

## Course Content

<b>Academic Year</b>	2020-2021	<b>Semester</b>	2
<b>Course Coordinator</b>	Asst/Prof Yuen Kum Fai		
<b>Course Code</b>	MT4002		
<b>Course Title</b>	Essentials of Project Management		
<b>Pre-requisites</b>	Nil		
<b>No of AUs</b>	3		
<b>Contact Hours</b>	Lecture: 26 hrs; Tutorial: 13 hrs		
<b>Proposal Date</b>	10 <sup>th</sup> June 2020		

### ***Course Aims***

The course content covers the essentials of modern project management comprising the process and procedure for organizing and managing a project, planning and scheduling techniques, control and monitoring and the closure process. The course aims to acquaint you with a broader perspective of the role and knowledge of a project executive/manager in the maritime industry.

### ***Intended Learning Outcomes (ILO)***

Upon completion of the course, you should be able to:

1. Explain the importance and purpose of project management
2. Describe the project management process and procedure
3. Explain the principles of project selection and estimating
4. Apply essential planning and scheduling techniques
5. Elaborate the inter-relationships among time, cost and progress control

### ***Course Content :***

S/N	Topic	Lecture Hrs	Tutorial Hrs
1	Projects and Project Management	2	1
2	The Project Management Process	2	1
3	Project Selection	2	1
4	Project Organization ( I )	2	1
5	Project Organization ( II )	2	1
6	Project Planning (I)	2	1
7	Project Planning (II)	2	1
8	Project Estimation	2	1
9	Project Monitoring and Control	2	1
10	Managing Project Teams	2	1
11	Managing Project Risks	2	1
12	Managing Project Risks	2	1
13	Project Audit and Closure	2	1
<b>Total:</b>		<b>26</b>	<b>13</b>

**Assessment (includes both continuous and summative assessment)**

Component	Course LO Tested	Related Programme LO or Graduate Attributes	Weightage	Team / Individual	Assessment Rubrics
1. Final Examination	1 to 5	A-H, K, L	60%	Individual	
2. Continuous Assessment 1 (CA1): Quiz	1 to 3	A-H	20%	Individual	
3. Continuous Assessment 2 (CA2): Quiz	4 to 5	A-H	20%	Individual	
Total			100%		

**Program Learning Outcome**✓ **Competency**

- A. Develop an overall awareness of maritime activities, port and shipping industry and their association with economy and trade.
- B. Describe and apply concepts and theories in sub-fields as contributing to the maritime industry and integrate various related themes, skills and knowledge
- C. Understand and manage the maritime environment
- D. Apply related information pertaining to procedures, operations and management of maritime entities and operational issues in the maritime industry
- E. Capture and analyse market data using analytical tools, conduct related research in the maritime arena, as well as design, develop and execute maritime projects
- F. Engage in lifelong learning in preparation for current and future vocations and career options in the maritime environment.

✓ **Creativity**

- G. Approach and solve basic maritime problems, through both strategic and research methods, and put theoretical knowledge into practical applications in related industries
- H. Develop maritime related risk management strategies.

✓ **Communications**

- I. Communicate shipping and maritime management in policy, strategy, and prevailing issues and requirements in an organization and to achieve good teamwork.
- J. Write professional reports and conduct public speaking confidently

✓ **Character**

- K. Recognise the importance of a strong and just leadership, comply to ethical standards, and uphold highest standards of integrity as a professional

✓ **Civic Mindedness**

- L. Integrate all related skills and knowledge into the industry and exercise due diligence as a highly responsible professional, contributing towards nation and the society.

**Formative feedback**

The lectures shall be interactive, and your inputs are highly encouraged in the process.

Instructors take questions during and at end of lectures, and provide on-the-spot clarifications. You (students) can also confer with instructors at tutorials/discussions, at appointed consultations or via email.

Quizzes are organised regularly with the aim of providing feedback. Answers and sample solutions are also provided to identify own strengths and weaknesses promptly.

**Learning and Teaching approach**

Approach	How does this approach support students in achieving the learning outcomes?
Lecture	This provides you with the needed background for outcomes (1) to (5) and to allow you to apply principles and frameworks related to project planning, implementation, and management in the shipping industry.
Tutorials	Comprises mostly qualitative questions, some of which are open-ended case questions. The tutorials offer you the opportunities to analyse practical problems that address outcomes (1) to (5).

**Reading and References**

1. Larson, Erik W. and Gray, Clifford F., "Project Management- The Managerial Process", Fourth Edition, McGraw-Hill Irwin, 2008. [HD69.P75G778P 2008]
2. Meredith, Jack R. and Mantel, Samuel J., "Project Management- A Managerial Approach", Fourth Edition, John Wiley & Sons, New York, 2000. [HD69.P75M559]
3. Lock, Dennis, "Project Management", Eighth Edition, Gower, 2003. [T56.8L813]
4. Cleland, David I., "Project Management- Strategic Design and Implementation", McGraw-Hill, New York, 1999. [HD69.P75C624]

**Course Policies and Student Responsibilities**

1. Attendance:  
Although there is no mandatory attendance requirement, you are expected to place all lectures and tutorials on their utmost top priority, and note that there shall be no make-up class.
2. Punctuality:  
You are expected to be on time for classes, as late arrivals are disruptive to class activities. Likewise, all assignments to be submitted within dateline.
3. Participation:  
You are strongly encouraged to stay dynamic and participate in class, without hesitation to raise questions when in any doubt.

As a student of the course, you are required to abide by both the University Code of Conduct and the Student Code of Conduct. The Codes provide information on the responsibilities of all NTU students, as well as examples of misconduct and details about how students can report suspected misconduct. The University also has the Student Mental Health Policy. The Policy states the University's commitment to providing a supportive environment for the holistic development of students, including the improvement of mental health and wellbeing.

These policies and codes concerning students can be found in the following link: <http://www.ntu.edu.sg/SAO/Pages/Policies-concerning-students.aspx>

### Academic Integrity

Good academic work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values

As a student, it is important that you recognize your responsibilities in understanding and applying the principles of academic integrity in all the work you do at NTU. Not knowing what is involved in maintaining academic integrity does not excuse academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of academic dishonesty, including plagiarism, academic fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the [academic integrity website](#) for more information. Consult your instructor(s) if you need any clarification about the requirements of academic integrity in the course.

### Course Instructors

Instructor	Office Location	Phone	Email
Dr Chew Ah Seng, David	NTU-CEE	67905247	CASCHEW@ntu.edu.sg
Capt Tan Kim Hock	NTU-CEE	67906937	kh_tan@ntu.edu.sg

### Planned Weekly Schedule

Week	Topic	Course Lo	Readings/ Activities
1	Projects and Project Management	1,5	Lectures Tutorials
2	The Project Management Process	1,2	Lectures Tutorials
3	Project Selection	1,2,3	Lectures Tutorials
4	Project Organization (I)	2	Lectures Tutorials
5	Project Organization (II)	2	Lectures Tutorials
6	Project Planning (I)	2,4	Lectures Tutorials
7	Project Planning (II)	2,4	Lectures

			Tutorials
8	Project Estimation	3,4	Lectures Tutorials
9	Project Monitoring and Control	3,4	Lectures Tutorials
10	Managing Project Teams	4,5	Lectures Tutorials
11	Managing Project Risks	4,5	Lectures Tutorials
12	Managing Project Risks	4,5	Lectures Tutorials
13	Project Audit and Closure	4,5	Lectures Tutorials