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 4th floor of Dept. of Business Administration Building)  
**Office Hours:** 14:00-16:00 Wednesday and by appointment.  
**Phone:** 06-2757575 ext. 53017  
**E-mail:** jeng@mail.ncku.edu.tw  
**Class Time:** Tuesday session: 18:30-21:30  
                    Wednesday session: 9:10-12:00  
**Class Location:** Rm# 62401 (Harvard Hall)  
**Course TA:** Mr. Phou Sambath  
**TA's E-mail:** ra896723@mail.ncku.edu.tw

**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.

**Course Objectives:**  
Learners are exposed to:  
- The body of knowledge of project management.  
- The general issues and skills involved in project management.  
- Cases of successful or failed projects.  
- Practice of team work in preparation of 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:

- Cases:
  - Ivey Publishing (http://cases.ivey.uwo.ca/)
    - Note on Project Management Fundamentals by Robert Klassen, P. Fraser Johnson (9A98D012)
    - MIA, Philippines by Jim Kayalar (9B09M016)
    - Zhou Jianglin, Project Manager by Michael Parent, Ken Mark (9B02E010)
    - Ellen Moore (A): Living and Working in Korea by Henry W. Lane, Chantell Nicholls, Gail Ellement (9A97G029)
    - Beijing EAPs Consulting Inc. by Mitch Rothstein, Lily Jiao Li (9B09C005)
  - Harvard Business Publishing (http://hbsp.harvard.edu/)
    - A&D High Tech (A): Managing Projects for Success by Mark Jeffery, Derek Yung, Alex Gershbeyn (KEL156-PDF-ENG)
    - AtekPC Project Management Office by F. Warren McFarlan, John Hupp, Mark Kell (308049-PDF-ENG)
- Other references will be delivered or announced in the class.
Course Arrangement and Requirement:
- Students are expected to form a group of five (one leader and four members) for pre-class case discussion, homework assignment, and to work on a course project. Each team member should contribute equally to the group. Your final grade in this area will also be based on peer evaluations from your team members.
- This course will run mainly in case discussion format. You are expected to be prepared and participate in class discussion. **Do not come to class unprepared.**
- The midterm and final examinations are based on the cases that discussed in class.
- Study textbook material before class is highly recommended. This course is mainly in case discussion. I will present textbook material to enhance your study in the class. However, most likely, I may not 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.

Grading Policy:
- Class attendance 10% (under normal circumstance, see Other Policies: 2)
- In-class participation 10%
- Homework 10%
- Group project 30%
- Midterm examination 20%
- Final examination 20%

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

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<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS (in advance)</th>
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<tbody>
<tr>
<td>1</td>
<td>9/15; 16</td>
<td>Course Introduction</td>
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<td>2</td>
<td>9/22; 23</td>
<td>Introduction to Project Management</td>
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<td>3</td>
<td>9/29; 30</td>
<td>Ivey Case: <em>Note on Project Management Fundamentals</em></td>
<td>Case# 9A98D012</td>
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<td></td>
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<td>Textbook: The Project Management and Information Technology Context</td>
<td>Chapter 2</td>
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<td>Textbook: Project Time Management</td>
<td>Chapter 6</td>
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<td>4</td>
<td>10/6; 7</td>
<td>Course Project Proposal (Student presentation)</td>
<td>Case# 9B09M016</td>
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<td>Textbook: The Project Management Process Groups: A Case Study</td>
<td>Chapter 3</td>
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<td>5</td>
<td>10/13; 14</td>
<td>Ivey Case: <em>MIA, Philippines</em></td>
<td>Case# 9B09M016</td>
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<td>Textbook: Project Integration Management</td>
<td>Chapter 4</td>
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<td>Microsoft Project Workshop</td>
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<td>7</td>
<td>10/27; 28</td>
<td>Ivey Case: <em>Zhou Jianglin, Project Manager</em></td>
<td>Case# 9B02E010</td>
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<td>Textbook: Project Scope Management</td>
<td>Chapter 5</td>
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<td>8</td>
<td>11/3; 4</td>
<td>Harvard Case: <em>AtekPC Project Management Office</em></td>
<td>Case# 308049-PDF-ENG</td>
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<td>Textbook: Project Cost Management</td>
<td>Chapter 7</td>
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### 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 must display your name tag in front of the desk for discussion purpose.
   - You have to sign the attendance sheet when enter the classroom.
   - 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.
   - Student leave (whether casual or sick leave) exceed one third (1/3) of the total lecture hours in the semester will automatically results FAIL in the final grade.

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. The laptop/notebook usage is limited only for in-class related activity purpose. The internet surfing, chatting, or any other non-related usages are forbidden.
6. 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.

7. 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 e-mail 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: RA53500  A question on course project

8. I immediately discard anonymous e-mails.

9. 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.

10. For any disability accommodations needed for the course, please notify the instructor during the first week of the semester.