

COURSE SYLLABUS

IT PROJECT MANAGEMENT

Course code: 220078

1. General information

<i>Course type</i>	<i>Number of credits</i>	<i>Number of learning periods</i>
General <input type="checkbox"/>	Theory: 02	Theory: 30
Basic <input type="checkbox"/>		
Specialized <input checked="" type="checkbox"/>	Exercise: 00	Exercise: 00
Required <input checked="" type="checkbox"/>	Practice: 01	Practice: 30
Elective <input type="checkbox"/>		

Learners:

Level	Bachelor
Discipline	Information Technology

Course requirements:

Prerequisites	Software Engineering Course code:
Parallels	N/A Course code:
Other requirements	<ul style="list-style-type: none"> - Knowledge of system design and analysis - Applications of software development life cycle - Soft skills

2. Learning resources

Prescribed textbooks	[1] Nguyễn Khắc Quốc (2013). <i>Tài liệu giảng dạy môn Quản trị Dự án CNTT</i> . Trường Đại học Trà Vinh.
Recommended textbooks	<p>[1] Ngô Trung Việt (2006). <i>Giáo trình quản lý dự án công nghệ thông tin</i>. NXB ĐHQG TP HCM.</p> <p>[2] Trương Mỹ Dung. <i>Giáo trình quản lý dự án công nghệ thông tin</i>. ĐHKHTN. Tp Hồ Chí Minh</p> <p>[03]. Phil Baguley – Nhân Văn (translated). <i>Quản trị dự án</i>. NXB Thanh Niên.</p> <p>[04]. Kathy Schwalbe (2009). <i>Information Technology Project Management</i>. Cengage Learning.</p>

Other learning materials	MicroSoft Project 2007 Circulars, Decrees ... related to IT Project, IT Laws
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3. Course description

The course equips students with in-depth knowledge of managing an IT project. The course also aims to train students with management skills in IT project management areas. It also helps to form students with the correct attitude and awareness of teamwork, group management and negotiation skills.

4. Course learning outcomes (CLOs)

After finishing the course, students will be able to:

		<i>Satisfy LOs of the program</i>	<i>Satisfy LOs of the ABET</i>
❖ Topic 1: Disciplinary Knowledge and Reasoning			B.1.1
L1.	Describe concepts related to IT project management	1.3.2, 4.2.1, 4.2.2, 4.2.3 4.4.3	B.1.2
L2.	Describe the IT project management processes		B.1.3
L3.	Draft an IT project proposal		B.1.4
L4.	Apply methods to manage IT projects		B.1.5
L5.	Apply Microsoft Project to manage IT projects		B.1.6
❖ Topic 2: Personal and Professional Skills and Attributes			
L6.	Identify and formulate problems	2.1.1	
L7.	Outline a model for a specific problem	2.3.1	
L8.	Demonstrate active learning skills	2.4.3	
L9.	Demonstrate leadership skills	2.4.7	
L10.	Demonstrate time and resource management skills	2.4.7	
❖ Topic 3: Interpersonal Skills: Teamwork and Communication			
L11.	Organize group activities	3.1.2	
L12.	Communicate using documents	3.2.2	

L13.	Present orally and negotiate	3.2.4	
❖ Topic 4: Conceiving, Designing, Implementing and Operating Systems in The Enterprise, Societal and Environmental Context – The Innovation Process			

5. Course content

Course contents	CLOs	Number of learning periods		
		Theory	Practice	Others
Chapter 1. OVERVIEW OF PROJECT MANAGEMENT	<i>L1, L2, L3</i>	3		5
1.1 Concepts of project and project management				
1.2 Project management life cycle				
1.3 Tasks in project management				
1.4 Classification of projects				
1.2. Web design process				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L9 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	L11 (U)			
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 2. ESTIMATION	L4	3		1
2.1 Concept of Estimation				
2.2 Estimation techniques				
2.3 Function point formula				
2.4 Estimation principles				
2.5 Estimation process				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				

<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 3. PROJECT SCHEDULING	<i>L4</i>	3		2
3.1 PERT chart				
3.2 Critical path				
3.3 Total float				
3.4 Resource allocation				
3.5 Triple constraint				
3.6 Gantt chart and schedule				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U), L10 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	L11 (U)			
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 4. PROJECT CONTROLS	<i>L4</i>	1		
4.1 Project controls				
4.2 Project monitoring				
4.3 Detecting and solving problems				
4.4 Control through meetings				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L9 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>	L12 (T)			
Chapter 5. SCOPE MANAGEMENT	<i>L4</i>	1		2
5.1 Concept of scope management				
5.2 Project scope management processes				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U), L10 (U)			

