City University of Hong Kong
Course Syllabus

offered by Department of Information Systems
with effect from Semester A 2024 / 2025

Part I Course Overview

Course Title:	Project Management and Quality Assurance
Course Code:	IS5540
Course Duration:	One Semester (13 weeks)
Credit Units:	3
Level:	P5
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: *(Course Code and Title)*	Nil
Precursors: *(Course Code and Title)*	Nil
Equivalent Courses: *(Course Code and Title)*	IS5540M Project Management and Quality Assurance
Exclusive Courses: *(Course Code and Title)*	Nil

Part II Course Details

1. Abstract

This course aims to:

- Introduce the concepts, methods and procedures, and best practices for information systems project management

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	*A2*	*A3*
1.	Describe the basics of what project management is, the organization, and the technology context of information systems projects.	25%			
2.	Discover and elaborate the tools and techniques used in various aspects of project management including management of project scope, time, cost, quality, risk, and human resources.	30%	✓	✓	
3.	Apply the project management knowledge, skills, tools, and techniques learnt to project activities of an IT/IS-related project to meet project requirements.	35%	✓	✓	
4	Apply project management software (E.g. MS Project) to help plan and manage a small IT/IS project.	10%			
		100%			

A1: Attitude
Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability
Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: *Accomplishments*
Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Learning and Teaching Activities (LTAs)

(LTAs designed to facilitate students' achievement of the CILOs.)

LTA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
LTA1 Lecture/ Seminar	Students will learn the concepts on project management, especially the management of IT/IS projects, and the skills and techniques required for a project manager.	✓	✓	✓		
LTA2 Demonstrations	Students will know how the project management skills and techniques and how a project management software can be used are demonstrated.		✓	✓	✓	
LTA3 Practical Workshop	Students will practice the hands-on skills on applying the theories, skills, and techniques taught in lectures in workshops.		✓	✓	✓	
LTA4 Case Studies	Students will be able to appreciate the importance of proper project management best practices on IT/IS projects by reading real-life cases.	✓	✓	✓		
LTA5 Discussions	Students will do reflections, raise questions and discuss among themselves on lecture and tutorial materials.	✓	✓	✓	✓	

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.				Weighting	Remarks
	1	2	3	4		
Continuous Assessment: 60 %						
AT1. Class and Tutorial Participation This will reflect the students' participation in classes, tutorial sessions, and online discussions. Students are encouraged to attend those sessions and actively participate in discussions. This is an individual mark.	✓	✓	✓	✓	10%	
AT2. Class Assignments This includes in-class assignments, quizzes or take-home assignments.	✓	✓	✓		20%	
AT3. Group Project This is a group project to let students apply the project management skills and techniques learnt in class to solve practical problems. The project includes the following components: • A final group report which is a project plan for executing the IT/IS project. • A final project presentation.	✓	✓	✓	✓	30%	
Examination: 40 % (duration: 2-hour , if applicable)						
					100%	

Note: Students must pass BOTH coursework and examination in order to get an overall pass in this course.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Applicable to students admitted before Semester A 2022/23 and in Semester A 2024/25 & thereafter

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
Class and Tutorial Participation (AT1)	CILO1-4 • Ability to actively participate in class and tutorial sessions and online discussions • Achievement of attendance	High	Significant	Moderate	Basic	Not even reaching marginal levels
Class Assignments (AT2)	CILO1 – 3 Ability to demonstrate an in-depth understanding of what project management is and its associated skills and techniques and be able to apply them to real-life cases	High	Significant	Moderate	Basic	Not even reaching marginal levels
Group Project (AT3)	CILO1-4 (based on the interim and final report) • Ability to demonstrate a good understanding of the basic project management concepts • Ability to demonstrate an in-depth thought and research has been made in applying the skills and techniques learnt in class to the project • The report has covered all the specified requirements • The report is well-structured, well-written, and well presented • Peer evaluation report reflects at least an average contribution ratio	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO2 & 3 (based on group presentation) • Ability to demonstrate collaboratively that the presentation is well-structured and presented in a logical sequence. Time control is good. PowerPoint slides are of high quality • Ability to demonstrate collaboratively the team is able to tackle all/most of the questions raised	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO1 - 3 (based on individual performance in presentation) • Ability to demonstrate excellent presentation skills and language skills • Ability to demonstrate an appropriate use of visual aids in presentation	High	Significant	Moderate	Basic	Not even reaching marginal levels
Examination (AT4)	CILO1 Capability to evidence good understanding of the importance of good project management to an IT/IS project	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO2 Ability to accurately describe all/most key concepts; and demonstrate a thorough understanding of all/most of the terms and techniques	High	Significant	Moderate	Basic	Not even reaching marginal levels
	CILO3 Ability to demonstrate the ability to apply all/most of the skills and techniques learnt to the management of IT/IS projects	High	Significant	Moderate	Basic	Not even reaching marginal levels

