The objective of this course is to provide an introduction to practical project management techniques applicable to business projects in the private and public sectors. Concepts and techniques covered may include project specification, work breakdown structures, scheduling, network analysis, resource management and budgeting, risk analysis, reporting tools such as Gantt and PERT network charts,
contractual issues, and, project termination.

**LEARNING OUTCOMES**

The objective of this course is to provide an introduction to practical project management techniques applicable to business projects in the private and public sectors. Concepts and techniques covered may include project specification, work break down structures, scheduling, network analysis, resource management and budgeting, risk analysis, reporting tools such as Gantt and PERT network charts, contractual issues, and, project termination.

**SCHEDULE**

This table provides an overview of the weekly topics throughout the semester.

*For more details, please refer to Wattle*

<table>
<thead>
<tr>
<th>Week # Commencing</th>
<th>Topics</th>
<th>Required Readings</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 15 Feb</td>
<td>Course Introduction</td>
<td>Course Outline</td>
<td>[Non-assessment item] Using Wattle forum, <em>introduce yourself to classmates including name, educational/industry background and a photo</em> by 4pm on Fri 19 Feb</td>
</tr>
<tr>
<td>3 29 Feb</td>
<td>Project Life and Project Governance Model (PGM)</td>
<td>Textbook: Ch 3; Ch 5.7~5.8 Fisher (2011)/Hodgson et al. (2011), Zwikael and Symrk (2015)</td>
<td>A1.1: Project Proposal by 12am Friday 4 Mar</td>
</tr>
<tr>
<td>5 14 Mar (Cbr Day)</td>
<td>Project Planning Overview and Project Scope Management</td>
<td>Textbook: Ch 6.1~6.2; Ch 11.4 Liu et al. (2011), Zwikael and Globerson (2004)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Textbook: Ch</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>21 Mar</td>
<td>Project Scheduling</td>
<td>8 Watch the youtube Videos</td>
<td>A1.2: Project Selection and Description by 12am Friday, 08 Apr.</td>
</tr>
<tr>
<td>9 May</td>
<td>Course Summary</td>
<td>All course materials</td>
<td>A1.3 Complete Project Plan by 12am Friday, 3 June.</td>
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</table>

**ASSESSMENT OVERVIEW**

**Summary**

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Learning Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concourse</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tools and Techniques for Business Project Management</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Type</td>
<td>Weight</td>
<td>Learning Outcome</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Practice Oriented _ Project</td>
<td>5%</td>
<td>1,2,5</td>
<td>Description and detail of assignment</td>
</tr>
<tr>
<td>Proposal and Discussion A1</td>
<td></td>
<td></td>
<td>A1.1: Outline project and Context</td>
</tr>
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<td></td>
<td></td>
<td>Due Date: 4 Mar (12am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weighting: 5%</td>
</tr>
<tr>
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<td></td>
<td>A1.1: Outline resubmission (if required)</td>
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<td></td>
<td>Due Date: 11 Mar (12am)</td>
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<td></td>
<td>Weighting: 0%</td>
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<tr>
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<td>1,2,3,5</td>
<td>Description and detail of assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A1.2: Project selection and description</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Due Date: 08 April (12am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weighting: 10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A1.2: Complete project plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Due Date: 3 June (12am)</td>
</tr>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td>A2: Topic Analysis Report /Literature Review</td>
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<td></td>
<td>Due Date: 20 May (12am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weighting: 30%</td>
</tr>
<tr>
<td>Practice Oriented Topic Summation Post: A3</td>
<td>5%</td>
<td>4,5</td>
<td>Description and detail of assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare and post a summary of your topic analysis for classmates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Due Date: 23 May (9am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weighting: 5%</td>
</tr>
</tbody>
</table>

