[Project Risk and Issues Management]
Semester 2, 2015 (Final)

Project risk & issues management explores the management of the risks and issues that arise before and during a projects execution. This involves: development of a conceptual framework, analysis of the way in which risks and issues influence project decisions, and examination of processes to manage risks and issues throughout the life of a project.

PRIM does not align with any particular methodology in risk and issue management. Armed with the theoretical principles and techniques that we will explore, students will be able to evaluate the appropriateness and gauge the limitations of the approaches used within their own organisations. AS/NZS ISO 31000:2009 (a case in point), is found to be a special instance of the general risk framework covered in PRIM.

The objective of PRIM is to equip students with essential skills that will enable them to participate meaningfully in the management of project risk and issues.

<table>
<thead>
<tr>
<th>Mode of Delivery</th>
<th>There is one 3-hour seminar each week. (Subject to final enrolment number, an extended seminar may be required for the weeks of group presentations.) Thursday 5:00 PM – 8:00 PM, CBE LT1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites</td>
<td>None</td>
</tr>
<tr>
<td>Incompatible Courses</td>
<td>None</td>
</tr>
<tr>
<td>Course Convenor/Lecturer:</td>
<td>Dr Ying-Yi Chih</td>
</tr>
<tr>
<td>Phone:</td>
<td>02-61257919</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:ying-yi.chih@anu.edu.au">ying-yi.chih@anu.edu.au</a></td>
</tr>
<tr>
<td>Research Interests</td>
<td>Project management, value co-creation in projects, public-private partnerships</td>
</tr>
</tbody>
</table>
Office hours for student consultation: 4:30pm-5:30pm on Fridays and/or by appointment
Weekly consultation hour location: CBE Tutor Consultation Room 2.17
By-appointment meeting location: Room 1059, PAP Moran Building (26B)

Student Administrators
Research School of Management
Room 1088
Level 1, LF Crisp Building 26
Mon. – Fri. 9am – 5pm
Tel: 6125 6737 or 6125 9839
Enquiries.rsm@anu.edu.au

SEMESTER 2, 2015

[http://programsandcourses.anu.edu.au/course/MGMT8005]

COURSE OVERVIEW

Learning Outcomes
Upon successful completion of the requirements for this course, students will be able to:
- explain and illustrate the nature of risk and its impact on the project environment;
- define, explain and illustrate the limitations of a risk management tool and techniques;
- gauge the quality of a project risk management framework in real-life scenarios; and,
- competently apply a risk management tool set.

Assessment Summary
Assessment for this course will be confirmed after consultation with students at the first lecture of the semester. If there are any changes to the assessment, those changes will be publicised on Wattle.

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Description and detail of assignment</th>
<th>Specific requirements</th>
<th>Due Date</th>
<th>Value (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 (Practice-oriented)</td>
<td>Development of a Project Risk Management Plan (Individual work)</td>
<td>Assignment 1.1: Project Background and Description</td>
<td>20th Aug (Thurs @ 4pm)</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment 1.2: Complete Project Risk Management Plan</td>
<td>3rd Nov (Tues @ 4pm)</td>
<td>50%</td>
</tr>
<tr>
<td>A2 (Research-oriented)</td>
<td>Topic Analysis (Group work)</td>
<td>Assignment 2.1: Group Presentation and Discussion</td>
<td>8th and 15th Oct (in-class)</td>
<td>10%*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment 2.2: Written Report</td>
<td>22nd Oct (Thurs @ 4pm)</td>
<td>30%</td>
</tr>
<tr>
<td>Class Contribution (Bonus)</td>
<td>Individual</td>
<td>Contribution to in-class discussions</td>
<td>On-going</td>
<td>5%</td>
</tr>
</tbody>
</table>

*The presentation and discussion will be marked by me, as well as by all other students in class. The average of all students’ marks will count 30% of your final presentation mark; while my mark will count the remaining 70%.
**Research-Led Teaching**

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

**Feedback**

**Staff Feedback**

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

1. Feedback on in-class group exercises will be provided to the whole class the week after in verbal and PPT slides.

2. Students are also encouraged to email the lecturer with their specific questions about the courses and assignments. Emails will be responded in a reasonable time frame. Please do not send the lecturer the draft assignments.