Applicable to students admitted from Semester A 2022/23 to Summer Term 2024

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B)	Marginal (B-, C+, C)	Failure (F)
Class and Tutorial Participation (AT1)	CILO1-4 • Ability to actively participate in class and tutorial sessions and online discussions • Achievement of attendance	High	Significant	Basic	Not even reaching marginal levels
Class Assignments (AT2)	CILO1 – 3 Ability to demonstrate an in-depth understanding of what project management is and its associated skills and techniques and be able to apply them to real-life cases	High	Significant	Basic	Not even reaching marginal levels
Group Project (AT3)	CILO1-4 (based on the interim and final report) • Ability to demonstrate a good understanding of the basic project management concepts • Ability to demonstrate an in-depth thought and research has been made in applying the skills and techniques learnt in class to the project • The report has covered all the specified requirements • The report is well-structured, well-written, and well presented • Peer evaluation report reflects at least an average contribution ratio	High	Significant	Basic	Not even reaching marginal levels
	CILO2 & 3 (based on group presentation) • Ability to demonstrate collaboratively that the presentation is well-structured and presented in a logical sequence. Time control is good. PowerPoint slides are of high quality • Ability to demonstrate collaboratively the team is able to tackle all/most of the questions raised	High	Significant	Basic	Not even reaching marginal levels
	CILO1 - 3 (based on individual performance in presentation) • Ability to demonstrate excellent presentation skills and language skills • Ability to demonstrate appropriate use of visual aids in presentation	High	Significant	Basic	Not even reaching marginal levels
Examination (AT4)	CILO1 Capability to evidence good understanding of the importance of good project management to an IT/IS project	High	Significant	Basic	Not even reaching marginal levels
	CILO2 Ability to accurately describe all/most key concepts; and demonstrate a thorough understanding of all/most of the terms and techniques	High	Significant	Basic	Not even reaching marginal levels
	CILO3 Ability to demonstrate the ability to apply all/most of the skills and techniques learnt to the management of IT/IS projects	High	Significant	Basic	Not even reaching marginal levels

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

Project Management Basics. Project Management Framework. Project Integration Management. Project Scope Management. Project Time Management. Project Cost Management. Project Quality Management. Project Human Resource Management. Project Communications Management. Project Risk Management. Real-life Project Management. Predictive, Agile, and Hybrid Approaches

Details:

- Introduction to information systems project management, roles of the project manager, organisation and technology context of information systems projects, project life cycle, project management processes, and knowledge areas
- Project management framework (project management principles, project management domains, tailoring, models, methods, and artifacts)
- Strategic planning and project selection, project execution, monitoring and controlling project work, project closing
- Scope planning, project scope statement, creating the work breakdown structure, scope verification, and control
- Activity definition, sequencing, resource and duration estimating, schedule development and control
- Cost estimating, cost budgeting, and cost control using earned value techniques
- Quality planning, quality assurance, quality control, tools and techniques used in quality assurance and quality control
- Motivation theories, human resource planning, acquiring the project team, developing the project team, managing the project team
- Communications planning, information distribution, performance reporting, managing stakeholders
- Risk identification, qualitative and quantitative risk analysis, risk response planning, risk monitoring and control
- Effective management in specific projects (e.g., IT outsourcing, managing global projects)
- Differences between predictive, agile, and hybrid project management

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	Nil

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	Schwalbe, K., An Introduction to Project Management, Seventh Edition: Predictive, Agile, and Hybrid Approaches, ISBN: 9780982800379.
2.	Schwalbe, K., Information Technology Project Management, 9th edition, 2019. ISBN: 978-9814844017.
3.	Fuller, Valacich, George, Information Systems Project Management – A Process and Team Approach. ISBN: 0-13-145417-X.
4.	Olson, D.L., Information systems project management, Business Expert Press, 2015. ISBN: 9781631571220.

- Updated AT2 in June 2021.
- Updated reading list in May 2020
- Updated SYL template in July 2017