

Unit of Study Guide: PRJ5108 Project Delivery and Procurement

Trimester 3, 2023

Overview

The *PRJ5108 Project Delivery and Procurement* unit is about designing and implementing optimal systems for project contracting, administration, and procurement management in response to the strategic and implementation needs of all stakeholders.

Unit studies provide an overview of project delivery and contract management and explore advanced delivery systems, contract types, and procurement methods. Other topics cover contract management, administration, and communication; explore contract law, negotiation, and dispute resolution; and strategic procurement and contracting. The unit ends with a critical review of contemporary project delivery and procurement issues.

Through learning and assessment activities, students evaluate and select appropriate delivery systems, contract types, and procurement methods for different project circumstances; analyse risks (legal and organisational) in contract implementation, develop mitigation strategies, and engage in contract negotiation, claims, and dispute resolution.

Course(s)	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- Advanced
Student Workload	Students should expect to spend approximately 13 hours per week over 12 weeks (totalling approximately 150 hours) on learning activities for this unit.
Essential Requirements	N/A
Mode(s) of Delivery	On-Campus, Blended
Pre-Requisites	PRJ5001
Unit Coordinator	Dr Jahangir Alam
Contact Information	✉: jahangir.alam@apicollege.edu.au ☎: + 61 03 9603 5333 Consultation: Via Zoom or Face to Face on Tuesday 1:00PM to 3:00PM

Unit Learning Outcomes

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

- ULO1** Describe advanced delivery systems, contract types and procurement methods.
- ULO2** Explain the legal systems and organisational factors for project contracts, procurement and delivery systems.
- ULO3** Evaluate project situations and select appropriate contract type, delivery and procurement methods.
- ULO4** Analyse implementation risks via contracts and develop measures to mitigate these risks.
- ULO5** Engage in contract negotiation, claims and dispute resolution.

Weekly Schedule

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

Topics included in the unit
Week 1 Introduction and overview of project delivery and contract management: Understand the unit aims, objectives, learning strategies; Overview of project delivery and contract management; Project manager's roles in procurement and contracting.
Week 2 Project delivery: Criteria of selecting a project delivery system; Learn about make or buy analysis.
Week 3 Procurement documents and documentation: Understand Request for Proposal (RFP) or Request for Tender; Price Request; Bid Process (IFB, or Request for Bid (RFB)); Quotations (RFQ); Procurement Statement of Work (SOW).
Week 4 Bids (preparation and evaluation): Bids for a project; Developing criteria for bid selection and evaluation
Week 5 Contract management Contract statement of work: Understand different types of contracts and its advantages and disadvantages; Legal bindings with each type of contract.
Week 6 Contract management: Identify risks related to each type of contract; Managing contract related risk.
Week 7 Contract administration and communication: Understanding contract administration; Control procurement; Control and manage change; Contract communication and contract closer.
Week 8 Contract law, Negotiation, and Contract disputes: Contract law; Contract Negotiation and Negotiation Tactics; Managing conflict and contract disputes.
Week 9 Strategic procurement and contract: Understanding strategic procurement and strategic contract
Week 10 Contemporary topics and revision: Sustainability and sustainable procurement; Environmental factors for procurement; Cultural aspects for managing a global project
Week 11 Revision 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
 - pass all individual invigilated assessments; and
 - have attempted all assessments.


Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards 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
 - has passed all individual invigilated assessments in the unit; and
 - has attempted all assessments; and
 - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline.

Where one or more of these requirements are not met, the Board of Examiners will consider a student'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.

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
1: Online Quizzes – Individual and invigilated online quiz in class assessing weekly content. (Equivalent 3000 words.)	Individual Invigilated 	30%	20 mins each (equiv. 3000 words)	Week 2- Week 10	ULO1 ULO2
2: Written Report – Group assessment requiring: (a) Analyse a real project and develop and construct a delivery management plan including procurement documents, bid preparation and evaluation, and select delivery method, (b) Analyse potential contract types, analyse the risks related to each type and select appropriate contract type. (3000 words)	Group 	30%	3000 words	Week 9	ULO2 ULO3 ULO4
3: Case Study / Problem Solving Project – Individual assessment requiring critical analysis of case scenario and	Individual 	25%	2500 words	Week 5	ULO1 ULO2 ULO3

project management theories. (2500 words)				Week 8 Week 12	ULO4 ULO5
4: Presentation of Assessment 3 Case Study Solution/s – Individual and invigilated requiring presentation of: <ul style="list-style-type: none"> Case study analysis Lessons learned (Equivalent 1000 words)	Individual Invigilated 	15%	10 minutes' verbal presentation (equiv. 1000 words)	Week 12	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):

Fleming, QW 2016, *Project Procurement Management: Contracting, Subcontracting, Teaming*, Project Management Institute, Newtown Square, Pennsylvania.
O'Brien, J 2020, *Negotiation for Procurement Professionals: A Proven Approach that Puts the Buyer in Control*, 2nd edn, Kogan Page Publishers.
Project Management Institute 2021, *A guide to the project management body of knowledge*, 7th edn, Project Management Institute, Newtown Square, Pennsylvania.

Recommended Readings:

Project Management Institute 2017, *A guide to the project management body of knowledge*, 6th edn, Project Management Institute, Newtown Square, Pennsylvania.
Kerzner, H 2022, *Project management: A systems approach to planning, scheduling, and controlling*, 13rd edn, John Wiley and Sons, Hoboken, New Jersey.
Larsson, J & Larsson, L 2020, 'Integration, Application and Importance of Collaboration in Sustainable Project Management', *Sustainability*, vol. 12, no. 2, pp. 585.

Other Recommended Resources:

Project Management Journal: <https://journals.sagepub.com/home/pmx>
Harvard Business Review: www.hbr.com
Project Smart: <http://www.projectsart.com/>
Project Management Institute: <https://www.pmi.org/>

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

<p>Special consideration</p> <p>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.</p>	<p>Late submission</p> <p>Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.</p>
<p>Assessment appeals</p> <p>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.</p>	<p>Award of grades</p> <p>APIC awards common result grades, set out in the Award of Grade Policy.</p>
<p>Expectations of student conduct</p> <p>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.</p>	<p>Study resources</p> <p>APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).</p>
<p>Student Services</p> <p>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).</p>	<p>Key dates</p> <p>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.</p>

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 22 September 2023.