



Subject Outline

FIN360 Project Management Fundamentals



Section 1 — General information

1.1 Administrative details

Duration	Credit points	Level
One study period (12 weeks)	6	AQF9

1.2 Core or elective subject

This is an elective subject for the Graduate Certificate in Applied Finance, Graduate Diploma of Applied Finance and Master of Applied Finance.

1.3 Delivery mode

This subject is delivered online.

1.4 Assumed knowledge

Not applicable.

1.5 Course transition subject equivalence

Students may not be required to complete this subject if they have transitioned from a SIA/Finsia/Kaplan course and have completed the following subjects:

- there are no equivalences for this subject.

1.6 Work integrated learning

There are no placements, internships or work experience requirements associated with undertaking this subject.

1.7 Other resource requirements

Students do not require access to specialist facilities and/or equipment to undertake this subject.

Section 2 — Academic details

2.1 Subject overview

This subject explores the essential approaches and practices which underpin successful project management. The subject follows the cyclical stages of a project, from idea generation until project completion. Students learn about what tools are needed at different stages in a project's lifecycle. Additionally, the assessments use various case studies which assist students in understanding how projects align with a company's strategic goals. Finally, students work through a case study, applying the stages of project delivery, including how to ensure projects are delivered on time and within budget.

2.2 Subject learning outcomes

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

1. Evaluate and determine project viability, including the analysis required during the project selection process.
2. Propose a project that meets organisational strategic goals and requirements.
3. Evaluate the likelihood of success of strategic projects against an organisation's objective goals and ethical standards.
4. Analyse the project lifecycle and project development process.

2.3 Topic learning outcomes

Topic 1: Introduction to strategic project management

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

- discuss the difference between project management and strategic project management
- explore the elements and importance of the project triangle
- explain the significance and impact of strategy on project outcomes
- assess elements of a project strategy framework
- review examples of organisational strategy and projects combined.

Topic 2: Project portfolio management

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

- explain how project portfolio management (PPM) works with other areas of project management
- explore the four key areas of PPM
- analyse critical success factors (CSF) and key performance indicators (KPI)
- discuss how data collection contributes to PPM
- explain the importance of resource management.

Topic 3: Project development

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

- identify the key stages of a project life cycle
- discuss the relevance of project planning as an essential step in project management
- identify the key components of a project charter
- prepare a statement of work (SOW) document
- analyse the use of network diagrams and Gantt charts in project management.

Topic 4: Project management frameworks

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

- identify and analyse the importance of Project Management Body of Knowledge (PMBOK)
- identify and discuss the principles of the Agile methodology
- explain the principles of the Organisational Project Management Maturity Model (OPM3) methodology
- review the importance of other Project Management methodologies.

Topic 5: Project viability and risk appraisal

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

- explain the reasons behind cognitive bias and its implications
- explore project risk appraisal techniques
- discuss potential risks and assess their implications.

Topic 6: Risk management

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

- analyse and explain what contributes to risk in project management
- explain the key areas in project risk management
- explore three key areas of contingency management
- discuss the contingency management process and its importance to mitigate risk
- explain ways to identify risk and mitigate its impact.

Topic 7: Performance evaluation

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

- discuss the importance of developing concise performance objectives
- identify and analyse the roles of stakeholders in developing performance objectives
- discuss how performance objectives can be measured and prioritised
- explain the project review process
- Identify and review potential project constraints
- analyse stakeholder input in the project review process
- identify and assess project success indicators.

Topic 8: Project governance

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

- discuss the key elements of governance in project management
- explain how organisations work with internal stakeholders to ensure good governance
- analyse the techniques organisations use to improve project governance
- Identify and discuss primary metrics of earned value management to calculate project value.

Topic 9: Project management office

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

- explain the role of a project management office (PMO) in the development and success of projects
- review a PMO's role in the execution of a project
- explore the key steps in the PMO journey
- analyse the key metrics that are used within a PMO to measure success or failure.

Topic 10: Project management capability

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

- review the competencies required for project management capabilities
- explain how capability can contribute to organisational efficiency and growth
- review the roles and responsibilities of individuals within a team
- discuss the importance of sharing knowledge and feedback.

2.4 Assessment schedule

Assessment	Description	Week	Topics	Weighting	Subject learning outcomes assessed
Task	Case study analysis: PowerPoint slide pack	4	1–3	20%	LO2, LO4
Assignment 1	Case study analysis: Written report	8	1–7	40%	LO1–LO4
Assignment 2	Case study analysis: Critical analysis	12	1–10	40%	LO1–LO4

Please refer to our website <www.kaplanprofessional.edu.au> to review student policies relating to your assessment, including the *Kaplan Assessment Policy* and *Academic Integrity and Conduct Policy*.

2.5 Prescribed text

There is no prescribed text for this subject. Students are provided with key readings and access to Kaplan's online databases. Students are encouraged to research and read widely on the topic.

2.6 Study plan

Week(s)	Topic name	Study load in hours
1	Topic 1: Introduction to strategic project management	10
2	Topic 2: Project portfolio management	10
3	Topic 3: Project development	10
4	Topic 4: Project management frameworks Task (Weighting 20%)	10
5	Topic 5: Project viability and risk appraisal	10
6	Topic 6: Risk management	10
7	Topic 7: Performance evaluation	10
8	Topic 8: Project governance Assignment 1 (Weighting 40%)	10
9	Topic 9: Project management office	10
10	Topic 10: Project management capability	10
11	Work on Assignment 2	10
12	Assignment 2 (Weighting 40%)	10
Total minimum study load		120 hours

Additional study hours (if required), dependent on knowledge and personal commitments	60 hours
Total study load, including additional study hours	180 hours