

City University of Hong Kong

Information on a Course
offered by Department of Information Systems
with effect from Semester A in 2012 / 2013

Part I

Course Title:	Project Management and Quality Assurance
Course Code:	IS5540
Course Duration:	One Semester (13 weeks)
No. of Credit Units:	3
Level:	P5
Medium of Instruction:	English
Prerequisites:	Nil
Precursors:	Nil
Equivalent Courses:	IS5540M Project Management and Quality Assurance
Exclusive Courses:	Nil

Part II

1. Course Aims:

This course aims to:

- Introduce the concepts, methods and procedures and best practices for information systems project management.

2. Course Intended Learning Outcomes (CILOs)

Upon successful completion of this course, students should be able to:

No.	CILOs	Weighting (if applicable)
1.	Describe the basics of what project management is, the organization and technology context of information systems projects.	2
2.	Discover and elaborate the tools and techniques used in various aspects of project management including management of project scope, time, cost, quality, risk and human resources.	3
3.	Apply the project management knowledge, skills, tools and techniques learnt to project activities of an IT/IS-related project to meet project requirements.	3
4.	Apply a project management software (E.g. MS Project) to help plan and manage a small IT/IS project.	2

(3: Relatively most focused ILOs; 2: moderately focused ILOs; 1: less focused ILOs)

3. Teaching and Learning Activities (TLAs)

(designed to facilitate students' achievement of the CILOs)

Indicative of likely activities and tasks students will undertake to learn in this course. Final details will be provided to students in their first week of attendance in this course.

Seminar: 2 hours per week

Tutorial: 1 hour per week

TLA1. Lecture/Seminar: Concepts on project management, especially the management of IT/IS projects, and the skills and techniques required for a project manager are explained by the instructor.

TLA2. Demonstrations: How the project management skills and techniques and how a project management software can be used are demonstrated.

TLA3. Practical/Workshop: Hands-on skills on applying the theories, skills and techniques taught in lectures will be practiced by students in workshops.

TLA4. Case Studies: Real-life cases are used to help the students appreciate the importance of proper project management best practices on IT/IS projects.

TLA5. Discussions: This allows students to do reflections, raise questions and discuss among themselves on lecture and tutorial materials.

ILO No	TLA1	TLA2	TLA3	TLA4	TLA5	Hours/week (if applicable)
CILO 1	2			1	1	---
CILO 2	2	1	2	1	1	---
CILO 3	1	1	2	1	1	---
CILO 4		2	2		1	---

(1: Indirectly Supporting ILO; 2: Directly Supporting ILO)

4. Assessment Tasks/Activities

(designed to assess how well the students achieve the CILOs)

Indicative of likely activities and tasks students will undertake to learn in this course. Final details will be provided to students in their first week of attendance in this course.

Coursework : 60%
Examination : 40% (one 2-hour examination)

AT1. Class and Tutorial Participation: This will reflect the students' participation in classes, tutorial sessions and on-line discussions. Students are encouraged to attend those sessions and actively participate in discussions. This is an individual mark.

AT2. Class Assignments: This includes in-class assignments and take-home assignments. The take-home assignment is an individual research report regarding an IT project management success or failure case.

AT3. Group Project: This is a group project to let students apply the project management skills and techniques learnt in class to solve practical problems. The project includes the following components:

- ◆ A final group report which is a project plan for executing the IT/IS project.
- ◆ A final project presentation.

AT4. Examination: A two-hour written examination is developed to assess students' competence level of the taught subjects.

** Students must pass BOTH coursework (AT1 + AT2 + AT3, total 60%) and examination (40%) in order to get an overall pass in this course. **

ILO No	AT1	AT2	AT3	AT4	Remarks
CILO 1	1	1	1	2	1 – ILO moderately assessed by AT; 2 – ILO heavily assessed by AT
CILO 2	1	1	2	2	
CILO 3	1	2	2	2	
CILO 4	1		2		

(1: ILO moderately assessed by AT; 2: ILO heavily assessed by AT)

5. Grading of Student Achievement: Refer to Grading of Courses in the Academic Regulations for Taught Postgraduate Degrees.

Class and Tutorial Participation (AT1):

ILO	A	B	C	D
CILO1-4	- Actively participate in class and tutorial sessions and on-line discussions and - Achieve an attendance of 80% or more	- Fairly active in participating in class and tutorial sessions and on-line discussions and - Achieve an attendance of 70% or more	- Not much participation in class and tutorial sessions and on-line discussions and - Achieve an attendance of 60% or more	- Not much/no participation in class and tutorial sessions and on-line discussions and - Achieve an attendance of less than 60%

Class Assignments (AT2):

ILO	A	B	C	D
CILO1 - 3	- Demonstrate an in-depth understanding on what project management is and its associated skills and techniques and be able to apply them to real-life cases.	- Demonstrate a fair level of understanding on what project management is and its associated skills and techniques and be able to apply some of them to real-life cases.	- Demonstrate only a shallow understanding on what project management is and its associated skills and techniques and be able to apply only a few of them to real-life cases.	- Can hardly demonstrate understanding on what project management is and its associated skills and techniques and can hardly apply them to real-life cases.

