

Course Title	:	Project Management
Course Code	:	BUS2212
Recommended Study Year	:	Year 3
No. of Credits/Term	:	3
Mode of Tuition	:	Sectional Approach
Class Contact Hours	:	3 hours per week
Category	:	Free Elective
Discipline	:	-
Prerequisite	:	Nil
Co-requisite	:	Nil
Exclusion	:	Nil
Exemption Requirement	:	Nil

Brief Course Description:

The principles of project management, largely developed and tested on engineering projects, are being successfully applied to projects of all sizes and types within the business world. Furthermore, the role of project management in a cross section of applications such as information technology, product development, and construction is now emphasized. This course addresses the fundamental principles of project management, and the tools and techniques at our disposal to help achieve our goals. The Microsoft Project software tool will be introduced for project scheduling and management.

Aims:

This course aims to

1. teach students with the knowledge and techniques for planning, organizing, leading, and controlling programs and projects,
2. help students understand the skills and applications of Microsoft Project Professional software in project management,
3. strengthen students' ability to make decision and behave in various social situations,
4. foster students' critical thinking and strategic decision-making abilities in the project management process.

Learning Outcomes (LOs):

Students are expected to gain a comprehensive understanding of:

1. Strategy, organization and leadership in managing projects;
2. Processes, methods & systems used to plan, schedule and monitor projects;
3. Develop a project plan, schedule activities, track progress, prepare status reports and manage changes.

Indicative Contents:

This course covers the following topics:

1. Introduction to Project Management;
2. Organization Strategy and Project Selection;
3. Organization: Structure and Culture;
4. Defining the Project;
5. Estimating Project Times and Costs;
6. Developing a Project Plan;
7. Managing Risk;
8. Scheduling Resources and Costs;
9. Reduce Project Duration;
10. Leadership: Being an Effective Project Manager;
11. Progress and Performance Measurement and Evaluation.

Teaching Method:

The instructor of the course decides on the teaching methods used in the section: Basic concepts and theories in terms of practical examples are discussed in classes. Laboratory sessions shall be used to

introduce the computer software—Microsoft Project Professional. Students are expected to familiarize with this software to manage large scale, real world projects.

Measurement of Learning Outcomes:

Learning Outcomes	Class Attendance (10%) and Case/Project Discussions (10%)	Individual Project Assignments (20%)	Written Final Exam (60%)
1. Strategy, organization and leadership in managing projects.	X		X
2. Processes, methods & systems used to plan, schedule and monitor projects.	X	X	X
3. Develop a project plan, schedule activities, track progress, prepare status reports and manage changes.	X	X	

- Class Attendance and Case/Project Discussions:** In classes, students are required to analyze real projects, decide an optimal project organization structure, develop plans and monitor progresses, and write a proposal. This can help assess students’ ability of using project management strategies and forming a proper project structure (Learning Outcome 1). Moreover, through the in-class projects (i.e., a scooter production project), students can understand processes, methods and systems used to plan, schedule and monitor projects (Learning Outcome 2). We use the results of students’ project works to indicate whether they can develop a project plan, schedule activities, track progress, prepare status reports and manage changes (Learning Outcome 3).
- Individual Project Assignments:** Students will individually complete five assignments for a real project (i.e., a conveyor project), which help students understand the project management concepts and skills. In these assignments, students are required to (i) understand the processes, methods and systems used to plan, schedule and monitor projects. (Learning Outcome 2) and (ii) develop a project plan, schedule activities, track progress, prepare status reports and manage changes (Learning Outcome 3).
- Written Final Exam.** The close-book final exam mainly includes a short case and 2-3 project scheduling-related problems that are suitable to undergraduate students. The short case helps students using project management strategies and forming a proper project structure (Learning Outcome 1), and the project scheduling-related problems helps students understand processes, methods and systems used to plan, schedule and monitor projects (Learning Outcome 2).

Assessment:

Class Participation	20%
Individual Project Assignments	20%
Written Final Exam	60%
Total	100%

Required/Essential Readings:

Clifford F. Gray and Erik W. Lawson, Project Management: The Managerial Process, 5th Edition, McGraw-Hill Higher Education, 2011.

Recommended/Supplementary Readings:

- Pankaj Jalote, Software Project Management in Practice. Addison-Wesley, 2002.
- James P. Clements and Jack Gido, Effective Project Management. Thomson, 2006.
- Harold Kerzner. Project Management: Case Studies. 2nd Edition, John Wiley, 2006.

4. Harold Kerzner. Project management: a systems approach to planning, scheduling, and controlling, 8th Edition, John Wiley & Sons, 2003.
5. John M. Nicholas, Project management for business and engineering: principles and practice, 2nd Edition, Elsevier Butterworth-Heinemann, 2004.
6. Thomas Sheffrey, PMP/CAPM Exam Preparation Guide, John Wiley & Sons, 2006.

Important Notes:

- (1) Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.
- (2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
- (3) Students are required to submit writing assignment(s) using Turnitin.
- (4) To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.