
Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2018 Fall (September 3, 2018 - Jan 4, 2019)
<u>Course Name</u>	IT Project Management
<u>Course Code</u>	MIS361
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input checked="" type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	3
<u>Course Hours</u>	64
<u>Prerequisite Course</u>	None
<u>Instructor</u>	Prof. Ru
<u>Contact Information</u>	Office: C217, Email: ruchangjun@cueb.edu.cn
<u>Office Hour</u>	Mon: 09:00-10:00; Fri: 10:00-11:00; Wed.: 9:00-11:00, 14:30-16:30
<u>Learning Center Hour</u>	Tue: 18-20; Thurs.: 10:00-12:00
<u>Grade/Section</u>	2016 Y02
<u>Course Time/Place</u>	Y02 Tue 10:10-12:00 & Wed 8:00-8:50; 5#210
<u>Textbook</u>	Kathy Schwalbe, <i>IT Project Management</i> , 7 th edition, Thomson; ISBN: 978-7-111-49928-2

Course Description

In the rapid growth of technology-enabled industries, the ability to deliver a project on time and on budget hinges upon seamlessly executed project management skills. This course aims on introducing the theory and practice of project management through an integrated view of the concepts, skills, tools, and techniques involved in the management of projects that emphasis on information technology.

Student Learning Objectives

Learners are exposed to:

- The body of knowledge of project management.
- The general issues and skills involved in information technology projects.
- Cases of successful or failed information technology projects.
- Practice of team work in preparation of technology project management.

After completing the course, students will be able to:

- Take a new perspective on managing projects in addition to their technical view.
- Integrate and apply management and technology skills to lead or participate in successful projects.
- Master a software tool to assist in project management with Microsoft Project as example.

Teaching methods

This course consists of lectures, discussions, group projects, and group presentations. Students must be prepared to discuss the assigned cases before 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. A minimum of 25% of the exam (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents of the first half of the class. A minimum of 25% of the test (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Homework	20%	Homework assignments will be given throughout the semester, which are due at class time on the dates specified by each assignment requirement. Up to 50% assignments are to be done in groups of up to four students. The group only has to turn in one copy of assignment, and each member of the group will receive the group grade with certain weight of his/her contribution. Group activity of this nature should enhance the learning experience. You should be very serious about the homework for two reasons. First, you will not get credit if you do not turn in the assignment. Second, problems in the exams will be very similar to those in the assignments. In general, each assignment should take no more than 2-3 hours and should be prepared in Word and/or Excel as appropriate. Hand-written assignments will not be accepted.
Participation	10%	Individuals will be asked to participate/ lead in-class discussion during the semester. Students are required to meet with their teachers every other week. Their performances should be graded in their participation.
Group Project	20%	Refer to the handouts.
Attendance	10%	Refer to attendance policy listed below.
Total	100%	

Detailed Grade computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	10%	10%
Group Project		20%
Midterm test	20% (including 5% of critical thinking)	
Final exam		20%
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: Oct.29- Nov.2, 2018; Final Exam: Jan.2-11, 2019

Assessment of student performance

- **Homework**
 - Students should finish their homework (except for group assignments) by themselves. Copying from others or from any other sources without clear quotation will be treated as cheating. Students should hand in all assignments promptly and on time. Late assignment will be accepted at the discretion of the instructor (i.e., when the student was ill or had an

excused absence). Assignment turned in late without proof of illness or had an excused absence will be reduced in score by 50%.

- Assignment should be printed out. Printing requirements are as followed: single space between lines, double space between paragraphs, font size is 12 (maximum). Grammar error can reduce 20% of your score.

● Attendance

Attendance in class is required for all students taking courses at the Capital University of Economics and Business Overseas Chinese College.

- Being late for 15 minutes or more is considered an absence.
- Five hours or above of unexcused absences will result in the lowering of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- 16 class hours of any kind of absences will result in a failing grade (F), 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 hour to ask questions or talk with the instructor for good communication and effective learning. Any misbehavior and non-class related activities in class will result in the lowering of the participation grade, including ringing beepers and **cell phones**.
- All above behaviors will be solely evaluated by the instructor for scoring.

