

## **SYLLABUS**

### **1. COURSE IDENTIFICATION**

- 1.1 Course title:     **PROJECT MANAGEMENT**           Code: BADM4312  
1.2 Provided by:     School of Advanced Study  
1.3 Credits:           03  
    Self-study hours:  90

### **2. COURSE DESCRIPTION**

This course provides students the principles, methods, and techniques in the planning, organizing, leading, monitoring and controlling a business project from the preparation phase until the project. It is developed to provide the principal concept in the project management body of knowledge guide (PMBOK Guide 6<sup>th</sup> edition, 2017). In addition, this course also provides a computer aid for project management by introducing the application of Microsoft Project and other project scheduling softwares.

### **3. LEARNING OUTCOMES**

#### **3.1 General objectives:**

*To understand and apply the project management tools and techniques for business projects.*

#### **3.2 Specific objectives:**

##### ***3.1.1. Knowledge***

The objective of the course is to expose learners to both the theoretical principles and the practical applications in planning, organization, leading and monitoring a business project.

##### ***3.1.2. Cognitive Skills***

The ability to apply project management skills and techniques in business projects.

##### ***3.1.3. Interpersonal Skills and Responsibility***

Students will take the responsibility to solve given assignments on their own and submit the solution on time.

Students learn to manage their time between self-study, solving assignments.

#### 4. COURSE CONTENT

No	Chapter	Content	Hours				Reference Books
			TT	T	E	P	
1	<b>Introduction to Project Management</b>	1.1 Project and project management 1.2 Project management process 1.3 Case studies	4	4			[1-9]
2	<b>Project selection and evaluation</b>	2.1 Project selection criteria 2.2. Project evaluation method 2.3 Case studies	4	4			[1-9]
3	<b>Project organization and team building</b>	3.1. Project organization 3.2. Project Manager 3.3. Leadership skills and team building 3.4 Case studies	4	4			[1-9]
4	<b>Project planning and budgeting</b>	4.1. Work breakdown structure (WBS) 4.2. Organizational Breakdown Structure (OBS) 4.3 Responsibility Assignment Matrix (RAM) 4.4 Project budgeting definition and estimating methods 4.5 Case studies	4	4			[1-9]
5	<b>Project time management</b>	5.1 Project scheduling principles 5.2 Project scheduling methods (CPM/LSM/PERT) 5.3 Case studies	6	6			[1-9]
6	<b>Project resource leveling and allocation</b>	6.1 Resource leveling and allocation 6.2 Project management software 6.3 Case studies	5	5			[1-9]

No	Chapter	Content	Hours				Reference Books
			TT	T	E	P	
7	<b>Project control</b>	7.1 Project control principles 7.2 Tracking work 7.3 EVA method (Earned Value Analysis) 7.4 Case studies	6	6			[1-9]
8	<b>Project risk and procurement management</b>	8.1 Risk and project risk management 8.2 Project procurement management 8.3 Case studies	4	4			[1-9]
9	<b>Project close-out</b>	9.1. Project closeout check list 9.2 Lesson learn 9.3 Case studies	4	4			[1-9]
10	<b>Review</b>	Review and group presentation	4	4			[1-9]
	<b>Total</b>		<b>45</b>	<b>45</b>			

*Note: TT: Total number of lessons; T: Theory; E: Exercises; P: Practices*

## 5. ESSENTIAL REFERENCES

### 5.1 Textbooks:

[1] Trịnh Thùy Anh, 2010. *Quản trị dự án (Project Management)*, NXB Thống Kê, TP. HCM.

### 5.2 Supplementary Readings:

[2] Jack Gido, James P. Clements, 2017. *Successful Project Management*, 7th edition, Cengage Learning.

[3] Jack R. Meredith, Samuel J. Mantel, Jr., 2016. *Project Management: A Managerial Approach*, 9th edition, John Wiley & Sons, Inc.

[4] Erik Larson, Clifford Gray, 2018. *Project Management: The Managerial Process*, 7th edition, McGraw-Hill Education.

[5] Jeffrey K. Pinto, 2018. *Project Management: Achieving Competitive Advantage*, 5th Edition, Pearson Education.

[6] Harold Kerzner, 2017. *Project Management Case Studies*, 5th edition, John Wiley & Sons, Inc.

[7] Harold Kerzner, 2017. *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*, 12 edition, John Wiley & Sons, Inc.

[8] Avraham Shtub, Moshe Rosenwein, 2016. *Project Management: Processes, Methodologies, and Economics (3rd Edition)*, Pearson education.

[9] Project Management Institute (2017). *A Guide to Project Management Body of Knowledge (PMBOK Guide)*, 6<sup>th</sup> edition, Newtown Square Pennsylvania USA.

## 6. ASSESSMENT

No	Assessment task	Proportion	Remarks
01	Midterm Exam	50%	
02	Final Exam	50%	

## 7. TEACHING SCHEDULES

No	Session	Content
1	Session 1	Introduction to Project Management
2	Session 2	Project selection and evaluation
3	Session 3	Project organization and team building
4	Session 4	Project planning and budgeting
5	Session 5	Project time management
6	Session 6	Project resource leveling and allocation
7	Session 7	Project control
8	Session 8	Project risk and procurement management
9	Session 9	Project Close-out
10	Session 10	Review and group presentation

**BY ORDER OF THE RECTOR  
AUTHORIZED BY DEAN OF THE SCHOOL  
VICE DEAN OF THE SCHOOL**

(signed)

**VÂN THỊ HỒNG LOAN**