Unit of Study Guide: PRJ5004 Procurement, Quality, and Risk Management
Trimester 3, 2023

Overview

The *PRJ5004 Procurement, Quality, Risk Management* unit provides conceptual and practical knowledge, skills, and frameworks to manage a project's risks, quality, and resource procurement.

Unit topics introduce quality management (processes and costs) drawing on the theory and practice of Total Quality Management (TQM). Other topics cover risk management, procurement management, and exploring procurement methods (identifying project needs through 'make-or-buy analysis', determining contract types, and analysing their related risks). The unit concludes with a critical review of contemporary trends and emerging practices in procurement, quality, and risk management.

Through the unit's learning and assessment activities, students develop a quality management plan for a project; develop a project risk management plan (including risk response implementation and risk monitoring strategies); and develop a project procurement plan using a relevant procurement methodology.

Course(s)	Graduate Certificate in Project Management (GradCertPM) Graduate Diploma of Project Management (GradDipPM) Master of Project Management and Business (MPMB)
Core or Elective	Core: GradCertPM; GradDipPM; and MPMB
Credit Points	8 credit points
Duration	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
Level	Postgraduate -Intermediate
Student Workload	Students should expect to spend approximately 13 hours per week over 12 weeks (totaling approximately 156 hours) on learning activities for this unit.
Essential Requirements	N/A
Mode(s) of Delivery	On campus
Pre-Requisites	None
Unit Coordinator	Dr Saiful Islam
Contact Information	Consultation: 1 hour scheduled session

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone:+61 2 8319 2100
Email: programs@apicollege.edu.au
apicollege.edu.au

Melbourne
399 Lonsdale Street
Melbourne VIC 3000
Phone: +61 3 9603 5333
Email: programs@apicollege.edu.au
apicollege.edu.au

www.apicollege.edu.au

Unit Learning Outcomes

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

ULO1   Examine key concepts of risk management, quality management, and procurement.

ULO2   Identify quality requirements based on customer needs and identify quality issues.

ULO3   Apply quality management tools and techniques to develop a quality management plan.

ULO4   Analyse project risks and apply different tools and techniques to develop risk management plan.

ULO5   Select appropriate procurement method relevant to project situation and develop project management plan.

Weekly Schedule

Detailed information for each week's activities can be found in the unit's weekly modules on Canvas.

Topics included in the unit
Week 1: Introduction to quality management; Introduction to unit aims, objectives, learning strategies, resources available; Quality Management Importance of quality management; Quality paradigm; Dimensions of quality; Quality movement. Approaches to quality improvement-Deming's Wheel.
Week 2 Quality Management process and cost of quality; Quality management concept and process based on PMBOK; Relationships among various entities of project quality management; Cost of quality.
Week 3 Total quality management: Principles and Tools Systems approach to Quality Management; Philosophy of TQM; TQM focus area; Quality award and standard; Tools for quality control and improvement; Quality metrics.
Week 4 Introduction to Risk Management; Importance of risk management; Attributes of project risk management; Definition of risk; Tolerance for risk- manager's personality type.
Week 5 Risk Management process: Risk charts, risk register Risk management plan; Risk analysis (qualitative and quantitative); Risk Charts; Risk.
Week 6 Risk Management process (Continued): Risk management process, risk response and contingency planning.
Week 7 Introduction to Procurement Management Register: Importance of procurement management; Procurement strategy; Procurement environment; Seller's contract management process; Procurement process.
Week 8 Project Contracts: Appraise project contract and analyse its technical aspects; Types of project contracts and their features; Use of a contract as a tool of risk management.
Week 9 Procurement methods: Contract Management; Project contract: Fundamentals and types; Introduction to sustainable procurement management; Process of project procurement; Appropriate procurement method for a project.

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone:+61 2 8319 2100
Email: programs@apicollege.edu.au
apicollege.edu.au

Melbourne
399 Lonsdale Street
Melbourne VIC 3000
Phone: +61 3 9603 5333
Email: programs@apicollege.edu.au
apicollege.edu.au

www.apicollege.edu.au

Topics included in the unit
Week 10 Trends & Emerging practices in Q, R, P management - An integrated approach Importance of QRP management; New trends and emerging concepts in this area.
Week 11: Study Week.
Week 12: Final Assessment submission.

Assessments

1. **All assessments are compulsory**.

2. To pass the unit students must:
   - achieve a total of 50% or more of marks offered; and
   - achieve a weighted average of 50% or more marks from all invigilated assessments; and
   - have attempted all assessments.