<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	L11 (U)			
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 6. TIME MANAGEMENT	<i>L4</i>	2		2
6.1 Concept of time management				
6.2 Time management processes				
6.3 Activities determination				
6.4 Time estimation for activities				
6.5 Schedule controls				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L9 (U), L10 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 7. COST MANAGEMENT	<i>L4</i>	3		1
7.1 Concept of cost management				
7.2 Cost planning				
7.3 Cost estimation				
7.4 Cost budgeting				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	L13 (U)			
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 8. QUALITY MANAGEMENT	<i>L4</i>	1		
8.1 Concept of quality management				
8.2 Quality management processes				

8.4 Improving project quality				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 9. HUMAN RESOURCE MANAGEMENT	L4	2		
9.1 Concept of human resource management				
9.2 Organizing projects				
9.3 Roles of project members				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 10. COMMUNICATION MANAGEMENT	L4	2		
10.1 Concept of communication management				
10.2 Significance of communications				
10.3 Communication management processes				
10.4 Communication planning				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chương 11. RISK MANAGEMENT	L4	2		2
11.1 Concept of risk management				
11.2 Risk anticipation				

11.3 Risk elimination				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 12. INTEGRATION MANAGEMENT	L4	2		
12.1 Concept of integration management				
12.2 Significance of integration management				
12.3 Integration management processes				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>				
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Chapter 13. MICROSOFT PROJECT	L5	5	15	
13.1 Overview of Microsoft Project				
13.2 Databases in Microsoft Project				
13.3 Microsoft Project Scheduling System				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	L8 (U)			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	L11 (U)			
<input type="checkbox"/> <i>CDIO in the enterprise, societal and environmental context</i>				
Summary of skills in course level				
<input type="checkbox"/> <i>Personal and Professional Skills and Attributes</i>	Students being able to learn actively and demonstrating management skills			
<input type="checkbox"/> <i>Interpersonal Skills: Teamwork and Communication</i>	Students being able to work in groups effectively and negotiate			

CDIO in the enterprise, societal and environmental context

6. Teaching and learning methods

ID	Teaching method/technique		Description
M1.	Lecturing	<input checked="" type="checkbox"/>	The instructor uses slides in class
M2.	Questions – Answers	<input checked="" type="checkbox"/>	The instructor asks questions
M3.	Group-based Learning	<input checked="" type="checkbox"/>	The instructor formulates groups to discuss and write project proposals.
M4.	Problem-based Learning	<input type="checkbox"/>	
M5.	Project-based Learning	<input type="checkbox"/>	
M6.	Case studies	<input type="checkbox"/>	
M7.	Role play	<input type="checkbox"/>	
M8.	Demo	<input type="checkbox"/>	
M9.	Simulations	<input type="checkbox"/>	
M10.	Debate	<input type="checkbox"/>	
M11.	Game	<input type="checkbox"/>	
M12.	Brainstorming	<input type="checkbox"/>	
M13.	Think-Pair-Share	<input type="checkbox"/>	

7. Course assessment

ID	Assessment activity		Quantity	Weight	LOs assessed
T1.	Text-based midterm exam	<input checked="" type="checkbox"/>	1	50%	L1, L2
T2.	Text-based final exam	<input checked="" type="checkbox"/>	1	50%	L3
T3.	Practice midterm exam	<input type="checkbox"/>			
T4.	Practice final exam	<input type="checkbox"/>			
T5.	Report	<input type="checkbox"/>			

T6.	In-class exercises	<input type="checkbox"/>			
T7.	Homework assignments	<input type="checkbox"/>			
T8.	Question – Answer	<input type="checkbox"/>			
T9.	Term Project	<input type="checkbox"/>			
T10.	Final Exam	<input checked="" type="checkbox"/>	1	50%	
Formula for Overall score		$((T1 + T2)/2 + T10/2)/2$			

8. Course requirements and expectations

8.1. Requirements on attendance

- Students are responsible for attending all classes. In case of absence due to force majeure circumstances, there must be sufficient and reasonable evidence.
- Students who do not attend more than 20% of the class sections, whether for reason or not, are deemed not to have completed the course and must re-enroll in the following semester.

8.2. Requirements and expectations on student behaviors

- Students must show their respects for teachers and other learners.
- Students must be on time. Students who are late more than five minutes will not be allowed to attend the class.
- Students should not make noises and interfere with others in the learning process.
- Students should not eat, chew gum, and use devices such as cell phones, music players during class hours.
- Laptops and tablets can only be used in class for the purpose of learning.
- Students who violate the above principles will be asked to leave the class and considered absent from the class.

8.3. Requirements on learning issues

Issues related to applying for score reservation, scoring complaints, scoring, exam disciplines are done according to the Learning Regulation of Tra Vinh University.

9. Tentative course instructor

Khâu Văn Nhựt

DEAN

DEPARTMENT HEAD

LECTURER

Khâu Văn Nhựt