**Grading Scale**

According to the ANU policy on assessment (https://policies.anu.edu.au/pll/document/ANUP_004603), the standards that apply to High Distinction, Distinction, Credit and Pass in all coursework courses are as follows:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>80-100%</td>
<td>Work of exceptional quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>D</td>
<td>70-79%</td>
<td>Work of superior quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>C</td>
<td>60-69%</td>
<td>Work of good quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>P</td>
<td>50-59%</td>
<td>Work of satisfactory quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>N</td>
<td>0-49%</td>
<td>Work in which the attainment of learning outcomes at or above the relevant qualification level has not been demonstrated</td>
</tr>
</tbody>
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ASSESSMENT ITEMS

Assessment Task 1: Develop a Project Management Plan

Details of task: Choose a project from your organisation or your private life. And in a pair (team of two), implement the proper tools and techniques covered in this course to develop a detailed project plan. Sections to be included in this plan are listed in the description of Assignment 1.2.

This assignment has three components: (1) A1.1: Project Proposal and Discussion. (2) A1.2: Project Selection and Description and (3) A1.3: Complete Project Plan. Detailed requirements and the marking criteria for each of them are provided below.

A1.1: Project Proposal and Discussion

Due Date       Friday, 4 March (12am)
Weighting (%)  5%
Length         500 - 750 words with 10% flexibility

Briefly outline your chosen project for the vetting of the lecturer.

Present and discuss:
- why this project is suitable/interesting
- describe the context/environment of this project
- what might be the challenges and complexities encountered
- what tools and techniques might you be able to practice

Purpose        To encourage planning and to ensure suitability/academic rigour for assessment purposes.
Submission Details  |  Work in pairs and ability to resubmit if requested by lecturer

### A1.2: Project Selection and Description

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Friday, 8 April (12am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>10%</td>
</tr>
<tr>
<td>Length</td>
<td>1000 words (excluding tables, figures, references and appendices) with 10% flexibility</td>
</tr>
</tbody>
</table>
For A1.2, you are required to submit a report that provides the following information. Please note that: (1) the questions under each section are simply to guide you on the preparation of section. All assignments need to be in professional report format not Q&A format; (2) responding to all these questions does not necessarily guarantee a high mark. The responses need to be provided at a sufficient level of details with relevant discussions.

1. Project background
   · Which are the funding organisation and performing units?
   · What is the business environment of the funding organization? (if it is a new business project, what is the external environment?)
   · Why the selected project is important to the funding organization?
   · Is there other important background information that may enhance the chance of your project plan being approved?

2. Project description
   2.1 Project outputs and target outcomes
       · What are target outcomes? Are they being clearly defined according to the target outcome attributes we discussed?
       · What are project outputs? Do they have clear specifications and requirements?
       · Are there any managerial recommendations that can be drawn from this section?
   2.2 Project governance model
       · Who are project participants and their roles in the selected project? Is this information also clearly presented in PGM figure?
       · What are their specific responsibilities in the selected project?
       · Are the roles and responsibilities specifically defined and tailored to the selected project?
       · Are there any managerial recommendations that can be drawn from this section?
   2.3 Critical assumptions about this project
       · What are the critical assumptions about the project?
       · Are there any managerial recommendations that can be drawn from this section?

Purpose
Implement tools and techniques that are relevant during project planning

Marking Criteria
See below

Submission Details
Work in pairs. See the Assignment Submission Section below
### A1.2: Project Selection and Description_ Marking Criteria

<table>
<thead>
<tr>
<th>Needs much more work</th>
<th>Needs some more work</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear project background</td>
<td></td>
<td></td>
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<td></td>
<td>/10</td>
</tr>
<tr>
<td>Clear project description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/60</td>
</tr>
<tr>
<td>Structure</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Include all suggested sections</td>
<td></td>
<td></td>
<td></td>
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<td>/10</td>
</tr>
<tr>
<td>Professional formatting and layout</td>
<td></td>
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<td></td>
<td>/10</td>
</tr>
<tr>
<td>Appropriate sentence structure, grammar and work limits</td>
<td></td>
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<td>/10</td>
</tr>
</tbody>
</table>

**Total Marks** /100

* * scribenton* fied atting rule? nd external)?