   Where one or more of these requirements are not met, the Board of Examiners will consider astudent's overall progress toward meeting the unit learning outcomes and any special circumstances before reaching a decision.

3. The Board of Examiners may grant a supplementary assessment where a student:
   - achieves a total of 45% or more; and
   - achieves a weighted average of 45% or more marks from all invigilated assessments inthe units.
   - has attempted all assessments; and
   - has a recommendation for supplementary assessment by the Unit Coordinator and theHead of Discipline.

   Where one or more of these requirements are not met, the Board of Examiners will consider astudent's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision. Attendance and engagement in class will be considered.

4. APIC awards common result grades as set out in the Award of Grade Policy.

5. Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone:+61 2 8319 2100
Email: programs@apicollege.edu.au
apicollege.edu.au

Melbourne
399 Lonsdale Street
Melbourne VIC 3000
Phone: +61 3 9603 5333
Email: programs@apicollege.edu.au
apicollege.edu.au

www.apicollege.edu.au

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
Assessment 1: Quiz Weekly online quiz of key content areas. There will be 9 (nine) online quizzes in total.	Individual Invigilated	30%	20 minutes (equiv. 3000 words)	Week 2-10	ULO1
Assessment 2: Critical Review This assessment requires students to work individually to critically review quality and risk concepts to discuss its application in a project environment and its impact on project life cycle. Student is also required to discuss about two contemporary (what is in practice) models of quality management and two contemporary models of risk management used in business organization/industry of their choice.	Individual	25%	2500 words	Week 7	ULO2 ULO3 ULO4
Assessment 3: QRP Management Plan Group assessment requiring analysis of a real-life Project incorporating Quality, risk, and procurement management) in successful delivery of the project.	Group	35%	3000 words	Week 11	ULO1 ULO2 ULO3 ULO4 ULO5
Assessment 4: Active Participation Individual assessment requiring active contributions to a portfolio of learning activities.	Individual	10%	Equiv. 500 words	Week 1-10	ULO1 ULO2 ULO3 ULO4 ULO5

equiv. – equivalent word count based on the Assessment Load Equivalence Guide. It means this assessment is equivalent to the normally expected time requirement for a written submission containing the specified number of words.

Course Reserves

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via APIC Library or via the Course Reserve link on the unit's homepage.

Prescribed text(s):

Larson, EW & Gray, CF, 2021, *Project management: the managerial process*, Eighth edition., McGraw-Hill Education, New York, N.Y.

Recommended Readings:

Grit, R, 2021, *Project Management: A Practical Approach*, Taylor and Francis, Milton, doi: 10.4324/9781003194392.

Institute, P, 2019, *The standard for risk management in portfolios, programs, and projects.*, 1st edition, Project Management Institute, Newtown Square, Pennsylvania.

Kerzner, H, 2017, *Project management a systems approach to planning, scheduling, and controlling*, 12th ed., John Wiley & Sons, Inc

Rowe, SF, 2020, *Project management for small projects*, Berrett-Koehler

Project Management Institute 2021, *The standard for project management and A guide to the project management body of knowledge: (PMBOK® guide)*, 7th edition, Newtown Square, Pennsylvania

Other Recommended Resources:

Project Management Journal: https://journals.sagepub.com/home/pmx

Harvard Business Review: www.hbr.com

PM Times: https://www.projectimes.com/articles.html

Project Smart: http://www.projectsmart.com/

Project Management Institute: https://www.pmi.org

Australian Institute of Project Management: https://aipm.com.au/

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone:+61 2 8319 2100
Email: programs@apicollege.edu.au
apicollege.edu.au

Melbourne
399 Lonsdale Street
Melbourne VIC 3000
Phone: +61 3 9603 5333
Email: programs@apicollege.edu.au
apicollege.edu.au

www.apicollege.edu.au

Academic Integrity

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's Academic Integrity Policy for further details.

Other Important Information and Links

Special consideration If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the Assessment Policy for further details.	**Late submission** Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.
Assessment appeals If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the Assessment Policy for further details.	**Award of grades** APIC awards common result grades, set out in the Award of Grade Policy.
Expectations of student conduct Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the Student Code of Conduct.	**Study resources** APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).
Student Services The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the Student Services page on the OLS (Canvas).	**Key dates** Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the Academic Calendar section of the APIC website.

Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on 1st October 2023.

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone: +61 2 8319 2100
Email: programs@apicollege.edu.au
apicollege.edu.au

Melbourne
399 Lonsdale Street
Melbourne VIC 3000
Phone: +61 3 9603 5333
Email: programs@apicollege.edu.au
apicollege.edu.au

www.apicollege.edu.au