

SUMMARY OF INFORMATION ON EACH COURSE

1.	Name of Course	IT Project Management Methods and Tools	
2.	Course Code	TPM3231	
3.	Status of Course [Applies to (cohort)]	Specialisation Core for B.IT (Hons) Information Technology Management	
4.	MQF Level/Stage Note : Certificate – MQF Level 3 Diploma – MQF Level 4 Bachelor – MQF Level 6 Masters – MQF Level 7 Doctoral – MQF Level 8	Bachelor – MQF Level 6	
5.	Version (State the date of the Senate approval – history of previous and current approval date)	Date of previous version : December 2013 Date of current version : June 2014	
6.	Pre-Requisite	TSA2131 System Analysis and Design	
7.	Name(s) of academic/teaching staff	Siti Fatimah Abdul Razak Neo Han Foon	
8.	Semester and Year offered	Trimester 2, Year 3	
9.	Objective of the course in the programme : The course will give students an understanding of project management and how it improves the success of IT projects. It will also demonstrate knowledge of project management terms such as the triple constraints of project management, project management knowledge areas and process groups, project life cycle as well as tools and techniques of project management. Student will apply project management concepts by working on a group project as a project manager or active team member. Tools such as Microsoft Project and etc. are introduced to help plan and manage a small project. The course will help to instil student with appreciation of the importance of good project management, share examples of good and bad project management and keep a journal throughout the course for personal reflection. Students may use the knowledge and skills developed in this course in other settings as well.		
10.	Justification for including the course in the programme : This course introduces student the fundamentals of project management including planning, reporting, team building and team leadership. Effective project management ensures that a project is completed on time, within budget, and with high quality. Specific techniques for accomplishing these three goals are not always so obvious. The purpose of this course is to make these techniques more obvious, and expose you to a variety of techniques to manage the budget, schedule, and quality of projects that you are responsible.		
11.	Course Learning Outcomes :	Domain	Level
	LO1 Describe the concepts of project management.	Cognitive	2

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	LO2 Demonstrate knowledge of project management terms and techniques as well as group dynamics		Cognitive						3	
	LO3 Distinguish the basic steps to be undertaken to manage an IT Project		Cognitive						4	
	LO4 Use software to help plan and manage information technology projects		Cognitive						3	
12.	Mapping of Learning Outcomes to Programme Outcomes :									
	Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
	LO1	X						X	X	
	LO2	X						X	X	X
	LO3	X						X	X	X
	LO4									
13.	Assessment Methods and Types :									
	Method and Type	Description/Details						Percentage		
	1. Quiz	Quizzes						10%		
	2. Assignment	Assignments						20%		
	3. Test	Written examination						20%		
	4. Final Examination	Written examination						50%		
14.	Mapping of assessment components to learning outcomes (LOs)									
	Assessment Components	LO1	LO2	LO3	LO4					
	Assessment 1	10	10	10						
	Assessment 2	20	20	20	100					
	Assessment 3	20	20	20						
	Assessment 4	50	50	50						
15.	Details of Course									

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Topics	Mode of Delivery (eg : Lecture, Tutorial, Workshop, Seminar, etc.) Indicate allocation of SLT (lecture, tutorial, lab) for each subtopic	
	Lecture	Tutorial
1. Introduction to Project Management: <ul style="list-style-type: none"> - Definition of project and project management terms - Relationship of project management to other disciplines - History of project management - The project management profession. 	2	1
2. The Project Management and Information Technology Context: <ul style="list-style-type: none"> - The context for project management in general and information technology projects - Systems view - Selecting and working on projects - Understanding organizations and stakeholders - The project and product life cycles - The unique nature of information technology projects - Skills and attributes for good project managers 	2	1
3. The Project Management Process Group: <ul style="list-style-type: none"> - The five project management process groups - Relations of process groups to the nine knowledge areas in project management. - Information technology project management methodologies in organisations unique environments. - Case study: applying the project management process groups (initiating, planning, executing, controlling, and closing) to an information technology project. 	2	1
4. Project Integration Management: <ul style="list-style-type: none"> - project plan development - project plan execution - project integrated change control 	2	1
5. Project Scope Management: <ul style="list-style-type: none"> - methods for selecting projects, i.e. financial analysis techniques, weighted scoring models, and a balanced scorecard. - project charter - developing a scope statement - work breakdown structure 	2	1

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6. Project Time Management: <ul style="list-style-type: none"> - developing project schedules - creating network diagrams and Gantt charts - critical chain scheduling - PERT chart 	2	1
7. Project Cost Management: <ul style="list-style-type: none"> - basic project cost management principles, concepts, and terms - resource planning - types of cost estimates - cost budgeting - earned value management - project portfolio management 	2	1
8. Project Quality Management: <ul style="list-style-type: none"> - the importance of quality on information technology projects - quality and quality management - quality planning, quality assurance, and quality control - Examples of various tools and techniques such as Pareto diagrams, quality control charts, and using Six Sigma to improve quality. 	2	1
9. Project Human Resource Management: <ul style="list-style-type: none"> - improving human resource management - motivation - what project managers and teams need to know to make effective use of human resources 	2	1
10. Project Communication Management: <ul style="list-style-type: none"> - the processes involved in project communications management - methods for improving project communications - various types of software to enhance communications 	2	1
11. Project Risk Management: <ul style="list-style-type: none"> - introduction to project risk management - understanding what risk is and why risk management is important - risk management processes, tools and techniques such as probability/impact matrices, Top Ten Risk Item tracking, and simulations. 	2	1
12. Project Procurement Management: <ul style="list-style-type: none"> - the growth in procurement for information technology projects - the processes involved in procurement management - the types of software available to assist in procurement management. 	2	1

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	13. Using Microsoft Project 2002: - introduction to the software - using software to create WBSs, Gantt charts, network diagrams, and etc.	4	2		
	TOTAL	28	14		
16.	Total Student Learning Time (SLT)	Face to Face / Guided Learning		Independent Learning	
	Lecture	28		28	
	Tutorials	14		14	
	Laboratory/Practical	0		0	
	Presentation	0		0	
	Assignment	0		10	
	Mid Term Test	1		3	
	Final Exam	2		15	
	Sub Total	45		75	
	Total SLT	120			
17.	Credit Value	3			
18.	Reading Materials :				
	Textbooks				
	Kathy Schwalbe. (2013). Information Technology Project Management (7 th ed.). Course Technology.				
	Reference Material (including 'Statutes' for Law)				
	1. James P. Lewis. (2010). Project Planning, Scheduling and Control (5 th ed.). McGraw-Hill.				
	2. No author. (2013). A Guide to the Project Management Body of Knowledge (5 th ed.). Project Management Institute, Inc.				

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Appendix (to be compiled when submitting the complete syllabus for the programme) :

1. Mission and Vision of the University and Faculty
2. Programme Objectives or Programme Educational Objectives
3. Programme Outcomes (POs)
4. Mapping of POs to the 8 MQF domain
5. Summary of the Bloom's Taxonomy's Domain Coverage in all the Los in the format below :

Subject	Learning Outcomes (please state the learning Outcomes)	Bloom's Taxonomy Domain		
		Affective	Cognitive	Psychomotor
ABC1234	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			
DEF5678	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			

6. Summary of LO to PO measurement
7. Measurement and Tabulation of result for LO achievement
8. Measurement Tabulation of result for PO achievement