### Assignment 1.3: Complete Project Plan

- **Due Date**: Friday 3 June (12am) NO EXTENSIONS WILL BE GRANTED
- **Weighting (%)**: 50%
- **Suggested Length**: 4000 words (excluding tables, figures, references and appendices) with 10% flexibility
Organise your complete work according to the following sections. Please note that your A1.2 (revised based on my comments) should be integrated into this Assignment in Section 2 and 3.

1. Executive summary
   - What are the key points covered in this project plan?

2. Project background
   - See A1.2

3. Project description
   3.1 Project outputs and target outcomes
       - See A1.2
   3.2 Project governance model
       - See A1.2
   3.3 Critical assumptions about this project
       - See A1.2

4. Work breakdown structure (WBS)
   - Is your WBS able to support your project output delivery and is at sufficient level of details and in correct format?
   - Are your work packages being clearly described with respect to how the work will be performed?
   - Are there any managerial recommendations that can be drawn from this section?
   - Is there other important information regarding this section?

5. Project schedule management plan
   - Are the precedence relationships among work packages being clearly specified?
   - Is the ES/EF/LS/LF/TF/FF information of all WBS components being clearly specified?
   - Are critical activities being clearly specified in Gantt Chart and/or Network Diagram?
   - Are there any managerial recommendations that can be drawn from this section?
   - Is there other important information regarding this section?

6. Project resource management plan
   - Are the required resources and their constraints being clearly defined for the selected project? What is the basis of your estimations and information sources?
   - Is your RBS clear enough and at the correct format?
   - Are the resources allocated to WBS and have you provided sufficient information on the resource loading tables and figures?
7. Project cost management plan
   - Are the estimated cost for the entire project and all WBS components being clearly defined?
   - What are the basis of your estimations and information sources?
   - What are the time-phased budget for the project and all WBS components?
   - Are there any managerial recommendations that can be drawn from this section?
   - Are there any managerial recommendations that can be drawn from this section?
   - Is there other important information regarding this section?

8. Project control and reporting plan
   - What is the monitor and control plan for schedule and cost management? Is there any template?
   - What is the project review meeting plan? Is there any template?
   - Is there other important information regarding this section?

9. Conclusions (managerial recommendations)
   - What are the key conclusion of the project plan and any project level managerial recommendations?

Purpose
Implement tools and techniques that are relevant during project planning

Marking Criteria
See below.

Submission Details
Individual work. See the Assignment Submission Section below

Assignment 1.3: Complete Project Plan Marking Criteria

<table>
<thead>
<tr>
<th>Content</th>
<th>Needs</th>
<th>Needs</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide clear background and context of the project</td>
<td>much</td>
<td>some more</td>
<td>work</td>
<td>/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select and correctly use appropriate tools/techniques</td>
<td>more work</td>
<td>/40</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Quality of managerial recommendations** /20

Structure
Include all suggested sections /10
Professional formatting and layout /10
Appropriate sentence structure, grammar and work limits /10

Total Marks /100

“A good plan should not just present “general truth.” Considerations should also be given the question “what you suggest the senior managers do in order to enable an effective management of this project given a circumstance?” Common trap: general recommendations that can fit in every project.

**Assessment Task 2: Topic Analysis**

**Details of task:** Review one of the following topics. For the assignment, please use recent articles to make sure that you have the most recent knowledge on the selected area. The results should add significant value to the discussions held in class, using multiple sources. The preference orders of references: A*/A journal articles, other-ranking journal articles, conference proceedings, industry standards and other online sources. Ranking of journals articles is available on Wattle.

- Reference styles should follow APA style. More information is available: http://www.apastyle.org/
- List of project management areas. Please note that areas suggested below are broad. It is suggested to articulate and explore a specific sub-topic within the selected area

1. Project benefit management (also known as benefit realisation management)
2. Project scope management
3. Project schedule management
4. Project resource management
5. Project cost management
6. Project quality management
7. Project team development
8. Project-based organisations
9. Others (discussed with the lecturer)

**Assignment 2: Topic Analysis Report**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Friday 20 May (12am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>30%</td>
</tr>
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</table>
The written report should include the following sections. Please note: (1) the sectional questions below are structured using the topic of “project knowledge management” as an example. You should replace that with the topic of your selection; (2) this is a literature review report. So your arguments should be supported by the literature.