3. Groups are encouraged to meet with the lecturer on a regular basis for the progress of group assignments. One meeting will be required.

4. Written comments will be provided in the returning assignments.

*Important: Most updates and announcements for this course will be circulated via emails and/or Wattle site. Please ensure that your official ANU email address is effective and have access to Wattle.*

**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.

For more information on student surveys at ANU and reports on the feedback provided on ANU courses, go to


**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/](http://policies.anu.edu.au/)

Students are expected to have read the **Academic Misconduct Rules 2014** before the commencement of their course.


Other key policies include:
- Student Assessment (Coursework)
- Student Surveys and Evaluations

**Additional course costs**
Students may need to purchase the prescribed text book.

**Examination material or equipment**
N/A
**COURSE SCHEDULE** (Subject to changes, see Wattle for regular updates)

*P-Prescribed Texts; B-Journal Articles (indicated Articles on focus)

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme / Topic / Module</th>
<th>Activity</th>
<th>Required student preparation*</th>
<th>Deadlines</th>
</tr>
</thead>
</table>
| 1 (23rd July) | • Course introduction  
• What may happen if project risks and/or issues are not properly managed? | Lecture; in class discussion. | • Course outline (available on Wattle) | |
| 2 (30th July) | • Basic concepts of projects and project management (*Brief Summary of some key concepts of MGMT7170*)  
• (Homework) Conduct research on the THSR Case Project (Questions will be posted on Wattle); | Lecture; in class discussion. | • Course slides (available on Wattle);  
• P: Ch 2, 5, 6 | • Submit a “One-page self-introduction” briefing your personal background (with your photo) and expectation from the class to Wattle by 4pm on 30th July. |
| 3 (6th Aug) | • Brief on THSR Project  
• Uncertainties, risks, opportunities and issues  
• Overview of industry standards and generic frameworks for project risk management  
• Q&As for A1.1 | Lecture; in class discussion. | • Research on the THSR Case Project;  
• P: Ch 1, 3, 4; B: 1, 2*, 3* | • Submit a preliminary case study on Taiwan High Speed Railway (THSR) Project to Wattle by 4pm on 6th Aug (no late submission will be accepted)  
• Group formulation for in-class exercises |
| 4 (13th Aug) | • Project risk management planning  
• Risk identification (objectives, tools/techniques)  
• Q&As on A2 | Lecture; in class discussion. | • Example Papers for A2 (on Wattle)  
• P: Ch 7, 8, 9; B: 4,5* | • Group formulation and topic selection for A2 |
| 5 (20th Aug) | • Risk analysis (qualitative and quantitative analysis methods) | Lecture; in class discussion. | • PMBOK: Ch11 (available on Wattle);  
• B: 6*,7* | • Assignment 1.1: Project Background and Description due at 4pm on 20th Aug |
| 6 (27th Aug) | • Risk analysis (qualitative and quantitative analysis methods) (cont’d)  
• Risk response planning | Lecture; in class discussion. | • P: Ch12, 13; B: 8*, 9, 10* | |
**COURSE SCHEDULE (cont’d)** (Subject to changes, see Wattle for regular updates)

* P-Prescribed Texts; B-Journal Articles (* indicated Articles on focus)