Group Project (AT3):

ILO	A	B	C	D
CILO1-4 (based on interim and final report)	<ul style="list-style-type: none"> - Demonstrate good understanding of the basic project management concepts - In-depth thought and research has been made in applying the skills and techniques learnt in class to the project - The report has covered all the specified requirements - The report is well-structured, well-written and well presented. - Peer evaluation report reflects at least an average contribution ratio. 	<ul style="list-style-type: none"> - Demonstrate fair understanding of the basic project management concepts - Some thought and research has been made in applying the skills and techniques learnt in class to the project - The report has covered all/most of the specified requirements - The report is fairly well-structured, well-written and well presented. - Peer evaluation report reflects an average contribution ratio. 	<ul style="list-style-type: none"> - Demonstrate reasonable understanding of the basic project management concepts - Reasonable thought and research has been made in applying the skills and techniques learnt in class to the project - The report has covered most of the specified requirements - The report is not so well-structured, well-written and well presented. - Peer evaluation report reflects a lower than average contribution ratio. 	<ul style="list-style-type: none"> - Poor understanding of the basic project management concepts - Little thought and research has been made in applying the skills and techniques learnt in class to the project - The report has covered only some of the specified requirements - The report is poorly-structured, poorly-written and poorly presented. - Peer evaluation report reflects a very low contribution ratio.
CILO2 & 3 (based on group presentation)	<ul style="list-style-type: none"> - The presentation is well-structured and presented in a logical sequence. Time control is good. PowerPoint slides are of high quality. - The team is able to tackle all/most of the questions raised. 	<ul style="list-style-type: none"> - The presentation is mostly well-structured and presented in a logical sequence. Time control is good. PowerPoint slides are of fairly high quality. - The team is able to tackle some of the questions raised. 	<ul style="list-style-type: none"> - The presentation is not so well-structured and sequence of presentation can be improved. Time control is fair. PowerPoint slides are of medium quality. - The team is unable to tackle the questions raised. 	<ul style="list-style-type: none"> - The presentation is poorly-structured and presented out of logical order. Time overruns. PowerPoint slides are of poor quality. - The team is unable to tackle the questions raised.
CILO1 - 3 (based on individual performance in presentation)	<ul style="list-style-type: none"> - Excellent presentation skills and language skills - Appropriate use of visual aids in presentation 	<ul style="list-style-type: none"> - Good presentation skills and language skills - Appropriate use of visual aids in presentation 	<ul style="list-style-type: none"> - Fair presentation skills and language skills - Use of visual aids in presentation can be improved 	<ul style="list-style-type: none"> - Poor presentation skills and language skills - Inappropriate use of visual aids in presentation

Examination (AT4):

ILO	A	B	C	D
CILO1	- Evidence of good understanding of the importance of good project management to an IT/IS project	- Evidence of fair understanding of the importance of good project management to an IT/IS project	- Evidence of reasonable understanding of the importance of good project management to an IT/IS project	- Evidence of little/no understanding of the importance of good project management to an IT/IS project
CILO2	- Accurately describe all/most key concepts; and demonstrate a thorough understanding of all/most of the terms and techniques	- Accurately describe most key concepts; and demonstrate a fairly thorough understanding of some the terms and techniques	- Can only accurately describe some key concepts; and demonstrate a only shallow understanding of most of the terms and techniques	- Unable to describe most key concepts; and cannot demonstrate an understanding of the terms and techniques
CILO3	- Demonstrate the ability to apply all/most of the skills and techniques learnt to the management of IT/IS projects.	- Demonstrate the ability to apply a fair amount of the skills and techniques learnt to the management of IT/IS projects.	- Demonstrate the ability to apply some of the skills and techniques learnt to the management of IT/IS projects.	- Demonstrate the ability to apply only a few skills and techniques learnt to the management of IT/IS projects.

Part III

SYLLABUS

Project Management Basics

Introduction to information systems project management, roles of the project manager, organisation and technology context of information systems projects, project life cycle, project management processes and knowledge areas

Project Integration Management

Strategic planning and project selection, project execution, monitoring and controlling project work, project closing

Project Scope Management

Scope planning, project scope statement, creating the work breakdown structure, scope verification and control

Project Time Management

Activity definition, sequencing, resource and duration estimating, schedule development and control

Project Cost Management

Cost estimating, cost budgeting and cost control using earned value techniques

Project Quality Management

Quality planning, quality assurance, quality control, tools and techniques used in quality assurance and quality control

Project Human Resource Management

Motivation theories, human resource planning, acquiring the project team, developing the project team, managing the project team

Project Communications Management

Communications planning, information distribution, performance reporting, managing stakeholders

Project Risk Management

Risk identification, qualitative and quantitative risk analysis, risk response planning, risk monitoring and control

Real-life Project Management

Effective management in specific projects (e.g., IT outsourcing, managing global projects)

Recommended Reading:

Text(s):

Schwalbe, K., Information Technology Project Management, 7th edition, Jan 2013. ISBN: 1-133-62722-6.

Fuller, Valacich, George, Information Systems Project Management – A Process and Team Approach. ISBN: 0-13-145417-X.

Olson, D.L., Introduction to Information Systems Project Management, 3rd edition. ISBN: 0-072-87270-5.

McManus, John and Wood-Harper, Prof. Trevor, Information Systems Project Management, Prentice Hall 2003. ISBN: 0-273-64699-0.

Schwalbe, Kathy, Friedrichsen, Lisa and Bunin, Rachael, New Perspectives on Microsoft Project 2002 - Introductory, Course Technology 2003.

Hughes, Bob and Cotterell, Mike, Software Project Management, 3rd edition, McGraw-Hill, 2002.