MGMT508

Project Management

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<u>Instructor Contact Details</u>

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<u>Teaching Times, Modes and Locations</u>

Course Duration: 1 July 2024 to 19 July 2024
Modes: Online/Face-to-face
Location: Anywhere via online, or Huajiachi Campus, Zhejiang University via face-to-face

<u>Academic Level</u>

Undergraduate

<u>Credit Points:</u>

The course is worth 6 units of credit point.

<u>Credit Hours</u>

The number of credit hours of this course equals to the credits of a standard semester- long course.

<u>Contact Hours</u>

The course contains a total of 53 contact hours, which consists of orientation, lectures, seminars, quiz, discussion, research, case study, small tests, assignments, on-site field trip(s), in-class and after-class activities, revision, self-study, and final exam. Students will receive an official transcript which is issued by Zhejiang University when completing this course.

<u>Enrolment Requirements</u>

Eligibility requires enrollment in an overseas university as an undergraduate or postgraduate student, proficiency in English, and pre-approval from the student's home institution.

Course Description:

This unit focuses on a holistic approach to project management. It provides students with a high level of understanding of the different processes involved in project management, Students will also develop sound skills in the use of project tools to assist them with understanding the process. The content deals with concepts and definitions, organizing and staffing the project office and team, planning, scheduling, cost control methods, risk management as well as contracts and procurement. Through a combination of formal learning, group and individual project work, and students own work experiences participants will develop a full understanding of the leadership and technical capabilities needed for effective project management.

Prerequisite:

N/A

Learning Resources

● Larson E W and Gray C F, Project Management - The Managerial Process, McGraw Hill, 6th edition (2014).

Learning Objectives

By the end of this course, you should be able to:

● Question and test the feasibility of projects.

● Use critical path and critical chain methods to plan project delivery.

● Apply their learning in the management of project resources and teams.

● Use a variety of monitoring and financial tools to manage the delivery of quality project outcomes.

● Make planning and delivery decisions based on project risk analysis.

Course Delivery:

The following course will be taught in English, and it will comprise of lectures, tutorials, projects, presentations, and group activities. In addition to these, there will also be guest speakers and optional field trips available for students who would like to enhance their learning experience. The course will be delivered within 13 sessions, with each session totaling 3 hours-inclusive of both the lecture and tutorial. These sessions will be running during weekdays, Monday to Friday. Students are expected to engage in class discussions and work cooperatively during group work.

Topics and Course Schedule:

WK	Topic	Activities
1	Orientation	
1	Introduction to the unit and key concepts	Lecture; Tutorial
1	Project teams and estimation	Lecture; Tutorial
1	Project setup	Lecture; Tutorial
1	Project planning - time	Lecture; Tutorial
1	Project planning and managing	Lecture; Tutorial
2	Seminar	
2	Project risk analysis (1)	Lecture; Tutorial
2	Project risk analysis (2)	Lecture; Tutorial
2	Midterm exam	
2	Alternative approaches to project planning	Lecture; Tutorial
2	Project Monitoring	Lecture; Tutorial
3	Socio-cultural aspects of project management, leadership, stakeholders, and communications	Lecture; Tutorial
3	Project management	Lecture; Tutorial
3	Project procurement	Lecture; Tutorial
3	Project close-down	Lecture; Tutorial
3	Revision	
3	Final exam	

Assessments:

Class participation	15%
Quiz	15%
Group workshop	20%
Final exam	50%

Grade Descriptors:

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64
F	Fail	0-49

High Distinction 85-100

• Treatment of material evidences an advanced synthesis of ideas Demonstration of initiative, complex understanding, and analysis.
• Work is well-written and stylistically sophisticated, including appropriate referencing, clarity, and some creativity where appropriate.
• All criteria addressed to a high level.

Distinction 75-84
• Treatment of material evidences an advanced understanding of ideas Demonstration of initiative, complex understanding and analysis Work is well-written and stylistically strong.
• All criteria addressed strongly.

Credit 65-74
• Treatment of material displays a good understanding of ideas.
• Work is well-written and stylistically sound, with a minimum of syntactical errors.
• All criteria addressed clearly.

Pass 50-64
• Treatment of material indicates a satisfactory understanding of ideas Work is adequately written, with some syntactical errors.
• Most criteria addressed adequately.

Fail 0-49
• Treatment of ideas indicates an inadequate understanding of ideas Written style inappropriate to task, major problems with expression.
• Most criteria not clearly or adequately addressed.

Academic Integrity

Students are expected to uphold the university's academic honesty principles which are an integral part of the university's core values and principles. If a student fails to observe the acceptable standards of academic honesty, they could attract penalties and even disqualification from the course in more serious circumstances. Students are responsible for knowing and observing accepted principles of research, writing and any other task which they are required to complete.

Academic dishonesty or cheating includes acts of plagiarism, misrepresentation, fabrication, failure to reference materials used properly and forgery. These may include, but are not limited to: claiming the work of others as your own, deliberately applying false and inaccurate information, copying the work of others in part or whole, allowing others in the course to copy your work in part or whole, failing to appropriately acknowledge the work of other scholars/authors through acceptable referencing standards, purchasing papers or writing papers for other students and submitting the same paper twice for the same subject.

This Academic Integrity policy applies to all students of the Zhejiang University in all programs of study, including non-graduating students. It is to reinforce the University's commitment to maintain integrity and honesty in all academic activities of the University community.

Policy
The foundation of good academic work is honesty. Maintaining academic integrity upholds the standards of the University. The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the University. Everyone in this community must work together to ensure that the values of truth, trust and justice are upheld.
Academic dishonesty affects the University's reputation and devalues the degrees offered. The University will impose serious penalties on students who are found to have violated this policy. The following penalties may be imposed:

- ✓ Expulsion
- ✓ Suspension
- ✓ Zero mark /fail grade
- ✓ Marking down
- ✓ Re-doing/re-submitting of assignments or reports, and
- ✓ Verbal or written warning.