1. The importance of this area in project management
   · What is project knowledge management?
   · Why project knowledge management is important to project management?

2. The latest development of this area
   · What are the focuses of research on project knowledge management and their key findings in the last 5-10 years? (Your group may need to expand/limit your search subject to the number of articles you find).

3. An explanation and demonstration of two concepts
   · Choose two tools or theories or frameworks etc that serve the same (or at least similar) purpose and describe in details how each of them works? You need to start with why your group selects these two and then move on to descriptions.

4. A comparison of the described concepts/tools
   · What are the criteria your group will use for the comparison and their definitions?
   · Compare the two tools/frameworks/theories you described in Section 3 against the above list of the criteria.

5. Practical implications and limitations
   · In reference to Section 3, what are the difficulties in applying the two discussed concepts/tools/methodologies to practice? And what your group suggests can be done to improve their applicability?

6. Theoretical implications and limitations
   · In reference to Section 2, what topics in the area of project knowledge management your group consider it as under-studied? What are your group’s suggestions for future research topics in the area of project knowledge management?)

Purpose
This assignment allows students to explore the latest development in the domain of project management.

Marking Criteria
See the marking rubric below.

Submission Details
See the Assignment Submission Section below
# Assignment 2: Topic Analysis Report Marking Criteria

<table>
<thead>
<tr>
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<th>Needs some more work</th>
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<th>Excellent</th>
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<tr>
<td>Content</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Provide clear background for the topic</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Detailed discussion on the latest development</td>
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<td></td>
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</tr>
<tr>
<td>Clear illustration of the selected tools/concepts</td>
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<tr>
<td>Clear comparison of the selected tools/concepts</td>
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<tr>
<td>Quality of the discussion on limitations and recommendations</td>
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<tr>
<td>Structure</td>
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</tbody>
</table>

Total Marks /100

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# Assessment Task 3: Topic Summation and Post

**A3: Topic Summary Forum Post**

**Due Date** Monday 23 May 9am
After you have submitted your topic analysis report, prepare a summary of your research and findings to share with your classmates and post this to the forum.

**Instructions**

*No late submission will be accepted for this assignment.*

This assignment allows students to practice the skill of summation and to integrate and reinforce the learning within the topic analysis assessment. It will also share findings with other students to enrich their knowledge and form another body of information on project management for future reference.

**Purpose**

See the marking rubric below.

**Marking Criteria**

A3: Marking Scale for Forum Post

<table>
<thead>
<tr>
<th>Mark</th>
<th>2-3</th>
<th>4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Summary provides succinct information and demonstrates grasp of subject matter. Providing readers with some knowledge of the topic. Reflects a certain level of thinking and evidence of literature review but not clearly linked to the theoretical foundation of course materials</td>
<td>Summary provides succinct information and demonstrates strong comprehension of the topic. Provides readers with solid knowledge of the topic and issues. Reflects a strong level of thinking and evidence of literature review and clearly links to the theoretical foundation of course materials and/or other relevant knowledge.</td>
</tr>
<tr>
<td>No submission</td>
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</tr>
</tbody>
</table>

**DETAILED COURSE INFORMATION**

*Important: please make sure you are enrolled in the correct delivery mode for this course. Once teaching commences you will not be able to transfer from one class mode of delivery to the other. To change your mode of delivery, please write to the RSM office at enquiries.rsm@anu.edu.au (cdn-cgi/l/email-protection#4c29223d39253e25293f623e3f210c2d223962292839622d39) as you cannot change your enrollment on ISIS yourself.

**Research-Led Teaching:**

This course will integrate research on issues related to project management with practical tools and techniques. In particular, students are required to read selected research papers and participate in discussions in class. Additionally, students are required to review and analyse the literature on a topic of their choice. All these together can enhance students’ analytical capability and bridge the gap between theory and practice.

