



THE UNIVERSITY OF  
NEW SOUTH WALES  
SYDNEY · 2052 · AUSTRALIA

**SCHOOL OF SURVEYING & SPATIAL INFORMATION SYSTEMS**

*This is a template that requires modification by individual course convenors*

## **GMAT4720**

# **SURVEY BUSINESS MANAGEMENT**

### **Course Outline Session 2 2009**

Version: July 2009

*This document, and other material, is available at the Course Website:  
<http://www.gmat.unsw.edu.au/...>*

(User name and password supplied in class)

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## 1. Staff involved in the Course and their Contact Details

**1.1 Lecturers:** Mr Ed Garvin (Mondays)  
Mr Pat McNamara (Thursdays)  
Office: EE420  
Phone: 9385 4182

### 1.2 Staff absences during session:

Mr Garvin will be off campus from time to time. If during that time he cannot be contacted please make enquiries at the School office. Dr B Harvey and Mr M Green will also be available to assist with enquiries.

## 2. Educational Aspects of the Course

### 2.1 How this course relates to others in the program

This course leads into Project Management 2 and focuses on the management of a professional practice that is comprised of field and office staff. The course goes on to explore the implementation of the principles involved in the management of projects.

### 2.2 Aim of the Course

By the end of the session students should be able to assess the strengths and weaknesses of a professional practice and associated projects.

### 2.3 Learning Outcomes

At the end of this course students will have an understanding of business structures and projects, the gauging of their feasibilities and the monitoring of their financial position.

### 2.4 Teaching Strategies

Lectures will be delivered by Mr Garvin with input from other specialists. Class participation is important and students are expected to take an active part in discussions and question periods.

Students will also be required to give presentations on topics covered in the lecture topics.

### 2.5 Suggested Learning Methods

A text book will be nominated. Other reading material will be discussed from time to time and where necessary handouts will be supplied related to specific topics in some other weeks. Students should read relevant material prior to the lecture and should then be in a position to ask questions to clarify and ensure their understanding of each topic.

### 2.6 UNSW Graduate Attributes

This course provides an environment that fosters in our students the following attributes is listed:

the skills involved in scholarly enquiry	Some
an in-depth engagement with relevant disciplinary knowledge in its interdisciplinary context	Significant
the capacity for analytical and critical thinking and for creative problem solving	Significant
the ability to engage in independent and reflective learning	Significant
the skills to locate, evaluate and use relevant information (Information Literacy)	Significant
the capacity for enterprise, initiative and creativity	Some
an appreciation of and respect for, diversity	Significant
a capacity to contribute to, and work within, the international community	Minimal
the skills required for collaborative and multidisciplinary work	Significant
an appreciation of, and a responsiveness to, change	Some
a respect for ethical practice and social responsibility	Significant

### 3. Proposed Course Schedule

(Any changes will be notified in the class and at the course website)

Wk No	LECTURER	TOPIC
1 (Monday)	E GARVIN	Introduction, Types of Businesses
(Thursday)	P McNAMARA	Introduction, Jobcosting.
2	E GARVIN	Financial Management, Accounting, Reports, Applications, Decisions, Funds
	P McNAMARA	Project Costing.- SELECT ASSIGNMENT 1
3	E GARVIN	Business Plan, Equipment purchase, budgetting, cash flow
	P McNAMARA	Introduction to using Microsoft Project (Comp Lab.)
4	E GARVIN	Ethics Conflict management
	P McNAMARA	Using Microsoft Project (Computer lab)
5	M WHELAN	Conflict Resolution
	P McNAMARA	Contracts.& Tendering - ASSIGNMENT 1 IN
6	E GARVIN	Business Planning
	P McNAMARA	Leadership Motivation Teamwork – ASSIGNMENT 2 OUT
7	E GARVIN	Communications systems and meetings
	R PRESTIPINO	Value Management
		<b>Mid-Session Break</b>
8	E GARVIN	Marketing
	P McNAMARA	Risk Management
9	E GARVIN	Principles of project management
	I MARLER	Liability and Loss Prevention
	T RYAN	Business and Financial Planning
10	E GARVIN	Principles of project management
	P McNAMARA	Total Quality Management & Quality Assurance - ASSIGNMENT 2 IN
11	E GARVIN	Phases of a project feasibility, pilot, contract, works
	P McNAMARA	Industrial Relations & Staff Management, Occupational Health & Safety
12	E GARVIN	Phases of a project Control and final reporting
	P McNAMARA	Intellectual Property and Copyright.
		Course revision

## 4. Assessment in the Course

Assessment for the course includes:

Assignments	
Business Plan (EG)	20%
Class presentation & contribution (EG)	5%
MS Project (PMc)	15%
Contracts and Tenders (PMc)	10%
Final Exam	50%

## 5. Course Resources

### 5.1 Lecture Material

Some handouts applying to specific topics will be supplied during lectures however students should supplement these with their own notes of each lecture.

### 5.2 Text and Reference Books

To be discussed in week 1.

### 5.3 Computational Aids

Pocket calculators are required during lecturing hours, for tutorials and practicals in this course. They have to be hand-held, internally powered and silent. They must be brought to all lectures and practicals.

Pocket calculators for examinations in this course are provided by the University (CASIO fx-911W). Some hints about the use of the CASIO fx-911W for surveying computations may be found on ...

## 6. Administrative Matters

### 6.1 Expected work load

*At UNSW, the normal workload expectations of a student are 25-30 hours per session for each unit of credit, including class contact hours, preparation and time spent on all assessable work.*

To assist students with the organisation of their studies, the expected workloads of the various components of the course are listed below. It is strongly suggested that students use the listed hours to plan their work during session.

Lectures (12 x 4hr)	48hr
Tutorials (12 x 2hr)	24hr
Assignments	24hr
Revision of Lectures, preparation of practical/tutorial reports, background reading (approximately 3hr x 12wk)	48hr
Total	144hr

### 6.2 Rules

Students should read the University Calendar or Student Guide for details of University Rules and special considerations.

Students are reminded that the University regards academic misconduct as a very serious matter. Unauthorised material must not be taken into a test or examination. Any work submitted for assessment must be entirely the student's own work. The penalty for any suspected academic misconduct ranges from zero mark for the assignment or exam involved, through failure of the subject, to expulsion from the University. If absent from an examination, class test or practical, students must submit written documentation to the University, via the Student Centre in the Chancellery.

All assignments or practical reports are compulsory parts of the course and must be handed in by the due

date. A mark of zero will be given for any submission which violates this rule. OR **The marks for late submissions will be reduced as follows:** -20% (of the maximum mark) for up to 24 hours after the scheduled submission time, then -10% (of the maximum mark) for each additional 24 hour period late. (For example, a student submitting a report/assignment 4 days late has his/her mark reduced by 4 if the maximum mark of the submission is 10.). Any late submission must be made before solutions are issued to the class.

If a student is unable to submit on time due to illness or other legitimate reason, then a brief written explanation must be given to the lecturer for consideration as soon as is feasible. In some cases the lecturer may grant an extension to the submission date provided he has been contacted before the due date.

Further assessment may be granted in this course at the lecturer's discretion. If further assessment is granted then performance in tutorials may be considered as well as an oral exam including use of a computer.

If students attend less than 80% of their possible classes they may be refused final assessment.

### **6.3 Grievances**

In the first instance all grievances should be discussed with the lecturer involved. If the problem cannot be resolved, students should contact the School's Grievance Officer in writing.

## **SUBMISSION OF ASSIGNMENTS**

### **Time**

### **Contents of Reports etc**