



## Unit outline

### Code and Name of unit

**BUS3008 Project Execution Planning and Management**

### Unit description

The aim of this unit is to apply project management concepts, techniques, and processes, including contracting, tendering, leasing, and procurement to a business project. The unit enables the application of project planning and management knowledge and skills and the evaluation of quality standards in project management.

Unit topics cover risk analysis, planning, and mitigation strategies; the tools and techniques of procurement planning and management; controlling and closing contracts; managing and controlling quality within projects; and managing project teams. Topics include project execution planning and tendering; managing contractor/provider risks; applying contract management and change control systems; evaluating the commercial framework for project decision-making; and monitoring standards of quality in all phases of a project.

Through learning and assessment activities, students actively apply their knowledge and skills in project planning and management (contracting, tendering, leasing, and procurement); critically evaluate the risks associated with projects; develop risk mitigation strategies; and critique the effectiveness of quality standards in the management of projects.

## SECTION 1 – GENERAL INFORMATION (CORE)

### 1.1 Administrative details

Associated higher education awards	Duration	Level	Unit coordinator
Bachelor of Business	One Trimester	Advanced	Dr Roberto Poles
Bachelor of Information Technology	One Trimester	Advanced	Dr Roberto Poles



## 1.2 Core or elective unit

Indicate if the unit is a:

- core unit
- elective unit
- other (please specify below):

## 1.3 Unit weighting

Unit credit points Example: 10 credit points	Total course credit points Example: 320 credit points
6 credit points	144 credit points

## 1.4 Student workload

No. timetabled hours per week (1)	No. personal study hours per week (2)	Total workload hours per week (3)
3	7	10

(1) Total time spent per week at lectures, tutorials, clinical and other placements, etc.

(2) Total time students are expected to spend per week in studying, completing assignments, etc.

(3) Sum of (1) and (2) equals workload hours.

For students requiring additional English language support or learning support, the [Student Learning Support](#) site provides them with resources, webinars and workshops, and consultation sessions with a Learning Advisor.

## 1.5 Delivery mode

- Face to face on site
- E-learning (online)
- Intensive/block mode (where the unit or a face to face component is delivered in a block)
- Mixed/blended
- Distance/independent learning (untimetabled)
- Full-time
- Part-time
- External



- Fast track
- Other (please specify)

Note: All units are delivered face-to-face. Online delivery is offered when there is a logistical need.

### 1.6 Work-integrated learning activity

N/A

### 1.7 Prerequisites and co-requisites

Are students required to have undertaken a prerequisite or co-requisite unit for this unit?

- Yes  No

If **YES**, provide details of the prerequisite or co-requisite requirements below.

BUS2001 Project Management Fundamentals and Practices or BIS2003 IS Project Management

### 1.8 Other resource requirements

Do students require access to specialist facilities and/or equipment for this unit (for example, special computer access, physical education equipment)?

- Yes  No

If **YES**, provide details of specialist facilities and/or equipment below.



## SECTION 2 – ACADEMIC DETAILS (CORE)

### 2.1 Unit Learning Outcomes

#### Learning outcomes for the unit

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

ULO 1: Apply project management concepts and processes, including contracting, tendering, leasing, and procurement, to business contexts

ULO 2: Evaluate the role of relevant quality standards in effective project management.

ULO 3: Identify and critically evaluate the risks associated with projects and develop risk mitigation strategies.

ULO 4: Apply conflict management practices to project management challenges and propose strategies for effective conflict management.

### 2.2 Topics

#### Topics included in the unit

Week 1 Introduction on Project Risks, Risk Definition.

Week 2 Risk Management Process, risk mitigation strategies, Risk Analysis (Quantitative, Qualitative)

Week 3 Planning process within Procurement Management, inputs/outputs/tools and techniques

Week 4 Conduct procurement process within Procurement Management, Contract types

Week 5 Control procurement process within Procurement Management: Control and Closing Contracts

Week 6 Project delivery methods and contracts; project delivery systems

Week 7 Managing and Controlling Quality within projects

Week 8 Establishing the relationship with contractors, Manage Project teams

Week 9 Conflict resolution modes, Moderation in Contracts, International Projects, Colocation

