ISOM 4750 Business Project Management
Spring 2023

Department of Information Systems, Business Statistics, and Operations Management

COURSE:	ISOM 4750 Business Project Management (3-0-0:3) This course covers basic principles and practices of project management. Special emphases are on project planning, scheduling, and control while addressing both the technical and the social, behavioral aspects of managing business projects.

Meeting time and venue:
(M)   9:00-10:20 am, LSK-G005 (Computer lab)
(W)   9:00-10:20 am, LSK-1001 (Class room)

INSTRUCTOR:	Prof. Ronald Lau (rlau@ust.hk) Office: LSK-4081 Phone: 2358-8348 Office hours: 10:30 am – 12:00 noon MWF or by appointment
TEACHING ASSISTANT:	Edmond Ho (imhcf@ust.hk) Office: LSK-4065 Phone: 2358-8543
TEXTBOOK:	*Project Management: The Managerial Process, 8th edition,* by Gray and Larson McGraw-Hill, 2021.
GRADING POLICY:	Final course grade will be determined by the following criteria and distribution. University's guidelines on grade distribution will be observed if the class performance is significantly deviated from the University's recommended grade distribution.

iPRS quizzes (best 4 out of 5)	20
Case (1) and lab assignments (5)	30
Final exam	50
Total	100

Each iPRS quiz (of 5 questions) needs to be completed in class on the date as indicated in the syllabus. There is no makeup quiz since we count only the best 4 out of the 5 quiz scores.

You can top up your quiz score with participation, which is determined primarily by your contribution to class discussions and the active use of Discussions in Canvas. The top up points will be awarded at the end of the term according to the relevance, quality, and pattern of your contributions. The maximum total points for the best 4 quiz scores plus top-up participation will be 20 points for the entire term.
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COURSE OUTLINE

Week	Monday	Wednesday
1	**Introduction (Feb 6)** ■ Read chapter 1 ■ Basic concepts of project management ■ Career issues and PMI ■ Managing the HKIA Project	**Project selection & portfolio management (Feb 8)** ■ Read chapters 2 and 3 ■ Project portfolio management ■ Project selection methodology ■ Project organization
2	**Learning the basics of MS Project (Feb 13)** ■ Read MS Project notes	**Defining the project (Feb 15)** ■ Read chapter 4 ■ Project scope, priority, work package, and team ■ WBS and OBS
3	**Estimating project times and costs (Feb 20)** ■ Read chapter 5 ■ Time and cost concepts ■ Top down vs. bottom up estimations, and learning curve effect	**Developing a project schedule (Feb 22)** ■ Read chapter 6 ■ Project network diagrams ■ Project scheduling tools: CPM and Gantt chart ■ Extended techniques and consideration
4	**MS Project lab #1 (Feb 27)** ■ Creating and defining projects ■ Working with estimates and dependencies	**Developing a project schedule (continued) (Mar 1)** ■ Quiz 1
5	**Managing project risk (Mar 6)** ■ Read chapter 7 ■ Risk management process ■ Computing the likelihood of competing a project on time	**Managing project risk (Mar 8)** ■ Advanced examples
6	**MS Project lab #2 (Mar 13)** ■ Working with deadlines, constraints, task calendars, and resources	**Scheduling resources and costs (Mar 15)** ■ Read chapter 8 ■ Time-constrained vs. resource-constrained projects ■ Using the resource schedule to develop a project cost baseline ■ Quiz 2
7	**MS Project lab #3 (Mar 20)** ■ Predicting behavior by using task types and the scheduling formula ■ Customizing and formatting ■	**Scheduling resources and costs (continued) (Mar 22)**
8	**Reducing project duration (Mar 27)** ■ Read chapter 9 ■ Options for accelerating project completion ■ Time cost tradeoff problem	**Progress and performance measurement and evaluation (Mar 29)** ■ Read chapter 13 ■ Using the earned value concepts for project control ■ Performance indexes and forecasting tools ■ Quiz 3

9	**MS Project lab #4 (Apr 3)** ■ Analyzing resource utilization ■ Tracking progress	**People issues (Apr 12)** ■ Read chapter 10 ■ Exercise: Managing a project team ■ Quiz 4
10	**Project leadership issues (Apr 17)** ■ Read chapter 11 ■ Being an effective project manager ■ Exercise: Conflict resolution	**Case discussion (Apr 19)** ■ Esquel Group *(case analysis due before class)*
11	**MS Project lab #5 (Apr 24)** ■ Creating reports ■ Managing multiple projects	**Critical chain method (Apr 26)** ■ Read appendix 8.1 ■ Quiz 5
12	**Public holiday, no class (May 1)**	**Project closure (May 3)** ■ Read chapter 14
13	**Course review**	