;

PP Be able to demonstrate a basic understanding of the methodologies and practice of good project management, with some application to IT system development;

NN Inability to demonstrate a basic understanding of the methodologies and practice of good project management.

2. Understand the outcomes expected from good project management in the development of information systems;

Assessment criteria:

HD Demonstrate an in-depth understanding of a comprehensive range of outcomes expected from good project management in the development of a wide range of information systems;

DN Demonstrate a very good, practical understanding of the range of outcomes expected from good project management in the development of a wide range of information systems;

CR Demonstrate a good understanding of the range of outcomes expected from good project management in the development of information systems;

- PP Be able to provide a basic description of the outcomes expected from good project management, with some relevance to the development of information systems;
- NN Inability to demonstrate a basic understanding of the outcomes expected of good project management.
3. Understand the roles of IT project managers including project team formation, estimation, costing, task scheduling, monitoring, risk and quality management, negotiation and conflict resolution.

Assessment criteria:

HD Demonstrate an in-depth understanding of the diverse roles of IT project managers and an appreciation of how these roles can be performed in practical IT project management;

DN Demonstrate a very good, practical understanding of the roles of IT project managers and be able to meaningfully discuss these roles with relevance to project management case studies;

CR Demonstrate a good understanding of the roles of IT project managers and be able to meaningfully discuss at least some of these roles with relevance to project management case studies;

PP Be able to provide a basic description of the roles of IT project managers and identify these roles in project management case studies;

NN Inability to demonstrate a basic understanding of the roles of IT project managers.

3. Prior knowledge &/or skills

As expected from a student who has passed BSA201 Systems Analysis and Design.

Eg: systems modelling and analysis, systems management, teamwork and group problem solving.

4. Generic graduate attributes

Knowledge - Graduates will have an in-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice. They will be prepared for life-long learning in pursuit of personal and professional development.

Unit Specific:

1. Develop a knowledge of the project management lifecycle, the methodologies, processes and tools employed in IS project management;
2. Be capable of applying this knowledge to the design, monitoring and adoption of realistic IT project plans;

Communication Skills - Graduates will be able to communicate effectively across a range of contexts.

Unit Specific:

3. Work in small groups on practical problem solving related to project management;
4. Demonstrate a high level of report writing and oral communication;
5. Discuss relevant problems with other students, present their own opinions and critically assess the opinions of others;
6. Understand the importance of clear interpersonal communication between project team members, especially the need for maintenance and distribution of clear, concise project documentation.

Problem-solving Skills - Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking to a range of problems. They will have developed competencies in information literacy.

Unit Specific:

7. Engage in small group problem solving on matters drawn from project management case studies;
8. Conceptualise problems in cost estimation, project breakdown, task scheduling, risk assessment and quality assurance and be able to formulate a range of potential solutions;
9. Gain a project manager's perspective on the types of problems encountered and methodologies for dealing with these problems.

Global Perspective - Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives.

Unit Specific:

10. Appreciate potential cross-cultural issues that may arise in the management of the project team and liaison with project clients and stakeholders.

Social Responsibility - Graduates will act ethically, with integrity and social responsibility.

Unit Specific

11. The social and ethical standards of the profession will be reinforced;
12. The social impact of IS-induced change in organisations will be emphasised.

5. Details of teaching arrangements

5.1. Lectures

The first lecture will take place in Room D121 in Launceston Friday from 12.00 to 1.00pm and ARTS Lecture Theatre in Hobart on the first Monday of the semester from 9.00am to 10.00am. Lectures will be every odd week.

5.2. Workshops

12 x two-hour workshops over the period of the course.

5.3. Practical/laboratory sessions

Some workshops will be held in laboratories. Additional time will be required to work in laboratories, outside of scheduled times.

Note that Chapters 6, 7, 9, 10 and 12 will not be used from the prescribed text book nor will the lecture slides be used. These chapters will be covered in the workshops and practicals.