Week 10 Summary and consolidation of key unit concepts

Week 11 Unit review and assessment preparation

Week 12 Unit review and assessment preparation



## 2.3 Assessment Tasks

Type (1) (see examples noted below this table)	When assessed – year, session and week	Weighting (% of total marks for unit)	Cross reference to Unit learning outcomes
<b>Quizzes</b> Students will complete as series of 8 quizzes designed to asses students’ understanding of key unit concepts (10 mins each)	Year 3, Trimester 5, Weeks 2, 3, 4, 5, 6, 7, 8 and 9	40% (8 x 5%)	ULO1
<b>Project Execution Plan</b> Student will develop project management plan for a chosen project focusing on project delivery, project contract, project risk and procurement	Year 3, Trimester 5, Week 7	30%	ULO1 ULO3
<b>Project Management Plan – Part A: Report</b> Students will develop project management plan with focus on quality management plan, stakeholder management plan and conflict management plan for a chosen case project.	Year 3, Trimester 5, Weeks 10	20%	ULO2 ULO4
<b>Project Management Plan – Part B: Oral Presentation</b> This assessment requires students present the project management plan developed in Assessment 3/Part A	Year 3, Trimester 5, Weeks 12	10%	ULO2 ULO4

## 2.4 Prescribed and recommended reading

### Prescribed text(s):

Kerzner, H 2022, *Project management: A systems approach to planning, scheduling, and controlling*, 13th edn, John Wiley & Sons, New Jersey.

### Recommended text(s):

Alghail, A et al. 2022, ‘Assessment of Knowledge Process Capabilities Toward Project Management Maturity: An Empirical Study,’ *Journal of Knowledge Management*, 2vol. 26, no. 5, pp. 1207–1234.

Azevedo, A, Jugdev, K & Mathur, G 2022, ‘The Impact of Organizational Support for the Project Management Process on Project and Firm Performance,’ *International Journal of Managing Projects in Business*, vol 15, no. 7, pp. 1013–1031, <https://doi.org/10.1108/JKM-03-2021-0180>



Barbosa, APFPL., Salerno, MS, de Souza Nascimento, PT, Albala, A, Maranzato, FP & Tamoschus, D 2021. 'Configurations of project management practices to enhance the performance of open innovation R&D projects', *International Journal of Project Management*, vol. 39, no. 2, pp.128-138, <https://doi.org/10.1016/j.ijproman.2020.06.005>

Fossum, K. R. *et al.* (2019) "Success Factors in Global Project Management," *International Journal of Managing Projects in Business*, vol. 13, no, pp. 128–152.

Goel, A, Ganesh, LS & Kaur, A 2020, 'Project Management for Social Good,' *International Journal of Managing Projects in Business*, vol. 13, no. 4, pp. 695–726.

Musonda, I & Okoro, CS 2022, 'A Hermeneutic Research on Project Management Approaches Applied in a Business Process Re-Engineering Project,' *Business Process Management Journal*, vol 28, no. 8, pp. 66–89.

Zasa, FP, Patrucco, A & Pellizzoni, E 2020, 'Managing the hybrid organization: How can agile and traditional project management coexist?', *Research-Technology Management*, vol. 64, no. 1, pp.54-63.

## 2.5 Constructive Alignment

	Unit Title	BUS3008 Project Execution Planning and Management		
	Course learning outcomes (CLO) - BBUS	Unit learning outcomes (ULO) on completion of the unit the student should be able to:		Assessment
1	CLO1: Broad and coherent knowledge of a range of business and related disciplines including accounting, project management, economics, statistics, general management, and marketing.	ULO1	Apply project management concepts and processes, including contracting, tendering, leasing, and procurement, to business contexts.	<b>Quizzes</b> Students will complete as series of 8 quizzes designed to asses students' understanding of key unit concepts (10 mins each)
2	CLO 6: Graduates will demonstrate the application of knowledge and skills through the resolution of problems and decision making in a range of business and related disciplines including accounting, project management, economics, statistics, general management, and marketing.  CLO 7: Graduates will demonstrate the application of knowledge and skills through the identification,	ULO1	Apply project management concepts and processes, including contracting, tendering, leasing, and procurement, to business contexts.	<b>Project Execution Plan</b> Student will develop project management plan for a chosen project focusing on project delivery, project contract, project risk and procurement
		ULO3	Identify and critically evaluate the risks associated with projects and develop risk mitigation strategies.	



