Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Year and Semester	2021 Fall (6, Sep, 2021 – 14, Jan, 2022)
Course Name	Information Systems Project Management
Course Code	MIS302

Course Type

☐ General Education (Required) ☐ General Education (Elective)

☑ Professional Course (Required) ☐ Professional Course (Elective)

☐ Basic Disciplinary Course

Course Credits	3
Course Hours	48
Prerequisites	Web Design and Programming
Instructor	Prof. Amy Ru
Contact Information	Office: C217
	Tele: (010)83951082
	Email: ruchangjun@cueb.edu.cn
Office Hour	Mon.: 8:00-10:00, Tue.: 11:00-12:00, Wed.: 13:30-15:30, Fri.: 8:00-9:00
Learning Centre	Mon.: 18:00-20:00, Tue.: 13:30-15:30
Grade/Section	2019 CFA
Course Time/Place	2019 CFA: Wed. 8:00-9:50 & Fri. 9:00-9:50/5#206

Textbook

Kathy Schwalbe, IT Project Management, 7th edition, Cengage Learning; ISBN: 9781133526872

Course Description

The purpose is a further study of *Systems Analysis and Design* and providing a meaningful foundation for *Mobile Phone Financial APP Development* and *Mobile Phone Financial APP Development*. The main content includes ten-knowledge area and process group. Students will be capable of systematically analyze and manage projects via emphasizing application of knowledge, skills, tools, and techniques involved in the management of projects to develop lifelong skills and values. Students will extend communication skill to daily life and workplace. Students develop their operation ability in making WBS and Gannt chart. Students strengthen their planning ability via managing self-selected projects.

Student Learning Objectives

At learning this course, students will be able to:

♦ Explain the body of knowledge of project management.

♦ Describe general issues and skills involved in information technology projects.

♦ Identify cases of successful or failed information technology projects.

♦ Illustrate the practice of team work in preparation of technology project management.

Capability:

♦ Use a new perspective on managing projects in addition to their technical view

♦ Apply management and technology skills to simulated projects and dissertation

♦ Analyze the quality problems

- ♦ Select suitable software tool to assist in project management
- ♦ Develop effective professional communication skills in project team

Mindset:
- ♦ Map the integrity and objectivity in project management workplace
- ♦ Formulate systematical and logical mind
- ♦ Develop consistent and accurate way to manage projects
- ♦ Apply critical thinking in managing projects

Teaching Methods

This course contains lectures, group discussions, brainstorming, case studies, role play, group homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions and practice problems. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 60 minutes in class.
Homework	10%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	10%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	20%	1. 25%: Contents (relevance, depth, quality, ideological and political element, practical business value) 2. 25%: Presentation Skill (logical, expressive, appealing, degree of reading from manuscripts or slides, preparation and attitude) 3. 10%: Time management and Teamwork 4. 10%: participation (make notes & comments for all groups) 5. 10%: PPT making skill (Visually helpful) 6. 10%: English fluency
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.

Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	**After Midterm**
Attendance	5%	5%
Participation	5%	5%
Homework	5%	5%
Quizzes	5%	5%
Presentation		20%
Midterm test	20% (5% of critical thinking)	
Final exam		20% (5% of critical thinking)
Total	40%	60%

Grading Policy

A+ 97-100   A 93-96   A- 90–92   B+ 87-89   B 83-86   B- 80–82

C+ 75-79   C 70-74   C- 67–69   D+ 63–66   D 62-60   F 0- 59

Exam Schedule

Midterm Test: 1st – 5th November

Final Exam: 5th – 14th January

Assessment of Student Performance

☞ *Self-Study and Reading ability Practice*

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ *Homework*

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ *Attendance*

Because the course covers a great deal of material, attending every class session is very important for performing well.

  • Being late for 15 minutes or more is considered an absence.
  • Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
  • Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
  • An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ *Participation*

⬧ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.

⬧ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.

⬧ Frequent visiting the instructor and chatting in English during office hours is highly recommended.

⬧ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.

⬧ All above behaviors will be solely evaluated by the instructor for scoring.

☞ *Textbook*

Students are suggested to bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1	Sep, 8	● Course Introduction and Syllabus ● Introduce the textbook and how to read it ● Course Overview ● Chapter 1 - Introduction to Project Management ✓ Project introduction	- Read Chapter 1 - Ake student to look for IT Project examples, and show up on paper - Read Chapter 1
	Sep, 10	● Chapter 1 - Introduction to Project Management ✓ Project Examples	-What are the 6 project attributes?
2	Sep, 15	● Chapter 1 - Introduction to Project Management ✓ Project attributes ✓ Project, Program, Portfolio mgt ✓ Triple Constraint ✓ Framework of Project Management	-What is the triple constraint? -How to make trade-offs between scope, time, and cost goals?
	Sep, 17	✓ Project success ✓ Role of project manager ✓ Project Management Software ✓ Careers for IT project manager ✓ Summary of chapter1	**Ideological and political education** List some Chinese traditional management idea similar to modern management concept. As a Project Manager, why sincerity and honesty are important?
3	Sep, 22	● Chapter 2 - Project Management Context ✓ Introduction to systems view of PM ✓ Understand organizations ✓ Organizational structures ✓ Organizational culture	- Read opening case in Chapter 2 - Explain the three-sphere model based on opening case - Give examples of three type of organizational structure: functional, project, matrix.
	Sep, 24	● Chapter 2 - Project Management Context ✓ Project Phases VS Life Cycle	-Provide examples of different model of SDLC
4	Sep, 29	● Chapter 2 - Project Management Context ✓ Project Phases VS Life Cycle	**Ideological and political education** Understand our country, list Chinese

