



UNIVERSITI TEKNOLOGI MARA

ADS512: PROJECT MANAGEMENT

<b>Course Name (English)</b>	PROJECT MANAGEMENT <b>APPROVED</b>
<b>Course Code</b>	ADS512
<b>MQF Credit</b>	4
<b>Course Description</b>	This course provides the student with powerful tools of computerized project management. These tools will improve his/her ability to plan, organize, implement and control projects and the ways it uses people and other resources. This course addresses project management from a management perspective rather than an engineering perspective. It highlights the criteria and processes that are critical to ensuring effective project management and the vital role of an ethical project manager
<b>Transferable Skills</b>	At the end of this course, students should be able to: 1. Demonstrate ethical values in explaining Project management principal in organization 2. Apply the technical concept of Project Management principal to solve Project Management issues in organization 3. Manage strategies in ensuring the successfulness of Project Management in organization
<b>Teaching Methodologies</b>	Lectures, Case Study, Tutorial, Project-based Learning
<b>CLO</b>	CLO1 Demonstrate ethical values in explaining Project management principal in organization CLO2 Apply the technical concept of Project management principal to solve Project Management issues in organization CLO3 Manage strategies in ensuring the successful of Project management in organization
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Overview of project management</b> 1.1) definition 1.2) importance 1.3) project life cycle	
<b>2. The project manager</b> 2.1) skills and responsibilities 2.2) delegation	
<b>3. Project identification and selection</b> 3.1) identifying needs and responsibilities 3.2) request for proposal (RFP)	
<b>4. Proposed solution</b> 4.1) proposal marketing 4.2) developing winning proposal 4.3) types of contracts	
<b>5. Planning the project</b> 5.1) project objectives 5.2) work breakdown structure (WBS) 5.3) responsibility matrix 5.4) defining activities 5.5) developing the network plan	

**6. Project scheduling and controlling**

- 6.1) Activity duration
- 6.2) Schedule calculations
- 6.3) Critical Path Method
- 6.4) Project controlling
- 6.5) 1. project control process
- 6.6) 2. Effects of actual schedule performance
- 6.7) 3. approaches to schedule control
- 6.8) 4. resource planning & leveling using computer software

**7. Resource considerations**

- 7.1) Resource constrained planning
- 7.2) Planned resource considerations
- 7.3) Resource leveling
- 7.4) Resource limited scheduling

**8. Cost planning and performance**

- 8.1) 1. project budgeting
- 8.2) 2. actual and variable cost
- 8.3) 3. value of work performed
- 8.4) 4. cost performance analysis
- 8.5) 5. cost control

**9. project risk**

- 9.1) 1. definition of a risk
- 9.2) 2. risk management components (risk identification, risk assessment, risk response planning, risk monitoring)

**10. project communication**

- 10.1) 1. personal communication
- 10.2) 2. effective listening
- 10.3) 3. types of project meetings
- 10.4) 4. effective meetings
- 10.5) 5. preparation for presentation
- 10.6) 6. types of project reports
- 10.7) 7. collaborative communication tools

**11. project termination**

- 11.1) 1. purpose of termination
- 11.2) 2. internal post project evaluation
- 11.3) 3. customer feedback
- 11.4) 4. early project termination

Assessment Breakdown		%	
Continuous Assessment		100.00%	

  

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Case Study	group work	20%	CLO1
	Final Test	final test	15%	CLO2
	Group Project	proposal	45%	CLO3
	Presentation	presentation on case study	5%	CLO1
	Presentation	presentation for group project	5%	CLO3
	Test	Test 1	10%	CLO2

  

Reading List	Recommended Text	<ul style="list-style-type: none"> <li>James P. Clements, Jack Gido 2013, <i>Effective Project Management</i>, 5 Ed., Thomson South-Western [ISBN: 111824053]</li> <li>Carl Chatfield and Timothy Johnson 2013, <i>Microsoft Project 2013, Step by Step</i>, Microsoft Press</li> </ul>
	Reference Book Resources	<ul style="list-style-type: none"> <li>Clifford F. Gray and Erik W. Larson 2011, <i>Project Management: The Managerial Process</i>, New York: McGraw Hill International edition</li> <li>Marmel, E 2013, <i>Microsoft Office Project 2013 Bible</i>, New Jersey: Wiley .Publishing, Inc</li> <li>Rory Burke 2013, <i>Project Management, Planning and Control Technique</i>, 5th Ed., Wiley Publishing.Inc</li> <li>Jack R Meredith, Samuel J. Mantel, Scott M. Shafer 2015, <i>Project Management: A Managerial Approach</i>, 9th Ed., Wiley. Publishing, Inc</li> </ul>
Article/Paper List	Reference Article/Paper Resources	<ul style="list-style-type: none"> <li>Project Management Institute, 2012, <i>A Guide to the Project Management Body of Knowledge (PMBOK Guide)</i> [ISSN: 193069949]</li> </ul>
Other References	This Course does not have any other resources	