	implementation, and evaluation of innovative and professional business practice.			
3	<p>CLO 6: Graduates will demonstrate the application of knowledge and skills through the resolution of problems and decision making in a range of business and related disciplines including accounting, project management, economics, statistics, general management, and marketing.</p> <p>CLO 7: Graduates will demonstrate the application of knowledge and skills through the identification, implementation, and evaluation of innovative and professional business practice.</p>		Evaluate the role of relevant quality standards in effective project management.	<p><b>Project Management Plan – Part A: Report</b></p> <p>Students will develop project management plan with focus on quality management plan, stakeholder management plan and conflict management plan for a chosen case project.</p>
			Apply conflict management practices to project management challenges and propose strategies for effective conflict management	
4	<p>CLO 5: Communication skills to work effectively with people and teams and to present clear and coherent information in business, professional and academic formats</p>	ULO2	Evaluate the role of relevant quality standards in effective project management.	<p><b>Project Management Plan – Part B: Oral Presentation</b></p> <p>This assessment requires students present the project management plan developed in Assessment 3/Part A</p>
		ULO4	Apply conflict management practices to project management challenges and propose strategies for effective conflict management	

## Section 3 Other Details

### 3.1 Assessment 1 Details

#### Assessment 1: Online Quiz

<i>Due date:</i>	Weeks 2, 3, 4, 5, 6, 7, 8, and 9
<i>Group/individual:</i>	Individual
<i>Word count / Time provided:</i>	10 minutes
<i>Weighting:</i>	(8 x 5%) = 40%
<i>Unit Learning Outcomes:</i>	ULO1



### **Assessment 1: Details**

These weekly quizzes will assess your understanding of key concepts of risk management as per best project management practices. The quizzes will be completed online weekly during regular class time.

For successful completion of the quiz, you are required to study the material provided (lecture slides, tutorials, and reading materials), engage in the unit's activities, and in the discussion forums. The prescribed textbook is the main reference along with the recommended reading material.

### **Assessment 1: Marking Information:**

Each quiz will be marked out of 5 and will be weighted 5% of the total unit mark (40% in total).



## 3.2 Assessment 2 Details

### Assessment 2: Case Study

<i>Due date:</i>	Week 6
<i>Group/individual:</i>	Individual
<i>Word count / Time provided:</i>	1500 words
<i>Weighting:</i>	30%
<i>Unit Learning Outcomes:</i>	ULO1, ULO2, ULO3

### Assessment 2: Details

The assignment is designed as a hypothetical case study for students to practice procurement and risk management concepts. The individual assignment has the following major deliverables:

1. Select a project at your target company
2. Provide background of the case project
3. Recommend the best project delivery method for your project based on the criteria that YOU think is most crucial to this project. Be mindful that the types of delivery methods that need to be evaluated are Design-Bid-Build, Design-Build and CM@Risk. You must document all your assumptions and rationale for the selection of the project delivery system. All your suggested grading (the criteria, weights, and scores) should come with justifications and explain why you gave such grade to each element of the selection matrix.
4. Evaluate and recommend the best financial contract type for your project based on the criteria that YOU think are crucial to this project. The types of contracts that need to be evaluated are Lump sum contract, Guaranteed Maximum Price Contract and Cost-Plus Fixed Fee Contract. All grading must be justified and explained.
5. Evaluate and recommend the best procurement method for your project based on the criteria that are crucial to this project. The types of procurement that need to be evaluated are Competitive, Negotiated and Best Value. All grading must be justified and explained.
6. Develop Risk Management Plan including Risk Register, Risk Quadrant Analysis, and risk mitigation plan

### Assessment 2: Marking Information

The assessment will be marked out of 100 and will be weighted 30% of the total unit mark.



