

**City University of Hong Kong
Course Syllabus**

**offered by College of Business
with effect from Semester B 2015 / 2016**

Part I Course Overview

Course Title:	Project Management
Course Code:	FB5223
Course Duration:	One Semester
Credit Units:	3
Level:	P5
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: <i>(Course Code and Title)</i>	Basic knowledge on statistics
Precursors: <i>(Course Code and Title)</i>	Nil
Equivalent Courses: <i>(Course Code and Title)</i>	Nil
Exclusive Courses: <i>(Course Code and Title)</i>	IS5540 Project Management & Quality Assurance

Part II Course Details

1. Abstract

This course aims to:

- Help students understand the importance of proper project management to the success of a project.
- Introduce the concepts, terms, tools and techniques of managing small to large-scale projects in a business environment.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Describe the basics of what project management is, the organization and technology context of modern-day projects.		X		
2.	Comprehend basic tools and techniques used in various aspects of project management including management of project scope, time, cost, quality, risk and human resources.		X		
3.	Apply the project management knowledge, skills, tools and techniques learnt to project activities of a medium-size project to meet project requirements.			X	
4.	Apply a project management software (E.g. MS Project) to help plan and manage a project.				X
		100%			

A1: *Attitude*

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: *Ability*

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: *Accomplishments*

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.						Hours/week (if applicable)
		1	2	3	4			
1	Lectures	X	X	X	X			
2	Case Studies	X	X	X				
3	Discussions	X	X	X	X			
4	Demonstrations		X	X	X			
5	Practical/Workshop	X	X	X	X			

Seminar: 6.5 hours per week x 6 weeks

Lectures: Project management principles and methodology are provided with special focus on planning, controlling and managing projects to successful completion.

Case Studies: Mini cases are used to help the students appreciate the importance of proper project management on projects.

Discussions: Through discussing the case study materials and discussions in specialized topics in orials, concepts and principles taught in lectures can be solidified. Students can also learn from each other and know how things can be seen from multiple perspectives..

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

Practical/Workshop: Hands-on skills on applying the theories, skills and techniques covered in lectures have to be practiced by students in workshops.

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.						Weighting	Remarks
	1	2	3	4				
Continuous Assessment: <u>60</u> %								
Coursework (including participation, class assignments and group project)	X	X	X	X				
Examination: <u>40</u> % (duration: 2 hours , if applicable)								
							100%	

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

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

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:

- An interim report
- A final report which is a project plan for executing the project
- A final project presentation

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

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Tasks	Excellent (A+, A, A-)	Good (B+, B, B-)	Adequate (C+, C, C-)	Marginal (D)
Participation	<ul style="list-style-type: none"> - Actively participate in class and tutorial and lab sessions and discussions. 	<ul style="list-style-type: none"> - Fairly active in participating in class and tutorial and lab sessions and discussions. 	<ul style="list-style-type: none"> - Not much participation in class and tutorial and lab sessions and discussions. 	<ul style="list-style-type: none"> - Very little/no participation in class and tutorial and lab sessions and discussions.
Class Assignments	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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	<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. - 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. - Excellent presentation skills and language skills - Appropriate use of visual aids in presentation 	<ul style="list-style-type: none"> - Demonstrate fair understanding of the basic project management concepts - Considerable 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. - 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. - Good presentation skills and language skills - Appropriate use of visual aids in presentation 	<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. - 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. - Fair presentation skills and language skills - Use of visual aids in presentation can be improved 	<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. - The presentation is poorly-structured and presented out of logical order. No evidence of time control. PowerPoint slides are of poor quality. - The team is unable to tackle the questions raised. - Poor presentation skills and language skills - Inappropriate use of visual aids in presentation

Examination	<ul style="list-style-type: none"> - Evidence of good understanding of the importance of good project management to a project - Accurately describe all/most key concepts; and demonstrate a thorough understanding of all/most of the terms, tools and techniques - Demonstrate the ability to apply all/most of the skills and techniques learnt to the planning and management of medium to large-scale projects. 	<ul style="list-style-type: none"> - Evidence of fair understanding of the importance of good project management to a project - Accurately describe most key concepts; and demonstrate a fairly thorough understanding of some the terms, tools and techniques - Demonstrate the ability to apply a fair amount of the skills and techniques learnt to the planning and management of medium to large-scale projects. 	<ul style="list-style-type: none"> - Evidence of reasonable understanding of the importance of good project management to a project - Can only accurately describe some key concepts; and demonstrate a only shallow understanding of most of the terms, tools and techniques - Demonstrate the ability to apply some of the skills and techniques learnt to the planning and management of medium to large-scale projects. 	<ul style="list-style-type: none"> - Evidence of little/no understanding of the importance of good project management to a project - Unable to describe most key concepts; and cannot demonstrate an understanding of the terms, tools and techniques - Demonstrate the ability to apply only a few skills and techniques learnt to the planning and management of medium to large-scale projects.
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Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

Project Management Basics

Introduction to project management, roles of the project manager, influence of organisation structure and culture on 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 validation and control

Project Time Management

Schedule management planning, activity definition, sequencing, resource and duration estimating, schedule development and control

Project Cost Management

Cost management planning, 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 management planning, acquiring the project team, developing the project team, and managing the project team

Project Communications Management

Communications planning, management and control

Project Stakeholder Management

Stakeholder identification, stakeholder management planning, stakeholder engagement management and control

Project Risk Management

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

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	Nil
2.	
3.	
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2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	A Guide to the Project Management Body of Knowledge (PMBOK ® guide), 5 th Edition, Project Management Institute, 2013, ISBN: 9781935589679
2.	Cynthia Stackpole Snyder, A User's Manual to the PMBOK Guide-- fifth edition [electronic resource] 2 nd Edition, J. Wiley, 2013, ISBN: 9781118546284 (e-book).
3.	Verzuh, Eric, The Fast Forward MBA in Project Management, 4 th Edition, John Wiley & Sons, c2012, ISBN: 9781118073773
4.	Jack R. Meredith and Samuel J. Mantel, Project Management: A Managerial Approach, Eighth Edition, John Wiley & Sons c2012, ISBN: 9780470533024
5.	Web Sites: www.pmi.org www.projectmanagementdocs.com/templates.html www.projectmanagement.com