**BUS384 202075B Additional Assignment**

**Value: 50 marks - Pass/Fail**

**Due date: 15th March 2021
Length: 2,200 words +/- 10%
Submit by email to:** **edunlop@csu.edu.au** **(include your name and CSU student number, and ‘BUS384 AA’ in the email subject line)**

**Task:**

*Scenario:* You have been given a project to manage at your university, which includes an event to welcome new students to campus. The event will be held for one day on 2nd April 2021.

1. a) Discuss the considerations involved in estimating project costs and developing the project budget. In your discussion, include details regarding types of costs, and methods of estimating costs.
 b) Using the project scenario mentioned above, outline the costs involved in the event to welcome new students to campus. Be sure to include all costs, and *justify* your choice of method for estimating costs.

2. a) Discuss the importance of risk management in managing projects, and explain what is involved in project risk planning.

b) Using the project scenario mentioned above, create a risk register. Categorize each risk, list potential causes, and include risk responses.

Read Chapters 9 and 10 of your textbook as a starting point and then undertake further research.

• Use a minimum of (10) reference sources, these must be included as in-text references and in the reference list

• ALL texts must be of academic standard, such as a journal article, text book, text book chapter or conference paper proceeding. Assess the quality of content in web sources very carefully. In general, website references are unlikely to provide reliable, researched information suitable for this task.

• Do not reference Wikipedia as this is an unreliable source.

• Use in-text citations to identify other people’s ideas and words. These in-text citations must follow the APA (7th ed.) referencing style.

• Quotes must be in quotation marks and the in-text citation must include the page number.

• The assessment task should be your own original work. This assessment task will be put through TurnItIn to identify plagiarism.

Report requirements

• This assignment is to be completed in report format. Include a cover page, table of contents, introduction, body paragraphs, conclusion and reference list.

1.5 line spacing, 12 point font. Use headings, subheadings and diagrams as necessary.

• Resources and information relating to writing essays can be found at: <http://student.csu.edu.au/study/guidesandtips/writing-at-uni>

**Marking criteria BUS384 202075B Additional Assignment**

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| **Criteria** | **High Distinction (HD), Distinction (DI),****Credit (CR) and Pass (PS)** | **Fail (FL)** |
| **Sources of information are credible, acknowledged, traceable and the student's own work.** | At least ten (10) in-text citations and a reference list to verifiable, credible, and traceable English sources in the body of the report. | The report does not include at least ten (10) in-text citations and a reference list of traceable, credible English\* sources in the body of the report. **This assessment will not be read and will receive 0 marks.** |

\*The use of some Chinese sources will be accepted for data sources when the case study is focused on a company or industry based in China. English sources will be expected for discussion of theory/concepts

| **Criteria** | **Mark** | **High Distinction 85-100%** | **Distinction 75-84%** | **Credit 65-74%** | **Pass   50 -64%** | **Fail 0-49%** |
| --- | --- | --- | --- | --- | --- | --- |
| **Defining main concepts** and explaining or reasoning across all concepts.20 marks |   |  Comprehensive and detailed knowledge of topic or theory and shows a high level of depth and awareness for a variety of ideas / contexts. | Reasonable knowledge of topic or theory and an awareness of a variety of ideas / contexts. | Has given a factual and/or conceptual knowledge base of topic or theory and appropriate terminology. | Evidence of limited knowledge of topic or theory and some use of appropriate terminology. | Lacks evidence of knowledge relevant to the topic or theory, and / or significantly misuses terminology.<10 marks |
| **Application of main concepts** to project scenario20 marks |  | Demonstrates excellent ability to apply main concepts to the project scenario. Project estimates and risk register are comprehensive, correctly and clearly explained and justified.  | Demonstrates very good ability to apply main concepts to the project scenario. Project estimates and risk register are mostly comprehensive, explained with sufficient detail and justified. | Demonstrates good ability to apply main concepts to the project scenario. Project estimates and risk register are complete, however there may be a few mistakes in application or limited justification. | Demonstrates basic ability to apply main concepts to the project scenario. Project estimates and risk register are provided but may be missing many details, and/or not well explained or justified. | Does not adequately demonstrate an ability to apply main concepts to the project scenario. Project estimates and risk register are not correctly applied, explained or justified.<10 marks |
| **Presentation**: Appropriate structure and format, use of headings and sub-headings, includes an introduction and conclusion  5 marks |   | Writing style is clear and academic. A report format has been used and is well structured. Professional standard of presentation, good layout and use of headings. Superior introduction and conclusion.  | Writing style is generally clear and academic. Professional standard of presentation, good layout and use of headings. Great introduction and conclusion.   | Writing style is acceptable but with moderate issues. Report format has been used. Good introduction and conclusion have been provided.  | Writing style needs further attention. Report format has been used but not written for the intended audience.Basic introduction and conclusion have been provided.  | Presentation is informal or unprofessional. Limited use of formatting such as heading. Introduction and/or conclusion is missing<2.5 marks  |
| **Academic writing (including grammar, spelling & punctuation) and referencing.**5 marks |  | Written material is presented with no spelling, grammatical, or punctuation errors AND referencing demonstrates academic integrity.All sources are traceable and acknowledged with in-text citations and a reference list entry which is formatted consistently in APA 7th ed. style. **The URL is provided for online sources.** | Written material is presented with minor spelling, grammatical, or punctuation errors AND referencing demonstrates academic integrity.All sources are traceable and acknowledged with in-text citations and a reference list entry which is formatted consistently, although there are a few minor errors in APA 7th ed. style. **The URL is provided for online sources.** | Written material is presented with some spelling, grammatical, or punctuation errors however they do not affect meaning AND referencing demonstrates academic integrity.All sources are traceable and acknowledged with in-text citations and a reference list entry which is formatted consistently, although there are frequent minor errors in APA 7th ed. style. **The URL is provided for online sources.** | Written material is presented with frequent spelling, grammatical, or punctuation errors that have some effect on meaning AND referencing demonstrates academic integrity.All sources are traceable and acknowledged with in-text citations and a reference list entry which is formatted in APA 7th ed. style but contain frequent errors. **The URL is provided for online sources.** | Written material is presented with frequent spelling, grammatical, and punctuation errors that affect meaning AND referencing demonstrates lapses in academic integrity.Sources are not always acknowledged with in-text citations and/or a reference list entry; and/or formatting is not at all consistent with APA 7th ed. style; and/or formatting errors impact the traceability of the source.<2.5 marks |
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| **TOTAL50 marks** |   | **Comments:**  |

Please note: Assignments which do not include referencing (both in-text referencing and a Reference List) will receive 0/50.