**Assessment 2: Marking Criteria and Rubric**

Marking Criteria	Not satisfactory (0-49% of the criterion mark)	Satisfactory (50-64% of the criterion mark)	Good (65-74% of the criterion mark)	Very Good (75-84% of the criterion mark)	Excellent (85-100% of the criterion mark)
<b>Demonstrate a critical understanding of project management processes including contracting, tendering, leasing, and procurement (45 marks)</b>	Inadequate understanding of project management processes including contracting, tendering, leasing, and procurement; cannot discuss concepts in own words	Basic knowledge only of project management processes including contracting, tendering, leasing, and procurement; limited depth of basic concepts	Exhibits breadth and depth of understanding of project management processes including contracting, tendering, leasing, and procurement	Exhibits accurate & detailed breadth & depth of understanding of project management processes including contracting, tendering, leasing, and procurement	Displays exceptional understanding of concepts & their practical application of project management processes including contracting, tendering, leasing, and procurement
<b>Identify and critically assess the risks associated with projects (35 marks)</b>	Inadequate understanding of the risks associated with projects; cannot discuss concepts in own words	Basic knowledge only of the risks associated with projects; limited depth of basic concepts	Exhibits breadth and depth of understanding of the risks associated with projects	Exhibits accurate & Detailed breadth & depth of understanding of the risks associated with projects	Displays exceptional understanding of concepts & their practical application of the risks associated with projects
<b>Writing and Presentation (15 marks) - Evidence of good academic writing; - Free of any grammatical errors; using correct sentence structure; applying an extensive range of vocabulary; - Proper introduction and conclusion. Consistent formatting</b>	Inadequate Writing and Presentation skills	Basic writing and Presentation skills	Exhibits breadth and depth Writing and Presentation skills	Exhibits accurate and Detailed breadth and depth of Writing and Presentation skills	Displays exceptional Writing and Presentation skills



<b>with suitable headings and sub-headings - Consistent use of labels, highlights, font weight &amp; underline</b>					
<b>Referencing (5 marks) - Comprehensive Reference list - Appropriate Referencing using Harvard guidelines</b>	Inadequate understanding of Referencing	Basic knowledge only of referencing	Exhibits breadth and depth of understanding of developing and using Referencing	Exhibits accurate & detailed breadth & depth of understanding & using Referencing	Displays exceptional understanding of developing and using Referencing



### 3.3 Assessment 3 Details

#### Assessment 3: Project Management Plan – Part A: Report

<i>Due date:</i>	Week 10
<i>Group/individual:</i>	Group
<i>Word count / Time provided:</i>	2000 words
<i>Weighting:</i>	20%
<i>Unit Learning Outcomes:</i>	ULO1, ULO2, ULO3, ULO4

#### Assessment 3: Detail

The project is designed for you to apply what you have learned in the course to a project that you will evaluate. You should identify a case project. You should choose any professional project (not personal, like planning a wedding) to study. This project may be at your current place of work, but it cannot be one where the company already has PM documents developed (this relies on your academic integrity).

Here are the deliverables that you will need to produce:

1. Select a project at your target company
2. Provide background of the case project
3. Develop Quality Management Plan including at least 5 total metrics (qualitative and/or quantitative)
4. Develop Stakeholder Management Plan including conflict management plan.

#### Assessment 3: Marking Information

The assessment will be marked out of 100 and will be weighted 20% of the total unit mark.



**Assessment 3: Marking Criteria and Rubric**

Marking Criteria	Not satisfactory (0-49% of the criterion mark)	Satisfactory (50-64% of the criterion mark)	Good (65-74% of the criterion mark)	Very Good (75-84% of the criterion mark)	Excellent (85-100% of the criterion mark)
<b>Provide background of the case project (10 marks)</b>	Inadequate background of the case project	Basic background of the case project	Exhibits breadth and depth of background of the case project	Exhibits accurate and detailed breadth and depth of Background of the case project	Displays exceptional background of the case project
<b>Describe and discuss relevant quality standards and their role in effective project management (20 marks)</b>	Inadequate understanding of relevant quality standards and their role in effective project management ; cannot discuss concepts in own words	Basic knowledge only of relevant quality standards and their role in effective project management; limited depth of basic concepts	Exhibits breadth and depth of understanding of relevant quality standards and their role in effective project management	Exhibits accurate and detailed breadth and depth of understanding of relevant quality standards and their role in effective project management	Displays exceptional understanding of concepts and their practical application of relevant quality standards and their role in effective project management
<b>Develop Quality Management Plan (10 marks)</b> including at least 5 total metrics	Inadequate develop Quality Management Plan	Basic develop Quality Management Plan	Exhibits breadth and depth of develop Quality Management Plan	Exhibits accurate and detailed breadth and depth of develop Quality Management Plan	Displays exceptional develop Quality Management Plan
<b>Demonstrate an understanding of conflict management practices and their role in addressing project management challenges (40 marks)</b>	Inadequate understanding of conflict management practices and their role in addressing project management challenges; cannot discuss concepts in own words	Basic knowledge only of conflict management practices and their role in addressing project management challenges; limited depth of basic concepts	Exhibits breadth and depth of understanding of conflict management practices and their role in addressing project management challenges	Exhibits accurate and detailed breadth and depth of understanding of conflict management practices and their role in addressing project management challenges	Displays exceptional understanding of concepts and their practical application of conflict management practices and their role in addressing project management challenges
<b>Writing and Presentation (15 marks)</b> - Evidence of good academic writing;	Inadequate writing and presentation skills	Basic writing and presentation skills	Good writing and presentation skills	Very good writing and presentation skills	Exceptional Writing and Presentation skills