6. Lecture & Workshop schedule

Lectures	Topic	Readings / Resources	Further information	Workshop No
Week 1 starting 27 Feb	Introduction to Project Management	Schwalbe, Chap 1	PMI, Chap 1	No workshop
Week 2 starting 6 March	The Project Mgt & IT Context Organisation types Project phases	Schwalbe, Chap 2	PMI, Chap 2	1a. Project Documentation Overview (30 min) 1b. Negotiation Skills, Information Gathering & Requirement Analysis
Week 3 starting 13 March	The Project Mgt Process Groups: A Case Study The Five Process Groups	Schwalbe, Chap 3	PMI, Chap 3	2. Information Gathering & Developing a Project Brief
Week 4 starting 20 March	Project Integration Management Stakeholder analysis	Schwalbe, Chap 4	PMI, Chap 4	3. Project Selection Methods
Week 5 starting 27 March	Project Scope Management Selecting Projects & Project Evaluation Financial Analysis – NPV, ROI, Payback Analysis, Weighted Scoring Model, Balanced Scorecard Work Breakdown Structure (WBS)	Schwalbe, Chap 5	PMI, Chap 5	4. Risk management
Week 6 starting 3 April	Project Time Management Scheduling Network diagrams CPM Buffers Slack and Crashing PERT	Schwalbe, Chap 6 <i>(Note: We will NOT use chapter 6 of the textbook)</i>	PMI, Chap 6	5. Project Quality Management, Project Quality Plan
Week 7 starting Monday 10 April	Project Cost Management Cost estimation Techniques COCOMO Models Cost Control Earned Value Portfolio Management	Schwalbe, Chap 7 <i>(Note: We will NOT use chapter 7 of the textbook)</i>	PMI, Chap 7	6 Work Breakdown Structures
Mid-Semester Break Thurs 13th April to Wed 19th April	<ol style="list-style-type: none"> 1. There will be the usual lecture and tutorials on Mon 10th, Tues 11th and Wed 12th April where these are scheduled 2. There will be no lecture or tutorials on Monday 17th April as well as Tuesday 18th and Wed 19th April 3. Classes commence Thursday 20th April 			

Week 7 starting Thurs 20 April	Project Quality Management Quality Management Processes Pareto Analysis Statistical sampling, Standards Deviation & Six Sigma Quality Control Charts and Seven Run Rule Testing Fishbone diagrams Maturity Models	Schwalbe, Chap 8	PMI, Chap 8	7. MS Project workshop
Week 8 starting 24 April	Project Human Resource Management Managing People <ul style="list-style-type: none"> • Maslow • Herzberg • McGregor • Thamhain & Wilemon Responsibility Assignment Matrix (RAM) Resource Levelling	Schwalbe, Chap 9 <i>(Note: We will NOT use chapter 9 of the textbook)</i>	PMI, Chap 9	8. MS Project workshop 7 case study
Week 9 starting 1 May	Project Communications Management Stakeholder Analysis Communication Channels Using Templates	Schwalbe, Chap 10 <i>(Note: We will NOT use chapter 10 of the textbook)</i>	PMI, Chap 10	9a. Network Diagrams and Scheduling 9b. Cost Estimation and Crashing costs
Week 10 starting 8 May	Project Risk Management Risk Identification Quantitative Risk Analysis Probability/Impact Matrix	Schwalbe, Chap 11	PMI, Chap 11	10a. Introduction to Earned Value 10b. Using Excel for Project Management
Week 11 starting 15 May	Project Procurement Management Make or Buy Contracts	Schwalbe, chap 12 <i>(Note: We will NOT use chapter 12 of the textbook)</i>	PMI, Chap 12	11. Contracts
Week 12 starting 22 May		Unit readings		12. Project Evaluation and PIR
Week 13 starting 29 May	Course Summary & Revision			13. Revision (1 hour)

7. Assessment summary

Item	Description	Due Date	Weight
1	Group assignment A short report of about 2,500 words in length, dealing with an evaluation of the performance of a project manager in a case study.		25%
Midnight Monday 3rd April 2006			
2	Individual Assignment A two-day assignment based on a project charter and description. The assignment will be available on Vista. At 4pm on Wednesday 3 rd May a number of variations to the project will be uploaded to Vista. As a project manager you will be required to produce a report on the most appropriate responses to these variations. This report will be due by midnight on Friday 5 th May.		35%
Midnight Friday 5th May 2006			
3	A two-hour examination for BSA301 students will be held in the exam period in June. This examination is open book.	TBA	40%

7.1. How your final result is determined

In order to pass a unit, the School of Information Systems expects that students:

1. Achieve a total of at least 45% in the continuing assessment of the unit;
2. Achieve a total of at least 45% in the examination component of the unit;
3. Achieve a total mark of at least 50% in the total assessment of the unit.

7.2. Submission of assignments

Students must submit assignments for the unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to.

For BSA301 all assignments are to be submitted via WebCT/Vista. No email submissions will be accepted.