Topical Course Outline

Week	Date	Topics
1	0903-0907	Course Overview Module 1: Project Management Framework <ul style="list-style-type: none"> • Chapter 1 - Introduction to Project Management <ul style="list-style-type: none"> • Project introduction • Framework of Project Management • Project success
2	0910-0914	<ul style="list-style-type: none"> • Chapter 1 - Introduction to Project Management <ul style="list-style-type: none"> • Role of project manager • Project Management Software • Careers for IT project manager • Chapter 2 - Project Management Context <ul style="list-style-type: none"> • Introduction to systems view of PM • Understand organizations and Top Management Commitment • Project Phases VS Life Cycle, Project VS Product life cycle
3	0917-0921	<ul style="list-style-type: none"> • Chapter 2 - Project Management Context <ul style="list-style-type: none"> • What went right? • Recent Trends Affecting IT Project Management
4	0924-0928	<ul style="list-style-type: none"> • Chapter 3 - Project Management Processes Group <ul style="list-style-type: none"> • Introduction to process and Project • Management Process Groups

		<ul style="list-style-type: none"> Introduction to develop IT Project Management Methodology
5	1001-1007	National Holiday
6	1008-1012	<ul style="list-style-type: none"> Chapter 3 - Project Management Processes Group <ul style="list-style-type: none"> Case study: JWD Consulting's Project Management Intranet Site Case Wrap-up Quiz I
7	1015-1019	Module 2: Project Management Knowledge Areas <ul style="list-style-type: none"> Chapter 4 - Project Integration Management <ul style="list-style-type: none"> Introduction to project integration management processes Interactive questions: Base on opening case, what mistakes have Nick made? Introduction to Strategic Planning and Project Selection and best practices
8	1022-1026	<ul style="list-style-type: none"> Chapter 4 - Project Integration Management <ul style="list-style-type: none"> Methods for selecting projects Helpful software in Project Integration Management Chapter 5 – Project Scope Management <ul style="list-style-type: none"> Collecting Requirements Defining scope Assignment instruction Group Report – Part 1 due Midterm Review
9	1029-1102	Midterm Test
10	1105-1109	<ul style="list-style-type: none"> Chapter 5 – Project Scope Management <ul style="list-style-type: none"> Creating the WBS Verifying scope Control scope Using Software to Assist in Project Scope Management
11	1112-1116	<ul style="list-style-type: none"> Chapter 6 – Project Time Management <ul style="list-style-type: none"> Introduction to Project Time management Opening case, Bad examples, Best practice, Good examples Details of project time management process Using Software to Assist in Time Management
12	1119-1123	<ul style="list-style-type: none"> Chapter 7 – Project Cost Management <ul style="list-style-type: none"> 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 Using Software to Assist in Cost Management
13	1126-1130	<ul style="list-style-type: none"> Chapter 8 – Project Quality Management <ul style="list-style-type: none"> Introduction to Project Quality management Details of project quality management process Modern Quality Management ISO Standards and Maturity models Improve Information Technology Project Quality Using Software to Assist in Quality Management Quiz II
14	1203-1207	<ul style="list-style-type: none"> Chapter 9 – Project Human Resource Management <ul style="list-style-type: none"> Global IT workforce Introduction to Human Resource management Keys to Managing People Details of project HR management process
15	1210-1214	<ul style="list-style-type: none"> Chapter 10 – Project Communications Management <ul style="list-style-type: none"> Project Communication management processes Communications Management Plan What went wrong? What went right? People are not interchangeable parts Communication Considerations

		<ul style="list-style-type: none"> • Number of Communications Channels • Managing Stakeholders • Suggestions for Improving Project Communications
16	1217-1221	Final Exam Review
17	1224-1228	Presentation and Group Report part 2 Due
18	1231-0104	Final Exam
19	0107-0111	Final Exam

Note: Chinese Review Plan

1. The First Chinese Review session will be scheduled at learning center time of week 8. If this time doesn't fit it, the office hour time of week 8 is also available.
2. The Second Chinese Review session will be scheduled at learning center time of week 16. If this time doesn't fit it, the office hour time of week 16 is also available.

Teacher's Office Hour

- The instructor's office hour is shown in the front of the office door.
- Students are required to use the instructor's office hour 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.

Study Group :

- Students are encouraged to form the study group in order to help doing the self-study and review the knowledge points, teacher may use group as unit to do the assessment and other study tasks distribution.

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.

Presentations:

Developing presentation skills is important for everyone, plus it's a good way to share information. Each student will prepare and present one individual presentation and help with the group project presentations. The individual presentations must include at least three outside references, noted in footnotes and a reference page. Hand in a hard copy of your presentation notes, including a bibliography, or include the information in your handouts/visuals, if you plan to use any. We will brainstorm potential topics in class. Presentations will be evaluated based on content, delivery, and audience response.

Group Projects:

The purpose of the group project (3-5 people per group) is to use a structured approach to project management in a team setting. As a class, we will select projects (or running cases), groups, and group project managers. Each group will hand in a project notebook; first part is due before the midterm exam and second part due before the final exam. The grade for the group project will be based on the group's progress reports of the 2 parts and the final presentation; Group project managers will earn a small amount of extra credit for successfully leading their project teams.

Important Dates

Fall Semester, 2018	August 31, 2018— January 13, 2019
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin (Freshmen)
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	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: Prof. Amy Ru

Department Head: Prof. Jingning Li