<p>- Free of any grammatical errors; using correct sentence structure; applying an extensive range of vocabulary; - Proper introduction and conclusion. Consistent formatting with suitable headings and sub-headings - Consistent use of labels, highlights, font weight and underline</p>					
<p><b>Referencing (5 marks) -</b> Comprehensive Reference list - Appropriate Referencing using Harvard guidelines</p>	<p>Inadequate or inaccurate referencing</p>	<p>Adequate referencing with some errors</p>	<p>Good referencing with few errors</p>	<p>Very good, accurate referencing with very few minor errors</p>	<p>Excellent referencing with no errors</p>



## 3.4 Assessment 4 Details

### Assessment 4: Project Management Plan – Part B: Oral Presentation

<i>Due date:</i>	Week 12
<i>Group/individual:</i>	Group
<i>Word count / Time provided:</i>	12 Slides
<i>Weighting:</i>	10%
<i>Unit Learning Outcomes:</i>	ULO1, ULO2, ULO3, ULO4

### Assessment 4: Details

This assessment requires students present the project management plan developed in Assessment 3/Part A. The students are required to design and deliver a presentation on their project plan and use 12 PowerPoint slides.

### Assessments 4: Marking Information

The assessment will be marked out of 100 and will be weighted 10% of the total unit mark.



**Assessment 4: Marking Criteria and Rubric**

Marking Criteria	Not satisfactory (0-49% of the criterion mark)	Satisfactory (50-64% of the criterion mark)	Good (65-74% of the criterion mark)	Very Good (75-84% of the criterion mark)	Excellent (85-100% of the criterion mark)
<b>Presentation topic knowledge/content In terms of relevant quality standards and their role in effective project management (25 marks)</b>	Inadequate understanding of relevant quality standards and their role in effective project management ; cannot discuss concepts in own words	Basic knowledge only of relevant quality standards and their role in effective project management; limited depth of basic concepts	Exhibits breadth and depth of understanding of relevant quality standards and their role in effective project management	Exhibits accurate and detailed breadth and depth of understanding of relevant quality standards and their role in effective project management	Displays exceptional understanding of concepts and their practical application of relevant quality standards and their role in effective project management
<b>Presentation topic knowledge/content In terms of conflict Management practices and their role in addressing project management challenges (25 marks)</b>	Inadequate understanding of conflict management practices and their role in addressing project management challenges; cannot discuss concepts in own words	Basic knowledge only of conflict management practices and their role in addressing project management challenges; limited depth of basic concepts	Exhibits breadth and depth of understanding of conflict management practices and their role in addressing project management challenges	Exhibits accurate and detailed breadth and depth of understanding of conflict management practices and their role in addressing project management challenges	Displays exceptional understanding of concepts and their practical application of conflict management practices and their role in addressing project management challenges
<b>Presentation slides Visual Appeal (25 marks)</b>	There are too many errors in spelling, grammar and punctuation. The slides were difficult to read, and slides contained information copied onto them from another source. No visual appeal	There are many errors in spelling, grammar and punctuation. Too much information was contained on many slides. Minimal effort made to make slides appealing.	There are some errors in spelling, grammar and punctuation. Too much information on more than three or more slides. Presentation has good visual appeal.	There are few errors in spelling, grammar and punctuation. Too much information on two or more slides. Presentation has significant visual appeal.	There are no errors in spelling, grammar and punctuation. Information is clear and concise on each slide. Presentation is visually appealing/engaging
<b>Presentation skills and Preparedness (25 marks)</b>	Evident lack of Presentation skills and preparation/ rehearsal dependence on slides.	Basic Presentation skills and preparedness.	Good presentation skills and preparedness.	Very well prepared and go beyond what is presented in slide.	Extremely prepared and rehearsed. Excellent presentation skills.