ICT204 PROJECT MANAGEMENT T326 BRIEF

All information in the Subject Outline is correct at the time of approval. KOI reserves the right to make changes to the Subject Outline if they become necessary. Any changes require the approval of the KOI Academic Board and will be formally advised to those students who may be affected by email and via Moodle.
Information contained within this Subject Outline applies to students enrolled in the trimester as indicated

1. General Information

1.1 Administrative Details

Associated HE Award(s)	Duration	Level	Subject Coordinator
Bachelor of Information Technology (BIT)	1 trimester	Level 2	Dr Rashidul Mubasher rashidul.mubasher@koi.edu.au P: +61 (2) 9283 3583 L: 7-11,11 York St. Consultation: via Moodle or by appointment.

1.2 Core / Elective

Core subject for BIT

1.3 Subject Weighting

Indicated below is the weighting of this subject and the total course points.

Subject Credit Points	Total Course Credit Points
4	BIT (96 Credit Points)

1.4 Student Workload

Indicated below is the expected student workload per week for this subject

No. Timetabled Hours/Week*	No. Personal Study Hours/Week**	Total Workload Hours/Week***
4 hours/week (2 hour Lecture + 2 hour Tutorial)	6 hours/week	10 hours/week

* Total time spent per week at lectures and tutorials
** Total time students are expected to spend per week in studying, completing assignments, etc.
*** Combination of timetable hours and personal study.

1.5 Mode of Delivery Classes will be face-to-face or hybrid. Certain classes will be online (e.g., special arrangements).

1.6 Pre-requisites ICT103 Systems Analysis and Design

1.7 General Study and Resource Requirements

o Dedicated computer laboratories are available for student use. Normally, tutorial classes are conducted in

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the computer laboratories.

- Students are expected to attend classes with the requisite textbook and must read specific chapters prior to each tutorial. This will allow them to actively take part in discussions. Students should have elementary skills in both word processing and electronic spreadsheet software, such as Office 365 or MS Word and MS Excel.
- Computers and WIFI facilities are extensively available for student use throughout KOI. Students are encouraged to make use of the campus Library for reference materials.
- Students will require access to the internet and email. Where students use their own computers, they should have internet access. KOI will provide access to required software.

Resource requirements specific to this subject: Office 365, MS Imagine, SLACK, TRELLO.

1.8 Academic Advising

Academic advising is available to students throughout teaching periods including the exam weeks. As well as requesting help during scheduled class times, students have the following options:

- Consultation times: A list of consultation hours is provided on the homepage of Moodle where appointments can be booked.
- Subject coordinator: Subject coordinators are available for contact via email. The email address of the subject coordinator is provided at the top of this subject outline.
- Academic staff: Lecturers and Tutors provide their contact details in Moodle for the specific subject. In most cases, this will be via email. Some subjects may also provide a discussion forum where questions can be raised.
- Head of Program: The Head of Program is available to all students in the program if they need advice about their studies and KOI procedures.
- Vice President (Academic): The Vice President (Academic) will assist students to resolve complex issues (but may refer students to the relevant lecturers for detailed academic advice).

2 Academic Details

2.1 Overview of the Subject

This subject explores the discipline of project management (PM) and presents both traditional and non-traditional views of PM within the context of large and small Information technology projects. The subject introduces students to the essential project management concepts and methods of two of the most highly-used project management methodologies in the ICT industry: PMBOK (Project Management Book of Knowledge) and Agile. Students will gain knowledge and understanding of how PM is accomplished through use of these differing methodologies and understand in what project context each is best used to achieve successful project execution and completion. At the end of this subject, students will be able to apply both PMBOK and Agile project management concepts and methods to information systems and information technology projects in the workplace and perform effectively as a member of a PM team.

2.2 Graduate Attributes for Undergraduate Courses

Graduates of Bachelor courses from King's Own Institute (KOI) will achieve the graduate attributes expected under the Australian Qualifications Framework (2nd edition, January 2013). Graduates at this level will be able to apply a broad and coherent body of knowledge from their major area of study in a range of contexts for professional practice or scholarship and as a pathway for further learning.

King's Own Institute's generic graduate attributes for a bachelor's level degree are summarised below:

	KOI Bachelor Degree Graduate Attributes	**Detailed Description**

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	Knowledge	Current, comprehensive, and coherent and connected knowledge
	Critical Thinking	Critical thinking and creative skills to analyse and synthesise information and evaluate new problems
	Communication	Communication skills for effective reading, writing, listening and presenting in varied modes and contexts and for transferring knowledge and skills to a variety of audiences
	Information Literacy	Information and technological skills for accessing, evaluating, managing and using information professionally
	Problem Solving Skills	Skills to apply logical and creative thinking to solve problems and evaluate solutions
	Ethical and Cultural Sensitivity	Appreciation of ethical principles, cultural sensitivity and social responsibility, both personally and professionally
	Teamwork	Leadership and teamwork skills to collaborate, inspire colleagues and manage responsibly with positive results
	Professional Skills	Professional skills to exercise judgement in planning, problem solving and decision making

Across the course, these skills are developed progressively at three levels:

- **Level 1 Foundation** – Students learn the basic skills, theories and techniques of the subject and apply them in basic, standalone contexts
- **Level 2 Intermediate** – Students further develop the skills, theories and techniques of the subject and apply them in more complex contexts, and begin to integrate this application with other subjects.
- **Level 3 Advanced** – Students demonstrate an ability to plan, research and apply the skills, theories and techniques of the subject in complex situations, integrating the subject content with a range of other subject disciplines within the context of the course.