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme / Topic / Module</th>
<th>Activity</th>
<th>Required student preparation*</th>
<th>Deadlines</th>
</tr>
</thead>
</table>
| 7 (3rd Sept) | • Risk response planning (cont’d)  
• Risk allocation                           | Lecture; in class discussions.  | • P: Ch 16; B: 10, 11*, 12, 13* |                                                                                               |
| 8 (10th Sept) | • Teaching Break                                                                       |                              |                               |                                                                                               |
| 9 (17th Sept) | • Teaching Break                                                                       |                              |                               |                                                                                               |
| 10 (24th Sept) | • Risk tracking and controlling  
• Project opportunity management  
• Project issues and change management | Lecture; in class discussion.  | • B: 14*, 15, 16*, 17*        |                                                                                               |
| 11 (1st Oct)   | • Managing unknown unknowns  
• Project risk management vs. people vs. organization culture | Lecture; in class discussion.  | • P: Ch 17; B: 18*, 19, 20* |                                                                                               |
| 12 (8th Oct)    | • Group presentations and discussions (1)                                                | In class group presentations and discussions | • Group Presentations and Discussions | Assignment 2.1: Group Presentations and Discussions (in class)                                |
| 13 (15th Oct)   | • Group presentations and discussions (2)                                                | In class group presentations and discussions | • Group Presentations and Discussions | Assignment 2.1: Group Presentations and Discussions (in class)                                |
| 14 (22nd Oct)   | • Project risk management vs. people vs. organization culture (cont’d)  
• In-class consultation for A1.2            | Lecture; in class discussion.  | • B: 18*, 19, 20*             | Assignment 2.2: Group Written Report due at 4pm on 22 Oct                                   |
| 15 (29th Oct)   | • Course Summary and Q & As                                                            | Lecture; in class discussion.  |                               | Assignment 1.2: Complete Project Risk Management Plan (3rd Nov by 4pm)                        |
ASSESSMENT REQUIREMENTS

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.

Students may choose not to submit assessment items through Turnitin. In this instance you will be required to submit, alongside the assessment item itself, copies of all references included in the assessment item.

Assessment Tasks

Assessment Task 1: Develop a Project Risk Management Plan

Details of task: Choose a project from your organisation or your private life. Implement the proper principles, tools and techniques covered in this course to develop a detailed project risk management plan. (Note: Students who have taken MGMT7170 should choose a different project to work on)

Assignment 1 has two components: A1.1 Project Background and Description; and A1.2 A Complete Project Risk Management plan. Detailed requirements for each of these two components are specified below:

Assignment 1.1: Project Background and Description

<table>
<thead>
<tr>
<th>Due Date</th>
<th>20th Aug (4pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>10%</td>
</tr>
<tr>
<td>Length</td>
<td>Less than 1000 words (excluding tables, figures, references and appendices) with 10% flexibility</td>
</tr>
</tbody>
</table>
| Instructions | Choose a project from your organization or your private life. Implement the proper principles, tools and techniques covered in this course to develop a detailed project risk management plan. Sections to be included in the complete plan are listed in the description of Assignment 1.2.

For Assignment 1.1, you are required to submit a report that provides the following sections:

1. Project background (Why this project is important? And the context, such as the business environment etc, of the project?)
2. Project description
   2.1 Project outputs and requirements
   2.2 Project governance model
   2.3 Work Breakdown Structure (WBS)
   2.4 Estimated high-level project timeline and budget
   2.5 Critical assumptions about this project

Purpose | Implement principles, tools and techniques that are relevant to the development of a project risk management plan

Marking Criteria | See below

Submission Details | See the Assignment Submission Section below
Assignment 1.1: Project Background 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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear project description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Total Marks /100

Assignment 1.2: Complete Project Risk Management Plan

<table>
<thead>
<tr>
<th>Due Date</th>
<th>3rd Nov (4pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>50%</td>
</tr>
<tr>
<td>Suggested Length</td>
<td>Less than 4,000 words (excluding tables, figures, references and appendices) with 10% flexibility</td>
</tr>
</tbody>
</table>

Instructions

Choose a project from your organisation or your private life. Implement the proper principles, tools and techniques covered in this course to develop a detailed project risk management plan.

Organize your complete work according to the following sections:
1. Executive summary
2. Project background
3. Project description
   3.1 Project outputs and requirements
   3.2 Project governance model
   3.3 Work breakdown structure (WBS)
   3.4 Estimated high-level project timeline and budget
   3.5 Critical assumptions about the project
4. Objectives and scope of the project risk management process
5. Roles and responsibilities of project participants in PRM process
6. Project risk management plan
   6.1 Project risk identification
   6.2 Project risk analysis
   6.3 Project risk management strategies
      6.3.1 Management strategies
      6.3.2 Resource estimation and budgeting
      6.3.3 Time frames
7. Project risk track and control
8. Project opportunity management
9. Conclusions (managerial recommendations)
10. References and Appendix

Purpose

Implement principles, tools and techniques that are relevant to the development of a project risk management plan.

