Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Year and Semester	2020 Fall (Aug 31, 2020 – 10, Jan, 2021)
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	54
Prerequisites	Fundamental of Computer Science
Instructor	Changjun Ru
Contact Information	Office: C217 Tele: (010)83951082 Email: ruchangjun@cueb.edu.cn
Office Hour	Wed.: 10:00-12:00, 13:30-16:30, Thur.: 8:00-9:00
Learning Centre	Mon.: 18:00-20:00, Tue.: 8:00-10:00
Grade/Section	2018 IT Y01
Course Time/Place	Wed: 8:00-9:50 (E302A), Fri.: 10:10-11:00 (B216)

Textbook

Kathy Schwalbe, IT Project Management, 7th 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

At the completion of this unit students will have knowledge and understanding of:

- 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 contains lectures, class discussions, 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%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
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: November 2-5, 2020;
Final Exam: December 23-1st, January 2021.

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 must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1	September 2	● 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
	September 4	● Chapter 1 - Introduction to Project Management ✓ Project Examples	-What are the 6 project attributes?
2	September 9	● 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?
	September 11	✓ Project success ✓ Role of project manager ✓ Project Management Software ✓ Careers for IT project manager ✓ Summary of chapter1	- Read opening case in Chapter 2 - Explain the three-sphere model based on opening case
3	September 16	● Chapter 2 - Project Management Context ✓ Introduction to systems view of PM ✓ Understand organizations ✓ Organizational structures ✓ Organizational culture	- Give examples of three type of organizational structure: functional, project, matrix. -Provide examples of different model of SDLC
	September 18	● Chapter 2 - Project Management Context ✓ Project Phases VS Life Cycle	-How much you know about outsourcing, globalization, and virtual teams?
4	September 23	● Chapter 2 - Project Management Context ✓ Project Phases VS Life Cycle ✓ Project VS Product life cycle ✓ Recent Trends Affecting IT Project Management	-Chapter 3 Quick Quiz -Provide example of process and process group.
	September 25	● Chapter 3 - Project Management Processes Group ✓ Methodology ✓ Introduction to process and Project	- Preview Chapter 4

		✓ Management Process Groups	
5	September 30	● Chapter 3 - Project Management Processes Group ✓ Introduction to develop IT Project Management ✓ Case study: JWD Consulting's Project Management Intranet Site	-Project Proposal, Business case
	October 2	✓ Case Wrap-up ✓ Group Homework: Business case & Project Charter	-Project charter
6	October 7	● Review Chapter 1-3 ● Group homework feedback	- Continue writing the project report
	October 9	● Quiz I	- Continue writing the report for submit
7	October 14	● 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
	October 16	● Chapter 4 - Project Integration Management ✓ Introduction to Strategic Planning and Project Selection and best practices	- Group project SWOT
8	October 21	● 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
	October 23	● Chapter 5 – Project Scope Management ✓ Collecting Requirements ✓ Defining scope	- Method to collect requirements?
9	October 28	● Chapter 5 – Project Scope Management ✓ Creating the WBS ✓ Verifying scope ✓ Control scope	- Suggestions for improving user input and reducing incomplete and changing Requirements
	October 30	● Chapter 5 – Project Scope Management ✓ Using Software to Assist in Project Scope Management	- Create WBS
10	November 4	Midterm Test Review	- Submit the group report (hard copy)
	November 6	Midterm Test	- Preview Chapter 6
11	November 11	● Chapter 6 – Project Time Management ✓ Introduction to Project Time management ✓ Opening case, Bad examples, Best practice, Good examples ✓ Details of project time management process	- what is critical path method and how to calculate the critical path

		✓ milestone, SMART criteria, free slack, buffer, Murphy's Law, Parkinson's Law	
	November 13	● Chapter 6 – Project Time Management ✓ Using Software to Assist in Time Management	- Create Gantt chart
12	November 18	● 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	
	November 20	● Chapter 7 – Project Cost Management ✓ Using Software to Assist in Cost Management	-create cost estimate, baseline, earned value chart
13	November 25	● 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
	November 27	● Chapter 8 – Project Quality Management ✓ Using Software to Assist in Quality Management	- fishbone, control chart, pareto chart
14	December 2	● 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"
	December 4	● Chapter 9 – Project Human Resource Management ✓ Using Software to Assist in Human Resource Management	-create resource histogram
15	December 9	● 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
	December 11	Review	Group Report,
16	December 16	Presentation and Group Report Feedback	Grade for each group
	December 18	Presentation and Group Report Feedback	Grade for each group
17	December 23	Final Examination	
	December 25	Final Examination	

19	December 28- January 1	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

Fall Semester, 2020	August 31, 2020— January 10, 2021
Aug. 29	Registration
Aug.31	Classes Begin
Sep.28	Classes Begin（Freshmen）
Nov. 2 - 6	Mid-term Test
Jan.1, 2021	New Year's Day Holiday (tentative)

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: Jingning Li **Department Head: Jingning Li**