2.3 Subject Learning Outcomes

This is a Level 2 subject.

On successful completion of this subject, students should be able to:

Subject Learning Outcomes	**Contribution to Graduate Attributes**
a) Explain the purpose of project management and explain the concepts, differences and applicability of PMBOK and Agile methodologies to Projects.	
b) Initiate and document a PMBOK project, including project charter, stakeholder analysis, project scope, project schedule, critical path analysis, project resourcing and project budgeting.	

c) Manage an Agile project team, including goal setting, motivation, communication, culture, and the application of the ACS Code of Professional Conduct.	
d) Evaluate the status of a project, identify and manage risks, including those related to security and privacy, and recommend appropriate corrective action when necessary, considering the ACS Code of Professional Conduct and relevant legal frameworks.	

2.4 Subject Content and Structure

Below are details of the subject content and how it is structured, including specific topics covered in lectures and tutorials. Reading refers to the text unless otherwise indicated.

Weekly Planner:

Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
Week 1 26 October	Introduction to project management: Project Management and IT, PMBOK and Agile concepts. Applicability of PMBOK and Agile methodologies to projects. Overview of other methods	Materials provided on Moodle	Tutorial discussion concerning differences in PMBOK and Agile approaches. Formative not graded
Week 2 02 November	PMBOK - project initiation: PM process groups, knowledge areas, project charter, PM plan, PM software.	Materials provided on Moodle	Tutorial discussion concerning PM plan and feasibility. Complete Moodle quiz based on Week 1.
Week 3 09 November	PMBOK - project scope: Defining scope, work breakdown structure and scope change control	Materials provided on Moodle	Submit 1st case study group report: project charter, stakeholder analysis. Formative not graded
Week 4 16 November	PMBOK - project scheduling: Developing the schedule, activity sequencing, Gantt chart, critical path method, use of MS project.	Materials provided on Moodle	Submit 2nd case study group report: scope statement, WBS/level 2. Formative not graded
Week 5 23 November	PMBOK – project budget: resource planning, project budget, cost control	Materials provided on Moodle	Submit 3rd case study group report: schedule development, Gantt chart, CPM. Formative not graded **Assessment 1 due.** **Summative worth 10%.**
Week 6 30 November	PMBOK – quality, resources: Quality planning and assurance, Team management.	Materials provided on Moodle	Submit 4th case study group report: resource allocation and budget reports included in revised full project plan. Formative not graded

Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
Week 7 07 December	Agile's Lean Foundations & Agile Methods Overview	Materials provided on Moodle	Download, review and discuss Agile Manifesto and 12 principles: http://agilemanifesto.org/ Formative not graded **Assessment 2 due.** **Summative worth 35%.**
Week 8 14 December	Agile Project Initiation	Materials provided on Moodle	Set up a case study team under SLACK; begin communications. Formative not graded
Week 9 04 January	Agile Project Planning	Materials provided on Moodle	Execute project as per case study using TRELLO. Formative not graded
Week 10 11 January	Exploration of the ACS Code of Professional Conduct and its application in IT projects.	ACS Code of Professional Conduct documentation.	Group discussions on applying the ACS Code to various project scenarios
Week 11 18 January	Executing and Closing the Agile project and Preparing for Release	Materials provided on Moodle	Tutorial discussions on the execution and closing of Agile Projects, preparation of releasing the projects. Formative not graded. **Assessment 3 due** **Summative worth 20%**
Week 12 25 January	Revision and Final Exam preparation	All chapters	In-class revision; sample exam questions and review activities
Week 13 01 February	Study review week and Final Exam Week		
Week 14 08 February	- Final Exam Week - Continuing students - enrolments for T127 open		Please see the exam timetable for the exam date, time and location
Week 15 15 February	- Student Vacation begins - New students - enrolments for T127 open		
Week 16 22 February	2. Results Released 3. Review of Grade Day for T326 – see Sections 2.6 and 3.2 below for relevant information. 4. Certification of Grades NOTE: More information about the dates will be provided at a later date through Moodle/KOI email.		
T127 01 March 2027			

Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
Week 1 01 March	Week 1 of classes for T127		

2.5 Teaching Methods/Strategies

Briefly described below are the teaching methods/strategies used in this subject:

