Course Title	:	Project Management
Course Code	:	BUS212/BUS2212
Recommended Study Year	:	Year 3
No. of Credits/Term	:	3
Mode of Tuition	:	Sectional Approach
Class Contact Hours	:	3 hours per week
Category in Major Prog.	:	Business Elective/Free Elective

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 deals with the decisions and actions related to planning, organizing, leading, and controlling programs and projects.

Learning Outcomes

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. The application of these project management tools and techniques in a diversity of fields such as new product and process development, construction, information technology, health care, and applied research.
4. Learning will be through lectures, project/case studies, and written and oral reports by student groups on project management approaches and issues. Upon successful completion of this course, the student will have the necessary knowledge to:
5. Assist the Project Officer assigned to a project in developing a project plan, scheduling activities, tracking progress, preparing status reports and managing changes;
6. Perform the duties of a project analyst trainee in a corporate Project Management Office;
7. Plan and manage a small project as project manager.

Measurement of Learning Outcomes

1. Problem- and case study-based continuous assessment is used to facilitate an understanding of concepts, theories, principles and real world application of project management.
2. Final examination and midterm test will assess the students' comprehension of project management.

Indicative Content

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.

Assessment

Continuous Assessment	40%
Examination	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

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

2006.

  c. Harold Kerzner. *Project management: a systems approach to planning, scheduling, and controlling*, 8th Edition, John Wiley & Sons, 2003.

2. John M. Nicholas, *Project management for business and engineering: principles and practice*, 2nd Edition, Elsevier Butterworth-Heinemann, 2004.

3. Thomas Sheffrey, *PMP/CAPM Exam Preparation Guide*, John Wiley & Sons, 2006.