**Technology, Software, Equipment:**

**General requirements for all:**

- As the course materials will be delivered on Wattle, you need to get familiar with the Wattle environment. Specifically, you need to know how to access and navigate through the weekly course materials (e.g., required readings and PPT slides), how to participate in discussion forums.
and how to submit your assignments. You also need to have access to MS Project software in the second half of this semester. You may download a trial version online (please note the expiration date). Alternatively, you may use the computers at Copland Bld [24] lab G021 and Engineering Bld [32] lab G1(E145) on campus.

Feedback:

Staff Feedback

Students will be given feedback in the following forms in this course:

- Verbal and written feedback (sometimes in the form of an indicative/projected grade) on the project submissions and during workshops;
- Optional verbal feedback via appointment on topic analysis report drafts and written comments on final report and project submissions;
- Written feedback via emails to any course-related matters.

Via weekly consultation: Students are encouraged to seek their own feedback on performance and are encouraged to provide feedback to the lecturer proactively so that the learning experience can be enhanced dynamically during semesters.

Via marking sheets: Students will be provided with feedback on their assessments using the marking criteria templates /rubrics provided in this course outline and on Wattle. This can also be used as a format to provide feedback to the lecturer.

Via student interaction: Part of the assessment is posting a short summary of your key findings from your topic analysis on the online forum. Your classmates will be encouraged to provide you with feedback on how helpful they found your summation.

COURSE EXPECTATIONS

Announcements

Students are expected to check the Wattle site for announcements about this course, e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room.

Tutorial and/or Seminar registration

Tutorial and/or Seminar registration is done through the course Wattle page. Detailed information about sign-up times will be provided on Wattle or during the first lecture by the course convener.

When tutorials/seminars are available for enrolment:
1. Log-on to Wattle, and go to the course site.
2. Click on “Tutorial sign-up here” link
3. On the right of the screen, click “Become Member of …” for the tutorial/seminar class you wish to enrol in.
4. Confirm your choice.

If you need to change your enrolment, click on the tab “Leave group...” and then re-enrol in another group.

You will not be able to enrol in groups that have reached their maximum number.

Please note that your enrolment in ISIS must be finalised for you to have Wattle access.
Extensions and penalties


You may be granted extensions for assessment pieces that are not examinations or take-home examinations by applying for special consideration.

Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item.

If a course convener determines that late submission of assessment tasks is not accepted for a coursework course, this information is included in the course outline.

Special consideration for assessments

Students who are unable to submit their assessment by the due date may be eligible for an extension if supported by an Application for Special Consideration.

Information on special assessment consideration can be found at: http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration.

Special Consideration applications must be completed before the due date of the affected assessment. In exceptional circumstances applications for an extension may be accepted up to three working days after the due date of the affected assessment.

The application must include all supporting documentation and include a copy of as much of the assignment as has been completed by the due time and date.

Special consideration applications must be submitted online at special.consideration@anu.edu.au (cdn-cgi/l/email-protection#a3d0d3c6c0cac2cf8dc0cccdd0cac7c6d1c2d7caccde3c2cdd68dc6c768dc2d6). You will be notified by your lecturer if an extension has been approved.

Identify your Assignment with your Student Number only

When submitting your assignment please ensure that it contains your student number in the file name and on the first page. Please do not put your name anywhere in your assignment.

Resubmission of assignments

You are allowed to resubmit your assignments before the specific deadlines. Any submission done after the deadline will be considered as a late submission and the above listed penalty conditions will apply.

Returning assignments

All assignments will be marked and where appropriate feedback will be provided either:
in class, or
in person by appointment with the course lecturer, or
via the course Wattle site.

**Referencing requirements**

See any specific requirements under Assessment Items.

The Harvard or Oxford referencing styles are to be used. Links to documentation on proper referencing methods are available on the course website or from the Academic Skills website: https://academicskills.anu.edu.au/resources/handouts/referencing-basics (https://academicskills.anu.edu.au/resources/handouts/referencing-basics)

**Deferred examinations**

A deferred examination is the sitting of an examination at a time other than the scheduled time/date.