- *Lectures* (2 hours/week) are conducted in seminar style and address the subject content, provide motivation and context and draw on the students' experience and preparatory reading.
- *Tutorials* (2 hours/week) include class discussion of case studies and research papers, practice sets and problem-solving and syndicate work on group projects. Tutorials often include group exercises and so contribute to the development of teamwork skills and cultural understanding. Tutorial participation is an essential component of the subject and contributes to the development of many of the graduate attributes (see section 2.2 above). Tutorial participation contributes towards the assessment in many subjects (see details in Section 3.1 for this subject). Supplementary tutorial material such as case studies, recommended readings, review questions etc. will be made available each week in Moodle.
- *Online* teaching resources include class materials, readings, model answers to assignments and exercises and discussion boards. All online materials for this subject as provided by KOI will be found in the Moodle page for this subject. Students should access Moodle regularly as material may be updated at any time during the trimester
- *Other contact* - academic staff may also contact students either via Moodle messaging, or via email to the email address provided to KOI on enrolment.

2.6 Student Assessment

Assessment is designed to encourage effective student learning and enable students to develop and demonstrate the skills and knowledge identified in the subject learning outcomes. Assessment tasks during the first half of the study period are usually intended to maximise the developmental function of assessment (formative assessment). These assessment tasks include weekly tutorial exercises (as indicated in the weekly planner) and low stakes graded assessment (as shown in the graded assessment table). The major assessment tasks where students demonstrate their knowledge and skills (summative assessment) generally occur later in the study period. These are the major graded assessment items shown in the graded assessment table.

Final grades are awarded by the Board of Examiners in accordance with KOI's Assessment and Assessment Appeals Policy. The definitions and guidelines for the awarding of final grades within the BIT degree are:

- HD High distinction (85-100%) an outstanding level of achievement in relation to the assessment process.
- DI Distinction (75-84%) a high level of achievement in relation to the assessment process.
- CR Credit (65-74%) a better than satisfactory level of achievement in relation to the assessment process.
- P Pass (50-64%) a satisfactory level of achievement in relation to the assessment process.
- F Fail (0-49%) an unsatisfactory level of achievement in relation to the assessment process.

Provided below is a schedule of formal assessment tasks and major examinations for the subject.

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Assessment Type	When assessed	Weighting	Learning Outcomes Assessed
Assessment 1: PM Concepts quiz **(In-Class)**	Week 5	10 %	a
Assessment 2: Group Project - PMBOK case study	Week 7	35 %	b, d
Assessment 3: Individual Project: AGILE case study	Week 11	20%	c, d
Assessment 4: Final examination On-campus: 2 hours + 10 mins reading time	Final exam period	35%	a, b, c, d

Requirements to Pass the Subject:

To gain a pass or better in this subject, students must gain a *minimum of 50%* of the total available subject marks.

2.7 Prescribed and Recommended Readings

Provided below, in formal reference format, is a list of the prescribed and recommended readings.

Prescribed Text:

Project Management Institute, 2025, A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and The Standard for Project Management, 8th ed., Project Management Institute, Newtown Square, PA. ISBN: 9781628258295.

Recommended Readings:

Blair, A.A., 2020, *Agile Project Delivery: A Practical Approach for Corporate Environments Beyond Software Development*, 1st ed., Canadian Scholars, Toronto. ISBN: 9781773382142.

Cicala, G., 2020, *The Project Manager's Guide to Microsoft Project 2019*, 1st ed., Apress, New York, NY. ISBN: 9781484256343.

Cobb, C.G., 2023, *The Project Manager's Guide to Mastering Agile: Principles and Practices for an Adaptive Approach*, 2nd ed., John Wiley & Sons, Hoboken, NJ. ISBN: 9781119931355.

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Schwalbe, K., 2019, *Information Technology Project Management*, 9th ed., Cengage Learning, Boston, MA. ISBN: 9781337101356.

Heagney, J., 2022, *Fundamentals of Project Management*, 6th ed., HarperCollins Leadership, Nashville, TN. ISBN: 9781400235261.

Vannie, N., and Verma, R., 2021, *Contemporary Challenges for Agile Project Management*, 1st ed., IGI Global, Hershey, PA. ISBN: 9781799878735.

ACS Code of Professional Conduct

- ACS Code of Professional Conduct documentation: https://www.acs.org.au/content/dam/acs/rules-and-regulations/Code-of-Professional-Conduct_v2.1.pdf
- ACS website: https://www.acs.org.au/

Suggested Conference/ Journal Articles:

International Journal of Project Management https://www.journals.elsevier.com/international-journal-of-project-management

Emerald : International Journal of Managing Projects in Business

PMI Project Management Journal https://www.pmi.org/learning/publications/project -management-journal

Students are encouraged to read peer reviewed journal articles and conference papers. Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites.

Useful Websites:

The following industry websites are useful introductory sources covering a range of information useful for this subject.

http://www.pmi.org/pmbok-guide-and-standards/pmbok-gui de.aspx

http://www.project-management-basics.com

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