

# Institute of International Management

## RA52500: IT Project Management (IT 專案管理)

Fall 2008

The Institute of International Management is dedicated to providing a quality teaching and research environment to provide students with a broad, integrated knowledge of management in preparation for successful careers in business, government or academia.

**General Program Learning Goals** (goals covered by this course are indicated):

●	1	Graduates should be able to communicate effectively verbally and in writing.
●	2	Graduates should solve strategic problems with a creative and innovative approach.
	3	Graduates should demonstrate leadership skills demanded of a person in authority.
●	4	Graduates should think with a global management perspective.
●	5	Graduates should possess the necessary skills and values demanded of a true professional.

**Instructor:** Dr. Don J.F. Jeng  
**Office:** Rm# 61411B (The 4<sup>th</sup> floor of Dept. of Business Administration Building)  
**Office Hours:** 14:00-16:00 Monday; 10:00-12:00 Wednesday and by appointment.  
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**Class Time:** 9:10-12:00 Monday  
**Course TA:** Mr. Phou Sambath  
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### 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.

### Course 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.

### Course Outlines:

- Module 0: Course Overview
- Module 1: Project Management Framework

Unit 1.1 - Introduction to Project Management

Unit 1.2 - Project Management Context

Unit 1.3 - Project Management Processes

- Module 2: Project Management Process Groups

Unit 2.1 – Initiating

Unit 2.2 – Planning

Unit 2.3 – Executing

Unit 2.4 – Controlling

Unit 2.5 – Closing

- Module 3: Project Management Knowledge Areas

Unit 3.1 - Project Integration Management

Unit 3.2 - Project Scope Management

Unit 3.3 - Project Time Management

Unit 3.4 - Project Cost Management

Unit 3.5 - Project Quality Management

Unit 3.6 - Project Human Resource Management

Unit 3.7 - Project Communications Management

Unit 3.8 - Project Risk Management

Unit 3.9 - Project Procurement Management

### **Instruction Materials:**

- Schwalbe, K. (2007). Information Technology Project Management (5th ed.). Boston, MA: Thomson Course Technology
- Other references will be delivered or announced in the class.

### **Course Arrangement and Requirement:**

- Study textbook material before class is highly recommended. I will present textbook material to enhance your study in the class. However, most likely, I may not be able to cover all the material in the textbook during course lecture. Your study prior to the class will be much helpful for participation. You are welcome to discuss with me in the class or off the class for all the lectured or non-lectured materials.
- Supplementary references will be delivered or announced in the class. You are expected to be prepared and participate in class discussion.
- You are expected to form a group of three students to work on a course project. Each group member should contribute equally to the project. Your final grade in this area will also be based on peer evaluations from your group members.

### **Grading Policy:**

- Class attendance and participation      10%
- Quizzes      10%
- Assignments      10%
- Midterm exam      20%

- Course project / report 30%
- Final presentation 20%

**Class Schedule:** (The schedule is subject to change due to class circumstances)

WEEK	DATE	TOPIC	READINGS (in advance)
1	9/15	Course introduction Introduction to Project Management	
2	9/22	More on Introduction to Project Management	Chapter 1
3	9/29	The Project Management and Information Technology Context	Chapter 2
4	10/6	Course project proposal (Student presentation) The Project Management Process Groups: A Case Study	Chapter 3
5	10/13	More on The Project Management Process Groups: A Case Study (Student presentation on case study) Project Integration Management	Chapter 4
6	10/20	More on Project Integration Management Project Scope Management	Chapter 5
7	10/27	Project Time Management	Chapter 6
8	11/3	Project Cost Management	Chapter 7
9	11/10	Special lecture (tentative plan, the class date is subject to change)	
10	11/17	Midterm Exam Project Quality Management	Chapter 8
11	11/24	Course Project Status Report Presentation	
12	12/1	Project Human Resource Management	Chapter 9
13	12/8	Project Communications Management	Chapter 10
14	12/15	Project Risk Management	Chapter 11
15	12/22	Project Procurement Management	Chapter 12
16	12/29	Course Project Presentation I	
17	1/5	Course Project Presentation II (Course Project Report due)	
18	1/12	Course Project Presentation III	

**Other Policies:**

1. Assignment and Grading:

- All assignments must be typed not hand-written and must be submitted with a cover page typed on your name and student ID.
- Assignment is due exactly at the prescribed time. **No late assignment is accepted.**
- Any questions or complaints regarding the grading of an assignment or report must be raised **within one week** after the score or the graded assignment is made available (not when you pick it up).
- All assignments and reports should be **your original work/concept.**

2. Attendance:
  - You have to sign and collect your name tags when enter the classroom.
  - You must display your name tag in front of the desk for discussion purpose.
  - If you sign for other students or do not sign on the attendance sheet, you will be regarded as “being absent” no matter what evidence you provide to the lecturer afterwards.
  - If you come in class late or leave early, your attendance counts a half of the day.
  - There is no need for you to ask for apology when you are absent from class.
3. Penalty for cheating and plagiarism will be extremely severe. Use your best judgment. If you are not sure about certain activities, consult the instructor. **Standard academic honesty procedure will be followed and active cheating and/or plagiarism automatically results FAIL in the final grade.**
4. You are expected to come fully prepared to every class and responsible for everything discussed in class. Note your attendance and participation counts. You may receive a zero for absence or lack of participation.
5. No incomplete grade under nearly all situations unless one have sound reason and documented evidence. A student who received an incomplete must have completed or passed a significant portion of the course.
6. Pay very careful attention to your e-mail correspondence. It reflects your communication skills. Avoid use non-standard English such as "how r u?" in your email message. In addition, I recommend you put the class number and a brief summary of your question in your e-mail subject. For example,  
  
Subject: RA52500 A question on final report.
7. I immediately discard anonymous e-mails.
8. The ringing, beeping, buzzing of cell phones and/or watches during class time is extremely rude and disruptive to your fellow students and to the class flow. Please turn all cell phones and watches off or into silent mode prior to the start of class.
9. For any disability accommodations needed for the course, please notify the instructor during the first two weeks of the semester.