City University of Hong Kong
Course Syllabus

offered by Department of Information Systems
with effect from Semester A 2020 / 2021

Part I   Course Overview

Course Title:	Project Management and Quality Assurance
Course Code:	IS5540
Course Duration:	One Semester (13 weeks)
Credit Units:	3
Level:	P5
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: *(Course Code and Title)*	Nil
Precursors: *(Course Code and Title)*	Nil
Equivalent Courses: *(Course Code and Title)*	IS5540M Project Management and Quality Assurance
Exclusive Courses: *(Course Code and Title)*	Nil

Part II   Course Details

1.   Abstract

This course aims to:

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

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 information systems projects.	25%			
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.	30%	✓	✓	
3.	Apply the project management knowledge, skills, tools and techniques learnt to project activities of an IT/IS-related project to meet project requirements.	35%	✓	✓	
4.	Apply a project management software (E.g. MS Project) to help plan and manage a small IT/IS project.	10%			
		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.)

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

TLA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
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.	✓	✓	✓	✓	

4. Assessment Tasks/Activities (ATs)

(ATs are 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.

Assessment Tasks/Activities	CILO No.				Weighting	Remarks
	1	2	3	4		
Continuous Assessment: 60%						
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.	✓	✓	✓	✓	10%	
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.	✓	✓	✓		20%	
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.	✓	✓	✓	✓	30%	
Examination: 40% (duration: one 2-hour exam)						
AT4. Examination A two-hour written examination is developed to assess students' competence level of the taught subjects.	✓	✓	✓		40%	
					100%	

Note: Students must pass BOTH coursework and examination in order to get an overall pass in this course.

5. Assessment Rubrics

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

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
Class and Tutorial Participation (AT1)	CILO1-4 • Ability to actively participate in class and tutorial sessions and on-line discussions • Achievement of attendance	High	Significant	Moderate	Basic	Not even reaching marginal levels
Class Assignments (AT2)	CILO1 – 3 Ability to 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	High	Significant	Moderate	Basic	Not even reaching marginal levels
Group Project (AT3)	CILO1-4 (based on interim and final report) • Ability to demonstrate good understanding of the basic project management concepts • Ability to demonstrate an 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	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO2 & 3 (based on group presentation) • Ability to demonstrate collaboratively that the presentation is well-structured and presented in a logical sequence. Time control is good. PowerPoint slides are of high quality • Ability to demonstrate collaboratively the team is able to tackle all/most of the questions raised	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO1 - 3 (based on individual performance in presentation) • Ability to demonstrate excellent presentation skills and language skills • Ability to demonstrate an	High	Significant	Moderate	Basic	Not even reaching marginal levels

	appropriate use of visual aids in presentation					
Examination (AT4)	CILO1 Capability to evidence good understanding of the importance of good project management to an IT/IS project	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO2 Ability to accurately describe all/most key concepts; and demonstrate a thorough understanding of all/most of the terms and techniques	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO3 Ability to demonstrate the ability to apply all/most of the skills and techniques learnt to the management of IT/IS projects	High	Significant	Moderate	Basic	Not even reaching marginal levels

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. Project Integration Management. Project Scope Management. Project Time Management. Project Cost Management. Project Quality Management. Project Human Resource Management. Project Communications Management. Project Risk Management. Real-life Project Management.

    Details:
    *   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

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

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

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

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

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

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

    *   Communications planning, information distribution, performance reporting, managing stakeholders

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

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

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

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

1.	Schwalbe, K., Information Technology Project Management, 9th edition, 2019. ISBN: 978-9814844017.
2.	Fuller, Valacich, George, Information Systems Project Management – A Process and Team Approach. ISBN: 0-13-145417-X.
3.	Olson, D.L., Information systems project management, Business Expert Press, 2015. ISBN: 9781631571220.
4.	McManus, John and Wood-Harper, Prof. Trevor, Information Systems Project Management, Prentice Hall 2003. ISBN: 0-273-64699-0.
5.	Schwalbe, Kathy, Friedrichsen, Lisa and Bunin, Rachael, New Perspectives on Microsoft Project 2002 - Introductory, Course Technology 2003.
6.	Hughes, Bob and Cotterell, Mike, Software Project Management, 3rd edition, McGraw-Hill, 2002.

- Updated reading list in May 2020
- Updated SYL template in July 2017