Marking Criteria

See below.

Submission Details

Individual work. See the Assignment Submission Section below

Assignment 1.2: PRM Plan 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>Provide clear background and context of the project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select and correctly use appropriate tools/techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of managerial recommendations**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include all suggested sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Marks /100
**A good plan should not just present “general truth.” Considerations should also be given the question “what you suggest the project manager (if your role is project risk manager) and/or senior managers do in order to enable an effective management of project risk and issues given a circumstance?” Common trap: general recommendations that can fit in every project.**

**Assessment Task 2: Topic Analysis**

**Details of task:** Conduct a literature review on one of the following topics. Please notify the lecturer on the group members and the topic your group has chosen. A maximum of two groups are allowed to work on a single topic. If your group intends to work on a topic not included in the following list, you will need to submit a justification for your decision and get approval from the lecturer. Please note that:

- 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 at http://www.arc.gov.au/era/era_2010/archive/era_journal_list.htm#1
- Reference styles should follow APA style. More information is available: https://academicskills.anu.edu.au/resources/handouts/writing-references-list-or-bibliography
- Report should follow the general formatting rules which is available on Wattle
- List of project risk management areas: *(Note: Areas suggested below are broad. Your team is suggested to choose a more specific sub-topic within the selected area)*
  1. Project risk management frameworks
  2. Project risk management practices in a selected industry/sector/country
  3. Project risk identification
  4. Project risk analysis
  5. Project risk management strategies
  6. Project risk monitor and control
  7. Project opportunity management
  8. Influence of human factors (e.g., risk attitudes of project manager or risk manager) on project risk management
  9. Influence of organizational context (e.g., culture, organizational structures) on project risk management
  10. Influence of project context (e.g., project complexity) on project risk management
  11.*Project issue management (Note that this is a challenging topic; select this one only if you are really up for a challenge)*
  12. Others (discussed with the lecturer)

- This assignment has two components: (1) A2.1: Group Presentation and Discussion; and (2) A2.2: Written Report. Detailed requirements and the marking criteria for each of them are provided below.
## Assignment 2.1: Topic Analysis: Group Presentation and Discussion

<table>
<thead>
<tr>
<th>Due Date</th>
<th>8th and 15th Oct (in-class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>10%</td>
</tr>
<tr>
<td>Suggested Length</td>
<td>20-25 mins for each group (15 mins for presentation and 10 mins for discussions) (Subject to change)</td>
</tr>
<tr>
<td>Instructions</td>
<td>Important Note: This is not simply a presentation. Your team should evoke audience participation and lead class discussions during and/or at the end of presentation. Prepare power point slides (or posters) to assist you with the presentation and discussion. The presentation should discuss the key results from the topic analysis. Your team should also develop a set of questions to stimulate discussions. Each group has 15 minutes for its presentation, followed by a 10 min discussion session. As we are restricted in time, please ensure to finish your presentation and discussions within the allocated time. An unfinished presentation will result in losing points of your grade. All members of a group should be involved, but they may take different roles.</td>
</tr>
<tr>
<td>Purpose</td>
<td>This assignment helps students develop the skill to present and lead a discussion on the theoretical perspectives of topics in the domain of project risk and issues management.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>See the marking rubric below.</td>
</tr>
<tr>
<td>Presentation Details</td>
<td>In class; A copy of the visual aid (e.g., slides) should be included as an appendix to the written report.</td>
</tr>
</tbody>
</table>

### Assignment 2.1: Group Presentation and Discussion _Marking Criteria_

<table>
<thead>
<tr>
<th>Effective time management</th>
<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>Familiarity with the materials (reading ≠ familiarity)</td>
<td>/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group cohesion and links between group members</td>
<td>/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity of presentation (visual aid and verbal)</td>
<td>/25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engagement of and with audience (including discussions)</td>
<td>/25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Marks**  /100

*The presentation will be marked by me, as well as by all other students in class. The average of all students’ marks will count for 30% of your final presentation mark; while my mark will count for the remaining 70%.*