Students are to name their files in the following manner:
<username>_Assignment<Number>. **For example: bloggsj_Assignment1.**

Notes:

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- *Once submitted to WebCT/Vista, submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.*
- *Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly.*

Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

7.3. Requests for extensions

Extensions will be given only under the following conditions:

1. Employment related issues: Arrangements for an extension must be made with the lecturer prior to the assignment due date. Documentation from your employer is required.
2. Illness: A medical certificate must be presented to the lecturer either prior to the due date or as soon as possible after the due date.

The lecturer of the unit will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for on the appropriate form, which is available at http://www.infosys.utas.edu.au/students/forms/asst_extension.pdf. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted.

Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties:

7.4. Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

7.5. Review of assessment and appeals

It is expected that students will adhere to the following policy for review of any piece of continuous assessment.

- a) Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer/Coordinator. **The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.**
- b) Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

Students under with Rule of Academic Assessment 111, clause 23 may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification . Students are referred to

<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/RULE111.html> or http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

8. Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for the School of Information Systems is Harvard Referencing. Students are expected to adhere to the School of Information System's preferred method of Referencing and Citation, as outlined in <http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>.

For information on presentation of assignments, including referencing styles: <http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

9. Plagiarism and academic integrity

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source. Plagiarism detection software is currently being tested by the University of Tasmania.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: <http://www.utas.edu.au/tl/supporting/academicintegrity/students.html>

10. Learning expectations and strategies

10.1. University Expectations

Note these expectations are in addition to those specifies in relevant University regulations.

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

- a) The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

- b) It is expected that students will familiarise themselves with access and use of the WebCT/Vista system operated by the University for the electronic delivery of course materials, and for various forms of communication.

- c) It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.
- d) It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

10.2. Student expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

- a) To have all appropriate course material available electronically (on a week-by-week basis) via the University WebCT or Vista systems.
- b) To be able to contact a lecturer or tutors by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
- c) Subject to availability, to be able to discuss such issues in person with the lecturer or tutors.
- d) That assignments will be marked and the marks will be returned with 3 weeks of due dates.
- e) That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

10.3. Learning strategies

If you need assistance in preparing for study please refer to your tutors or lecturer. For additional information refer to the Learning Development website:

<http://www.utas.edu.au/learndev/>

If you will be using WebCT/Vista for the first time and would like some information on how to use WebCT/Vista refer to the following guide:

http://www.utas.edu.au/coursesonline/docs/using_webct.pdf

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide.

<http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf>

10.4. Specific attendance/performance requirements

Participation and the active contribution of all students in their allocated workshop will be monitored for assessment purposes (see section on Assessment details)

11. Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>

Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

12. Help resolving concerns about this unit

In the first instance you should contact your lecturer. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: http://www.admin.utas.edu.au/ac_serv/complaints_info.html

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

13. Occupational health and safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at: http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

Appendix 1 - Assessment details

Assessment task 1 (25%) Group Assignment	
Task description	Case study analysis dealing with the performance of a project manager.
Task length	2,500- 3,000 words
Links to unit's learning outcomes	1, 3. Have an understanding of the project management lifecycle, the methodologies, processes and tools employed in good IS project management.
Assessment criteria / guidelines	<p>Assessment criteria:</p> <p>HD Demonstrate an in-depth understanding of the methodologies and practical application of good project management to a broad range of IT system development;</p> <p>DN Demonstrate a very good, practical understanding of the methodologies and practical application of good project management to a range of IT system development;</p> <p>CR Demonstrate a good understanding of the methodologies and application of good project management to IT system development;</p> <p>PP Be able to demonstrate a basic understanding of the methodologies and practice of good project management, with some application to IT system development;</p> <p>NN Inability to demonstrate a basic understanding of the methodologies and practice of project management.</p>
Date due	Midnight Monday 3rd April 2006

Assessment task 2 (35%) Individual Assignment	
Task description Task length Links to unit's learning outcomes Assessment criteria / guidelines	Engage in project management under changing project conditions and time pressure and different scenarios. Approximately 2,500-3,000 words 2. Understand the outcomes expected from good project management in the development of information systems; <i>Assessment criteria:</i> HD Demonstrate an in-depth understanding of a comprehensive range of outcomes expected from good project management in the development of a wide range of information systems; DN Demonstrate a very good, practical understanding of the range of outcomes expected from good project management in the development of a wide range of information systems; CR Demonstrate a good understanding of the range of outcomes expected from good project management in the development of information systems; PP Be able to provide a basic description of the outcomes expected from good project management, with some relevance to the development of information systems; NN Inability to demonstrate a basic understanding of the outcomes expected from project management.
Date due	Midnight Friday 5th May 2006

Final exam	
Description / conditions	This is a two-hour, open book exam that covers topics dealt with in the course. An example of a past examination paper is included in the course booklet
Date	The final exam is conducted by the University Registrar in the formal examination period. See the <i>Current Students</i> homepage on the University's website.