Wherever possible a student should sit their examination at the prescribed time, and if necessary apply for special assessment consideration (http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration) for the marking of the examination. To apply for a deferred examination:

- Scan and attach all supporting documentation
- Email to examinations.officer@anu.edu.au (mailto:examinations.officer@anu.edu.au)

Submit completed application no later than three working days after the scheduled examination.

Decisions on applications relating to final examinations are made by the Examinations Office.

After receiving notification that a deferred examination has been granted, it is the responsibility of the student to confirm the date/time/location for that examination with the relevant ANU College or School.

**Finalisation of Marks and Grades**

Your final mark for the course will be based on the raw marks allocated for each of your assessment items. However, your final mark may not be the same number as produce by that formula, as marks may be scaled. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed the scaled mark of that student), and may be either up or down.

**Use of Assignments as exemplars and grade moderation**

An important resource for enhancing educational quality is a stock of student work which can be de-identified and used as exemplars for future students in ANU courses, and for grade moderation exercises for teaching staff. If you do not wish your assignment to be used for such purposes please include a note to that effect on the front page of the assignment.
Access and Intent

You will need to contact the Research School of Management to request a permission code to enroll in this course.

Students who have already undertaken MGMT8005 MUST choose a different project to work on.

ANU POLICIES

ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University’s academic standards, and implement them. You can find the University’s education policies and an explanatory glossary at: http://policies.anu.edu.au/

Key policies include:

- Code of Practice for Student Academic Integrity
- Student Assessment (Coursework) Policy and Procedure
- Undergraduate Award Rules
- Graduate Award Rules
- Student Surveys and Evaluations Policy

Academic Integrity

Students are expected to have read the ANU’s Code of Practice for Student Academic Integrity before the commencement of their course. (https://policies.anu.edu.au/ppl/document/ANUP_000392)

The following is an extract from the Code of Practice for Student Academic Integrity:

Any work by a student of the Australian National University must be work:

- that is original
- that is produced for the purposes of a particular assessment task
- that gives appropriate acknowledgement of the ideas, scholarship and intellectual property of others insofar as these have been used.

It is the responsibility of each individual student to ensure that:

- they are familiar with the expectations for academic integrity both in general, and in the specific context of particular disciplines or courses
- work submitted for assessment is genuine and original
- appropriate acknowledgement and citation is given to the work of others
- they declare their understanding of and compliance with the principles of academic integrity on appropriate pro formas and cover sheets as required by the academic area, or by a statement prefacing or attached to a thesis
- they do not knowingly assist other students in academically dishonest practice.

All breaches, careless or deliberate, are addressed. Careless breaches are addressed through academic penalties, such as deduction of marks and resubmission. Deliberate breaches are subject to action under the Discipline Rules of the ANU (http://about.anu.edu.au/__documents/rules/disciplinerules.pdf).

Penalties for a deliberate breach may include failing the piece of work involved, failing the course, or having candidature terminated.
Further information can be found at http://academichonesty.anu.edu.au/
(http://academichonesty.anu.edu.au/)

Assessment Requirements

Where possible, assessment items are submitted online through Turnitin. The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University’s approach to managing Academic Integrity.

For additional information regarding Turnitin please visit the ANU Online website (http://online.anu.edu.au/help_support/turnitin (http://online.anu.edu.au/help_support/turnitin)).

Student Feedback

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. One of the key formal ways students have to provide feedback is through Student Experience of Learning Support (SELS) surveys. The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities for improvement.


Student Support Services

Students experiencing academic or personal problems are welcome to discuss these with any member of the Faculty or to utilise the ANU’s student support services links to which can be found at http://students.anu.edu.au/ (http://students.anu.edu.au/), including:

- the Counselling Centre at http://counselling.anu.edu.au/ (http://counselling.anu.edu.au/)

Library

- Information about the library can be found at http://anulib.anu.edu.au (http://anulib.anu.edu.au/)
- (http://anulib.anu.edu.au/about/open/) For free training in information skills and computer skills see http://anulib.anu.edu.au/research-learn (http://anulib.anu.edu.au/research-learn/)