## Assignment 2.2: Topic Analysis: Written Report

<table>
<thead>
<tr>
<th>Due Date</th>
<th>22nd Oct (4pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value (%)</td>
<td>30%</td>
</tr>
<tr>
<td>Suggested Length</td>
<td>Less than 4,000 words (excluding tables, figures, references and appendices) with 10% flexibility</td>
</tr>
</tbody>
</table>
| Instructions   | The written report should include the following sections:  
  1. Introduction. Teams should describe the objectives of this report and its contributions to the body of PRIM knowledge.  
  2. The significance of the selected topic. Teams should discuss the importance of the selected topic (e.g., project risk identification) in the overall project risk and issues management practices.  
  3. Research methodology. Teams should describe the methodology by which this literature review is conducted.  
  4. A review and analysis of relevant literature on the selected topic. Teams should review and analyse (e.g., group them into themes, and analyse their findings) the relevant literature.  
  5. Theoretical implications. Teams should discuss the theoretical implications of the literature review. For example, what are possible future research directions? |
6. Practical implications. Teams should discuss the practical implications of the review, such as how your research summaries can help companies in developing their capabilities in project risk (and issues) management?

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

**Marking Criteria**
See the marking rubric below.

**Submission Details**
Group work (See the Assignment Submission Section below)

---

**Assignment 2.2: Written Report_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><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide clear background for the topic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/10</td>
</tr>
<tr>
<td>Clear description of research methodology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/10</td>
</tr>
<tr>
<td>Detailed discussion on the latest research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/35</td>
</tr>
<tr>
<td>Quality of theoretical implications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/10</td>
</tr>
<tr>
<td>Quality of practical implications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/10</td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include all suggested sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/5</td>
</tr>
<tr>
<td>Professional formatting and layout</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/5</td>
</tr>
<tr>
<td>Appropriate sentence structure, grammar and work limits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/5</td>
</tr>
<tr>
<td>Proper referencing and citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/10</td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>/100</td>
</tr>
</tbody>
</table>

**Bonus Points: Class Contribution**

You are expected to attend seminars and contribute to in-class discussions. Bonus points will be awarded for this component. Details are as below

<table>
<thead>
<tr>
<th>Due Date</th>
<th>On-going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting (%)</td>
<td>5%</td>
</tr>
<tr>
<td>Instructions</td>
<td>This mark will be awarded at the Lecturer’s discretion based on your individual contributions to in-class discussions. Please be noted that raising and answering questions and/participating in in-class discussions does not automatically guarantee a high level of contribution. Your inputs must add significant intellectual value to our discussions. Such examples may include, but are not limited to, raising and answering substantive issues and questions, sharing relevant ideas, observations and personal experiences and pointing out relationships to earlier topics and discussions.</td>
</tr>
</tbody>
</table>

**Assignment submission**

**Online Submission:** Assignments are submitted using Turnitin in the course Wattle site. Assignments submitted through Wattle no longer require cover sheets. You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records.
For individual assignment submissions, you are allowed to submit only a single WORD or PDF file; for group literature review, only one submission is required for each group and only a single WORD or PDF file is allowed.

All submissions need to be completed before the specific deadlines; otherwise, late submission penalty (as listed below) will be applied.

**Extensions and penalties**

Extensions and late submission of assessment pieces are covered by the Student Assessment (Coursework) Policy and Procedure.

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

**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](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](mailto:special.consideration@anu.edu.au). You will be notified by your lecturer if an extension has been approved.

Late assignments without an extension will attract the following penalties and should still follow the same submission process as indicated above.

**5% penalty per working day up to 5 working days.** Assignments will not be accepted more than 5 working days after the due date.

**Returning assignments**

All assignments will be marked and feedback be provided on course Wattle site.

**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.

**Referencing requirements**

See the specific requirements under Assessment details

**Reading Lists**
Prescribed Texts


Required Journal Article Reading: (Available on Wattle)


Additional Recommended Reading: (Available for borrowing if needed)

SUPPORT FOR STUDENTS
The University offers a number of support services for students. Information on these is available online from http://students.anu.edu.au/studentlife/