Appendix 2 - What is academic integrity?

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Commonly used terms

Attribution: the ascribing of a work or an idea to a particular author or artist.

Citation: the act of directly quoting or giving intellectual credit to another person's work or ideas.

Collusion: “any form of joint effort, between students, or between students and other persons, intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment”. (University of Western Sydney 2000).

Common Knowledge: can be defined as facts known by a large number of people. These "facts" do not have to be cited.

Group work: can be described as “a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment”. (Newcastle University 2002).

Legitimate collaboration: Newcastle University describes legitimate collaboration as “any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students”.

Paraphrasing:

1. A restatement of a text or passage in another form or other words, often to clarify meaning.
2. The restatement of texts in other words as a studying or teaching device.

Plagiarism: the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language*, Unabridged, p. 1728).

Quoting: to place an excerpt from a source word for word into one's paper. The source must be cited, giving credit to the original author.

Summarising: to put someone else's concept or main ideas into one's own words.

Appendix 3 - Common forms of academic dishonesty

- Cheating in an exam either by copying from other students or using unauthorised notes or other aids.
Submitting, as your own, an assignment that another person has completed.
Downloading information, text, computer code, artwork, graphics or other material from the Internet and presenting it as your own without acknowledgment.
Quoting or paraphrasing material from a source without acknowledgment.
Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- Copying from other members while working in a group.
Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.

From: James R, McInnis, C and Devlin, M (2002)

Assessing Learning in Australian Universities

Centre for the Study of Higher Education - University of Melbourne

Viewed 29 December 2002

<<http://www.cshe.unimelb.edu.au/assessinglearning/03/plagMain.html>>

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. Academic dishonesty is often referred to as plagiarism or cheating.



When you use information from a source, you must cite it.

Appendix 4 - How to achieve and maintain academic integrity

Utilise the right sources

In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your research results.

Start writing

The next step in the process is to document the validity of your position, and crediting those whose work you have used to establish your position. To do this you will need to apply the appropriate referencing style for your discipline to your work. If you are not sure what style you should be using check with your tutor or your unit outline. The University also provides a list of preferred text referencing system for undergraduate students at http://www.utas.edu.au/staff/tl/policies/School_referencing_system_table.htm

When you begin writing your assignment/project report you must give credit to the sources for the ideas you are using. There are standard ways to properly integrate sources into your assignment. They include:

- *Direct quotes* – This is when you place an excerpt from your source word for word into your paper. The source must be cited, giving credit to the original author.
- *Paraphrasing* – This means to restate a passage from your source in your own words. The source and author of the passage you paraphrase must be cited.
- *Summarising* – When you summarise the key concept or main idea from someone else's work in your own words, you must give credit for summarised ideas to the original source.

More information on writing skills

Developing your own writing style is an important part of good scholarship. For information and assistance on essay writing go to the Learning Development website at <http://www.utas.edu.au/learndev/essays.html>



Remember that when you use a direct quote, paraphrase or summarise to not only provide the in-text reference but also provide a full reference in your reference list.

Appendix 5 - What happens if I don't maintain academic integrity?

While studying at University you are expected to submit work that is your own. This does not mean that you can't use other people's ideas to support your own or to enhance your argument. What it does mean is that you are required by the University to acknowledge the source of those ideas as in text references in your assignments and the setting out of a list of references or a bibliography at the end of your assignment, acknowledging all sources utilised.

The academic tradition, on which Australian universities are founded expects that all scholarly efforts undertaken be done so in keeping with the rules of attribution. This means that all material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source.

Failure to do so constitutes academic dishonesty (plagiarism). It is important that students understand how to correctly refer to the work of others and maintain academic integrity.

Ordinance 58: Student Discipline outlines the process for initiating formal discipline procedures for academic/general misconduct matters.

<http://www.utas.edu.au/universitycouncil/legislation/ord58.pdf>

You should also refer to any policies and procedures specific to your Faculty/School.