		✓ Project VS Product life cycle ✓ Recent Trends Affecting IT Project Management	rapid development in recent ten years?
5	Oct, 1	National Holiday	- Preview Chapter 3
	Oct, 6	National Holiday	
	Oct, 8	National Holiday	
6	Oct, 13	● Chapter 3 - Project Management Processes Group ✓ Methodology ✓ Introduction to process and Project ✓ Management Process Groups ✓ Introduction to develop IT Project Management ✓ Case study: JWD Consulting's Project Management Intranet Site ✓ Case Wrap-up	- Business case, project charter (P93, P98) -Chapter 3 Quick Quiz (P133-135) -Provide example of process and process group.
	Oct, 15	● Group Homework: Business case & Project Charter	- Continue writing the report for submit
7	Oct, 20	● Chapter 4 - Project Integration Management ✓ Introduction to project integration management processes ✓ Interactive questions: Base on opening case, what mistakes have Nick made?	- Group project SWOT
	Oct, 22	● Chapter 4 - Project Integration Management ✓ Introduction to Strategic Planning and Project Selection and best practices	- Group project SWOT **Ideological and political education** Illustrate the importance of teamwork, activity to help patriotic united front.
8	Oct, 27	● Chapter 4 - Project Integration Management ✓ Methods for selecting projects ✓ Helpful software in Project Integration Management	- Perform financial analyses including NPV, ROI, payback analysis to help select projects
	Oct, 29	Quiz I	
9	Nov, 3	Midterm Test Review	- - Submit the group report (hard copy)
	Nov, 5	Midterm Test	
10	Nov, 10	● Chapter 5 – Project Scope Management ✓ Collecting Requirements ✓ Defining scope ✓ Creating the WBS ✓ Verifying scope ✓ Control scope	- Method to collect requirements? - Create WBS - Preview Chapter 6 **Ideological and political education** Create WBS of the government of China
	Nov, 12	● Chapter 5 – Project Scope Management Using Software to Assist in Project Scope Management	
11	Nov, 17	● Chapter 6 – Project Time Management ✓ Introduction to Project Time management ✓ Opening case, Bad examples, Best practice, Good examples ✓ Details of project time management process ✓ milestone, SMART criteria, free slack, buffer, Murphy's Law, Parkinson's Law	- what is critical path method and how to calculate the critical path
	Nov, 19	● Chapter 6 – Project Time Management ✓ Using Software to Assist in Time	- Create Gantt chart

		Management	
12	Nov, 24	● Chapter 7 – Project Cost Management ✓ Introduction to Project Cost management ✓ Basic Principles of Cost Management: direct, indirect, tangible, intangible, sunk cost ✓ Basic Principles of Cost Management: learning curve theory, reserves ✓ Details of project cost management process	
	Nov, 26	● Chapter 7 – Project Cost Management ✓ Using Software to Assist in Cost Management	-create cost estimate, baseline, earned value chart
13	Dec, 1	● Chapter 8 – Project Quality Management ✓ Introduction to Project Quality management ✓ Details of project quality management process ✓ Modern Quality Management ✓ ISO Standards and Maturity models ✓ Improve Information Technology Project Quality	-explain DMAIC
	Dec, 3	● Chapter 8 – Project Quality Management ✓ Using Software to Assist in Quality Management	- fishbone, control chart, pareto chart
14	Dec, 8	● Chapter 9 – Project Human Resource Management ✓ Global IT workforce ✓ Introduction to Human Resource management ✓ Keys to Managing People ✓ Details of project HR management process	- what is "rapport, hygiene factor"
	Dec, 10	● Chapter 9 – Project Human Resource Management ✓ Using Software to Assist in Human Resource Management	-create resource histogram
15	Dec, 15	● Chapter 10 – Project Communications Management ✓ Project Communication management processes ✓ Communications Management Plan ✓ What went wrong? What went right? ✓ People are not interchangeable parts ✓ Communication Considerations ✓ Number of Communications Channels ✓ Managing Stakeholders ✓ Suggestions for Improving Project Communications	-Suggestions for Improving Project Communications **Ideological and political education** List some great tact and diplomacy skill and persons. Wangyi, Zhaoli, Gengshuang and etc.
	Dec, 17	Quiz II	Group Report,
16	Dec, 22	Presentation and Group Report Feedback	Grade for each group
	Dec, 24	Presentation and Group Report Feedback	Grade for each group
17	Dec, 29	Presentation and Group Report Feedback	
	Dec, 31	Review	

18	Jan, 5	Final Examination	
	Jan, 7	Final Examination	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams. A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

⬧ The instructor's office hour is shown in the front of the office door.

⬧ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.

⬧ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Sep.5	Registration (Sophomores，Juniors and Seniors)
Sep.6	Classes Begin (Sophomores，Juniors and Seniors)
Sep.10	Last Day to Drop or Add a Course (Sophomores，Juniors and Seniors)
Sep.18	Registration（Freshmen）
Sep.20-24	Entrance Education（Freshmen）
Sep.21	Mid-Autumn Festival
Sep.27	Classes Begin（Freshmen）
Oct.1	National Day
Nov.1–5	Midterm Test (tentative)
Jan.1, 2022	New Year's Day
Jan.1-4	Revision (Sophomores, Juniors and Seniors)
Jan.5-14	Final Exam Period (Sophomores, Juniors and Seniors)
Jan.10-14	Final Exam Period（Freshmen）
Jan.17	Winter Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: Changjun Ru   **Department Head: Jingning Li**

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