Project Management: Course Plan (Draft ver2.2)

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Updated by Mana Takahashi (takahashi.mana@h.mbox.nagoya-u.ac.jp)

1   OUTLINE OF THE LECTURE COURSE

The primary goal of this course is to understand the method of proposing a project, organizing a research group, and managing the project, through studying the basic knowledge about "a project," which is based on a global standard of project management.

Students who complete this course will have an improved ability to design and implement a project properly. Students can design a research proposal by themselves at the end of this course. Attendance and active contribution to the class are expected in this course.

2   COURSE OBJECTIVES

There are three following objectives in this course. Students are expected to

(1) To understand a project and project management comprehensively;
(2) To acquire skills how to come up with a proposal for good research and how to develop a good idea into a research project; and
(3) To acquire skills to find an interesting topic and issues related to their own research to present.

3   COURSE MATERIALS / SUPPLEMENTS

Handouts and materials will be provided in the class.

Recommended books, materials, movies, and other artworks will be introduced in this course. Students are expected to read and watch these materials to understand a method of project management and related issues further.

Reference: *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, Sixth edition (2017). Project Management Institute.

4 Assessment

40%: Attendance and participation in discussions and group projects;

60%: Final presentation and a project proposal

Students who are planning to take this course must attend the first session on 8th October 2020.

5 Other Notes

This course will welcome students from any department or faculty if they wish to join!

Students are required to bring a smartphone or tablet PC to every session.

6 Course Schedule (Every Thursday 3th period: 1:00pm-2:30pm, JST)

Module	Date	Topic	Contents	Exercise	Reference
1	8 October 2020	Introduction: What is a "Project"?	Course introduction Definition of a project/project management	Case study: How to cook Japanese curry and rice?	
2	15 October 2020	Project initiation	Problem analysis Stakeholders analysis Introducing tools for project management: Project charter	Workshop for problem and stakeholders analysis Case study: Trying to cook Japanese curry and rice	
3	22 October	Project planning (1)	Project scope design	Designing WBS (1)	

	2020		Designing WBS and Master Schedule How to breakdown the action items	- Planning a curry party	
4	29 October 2020	Project planning (2)	Designing your own WBS / Master Schedule	Designing WBS (2) - Design your WBS about your research plan	
5	5 November 2020	Communication management	What is a communication plan? Negotiation method with stakeholders	- Thinking about the attractive way of "self-introduction" - Designing a communication plan in a project team	
6	12 November 2020	Mid-term presentation: Sharing your research plan	Student presentation (5-10min each)	*Student will give a short presentation about their research plan and project charter	
7	19 November 2020 *Self-paced learning	Introduction to "Project Management in Theory and Practice" (1)	Introduction to UN APCICT's Virtual Academy Module: Academy Module: ICT Project Management in Theory and Practice (Revised pilot version?): 2.3 hours / 6 sessions	Self-paced learning with using AVA Case study: ICT for Development	Lecturers will give an instruction based on the materials of the pilot seminar in 2020 February.
8	26 November 2020 *Self-paced learning	Introduction to "Project Management in Theory and Practice" (2)	Module: Academy Module: ICT Project Management in Theory and Practice (Revised pilot version?): 2.3 hours / 6 sessions	Self-paced learning with using AVA Case study: ICT for Development	Students will be requested to submit the certification for completion.
9	3 December 2020	Project in practice (1)	Guest talk	Guest talk about the project experiences	*Guest talk and workshop by experts from APCICT (Robert, Kae, and

					Michael?) or ESCAP
10	17 December 2020	Project in practice (2)	Guest talk	Workshop with using a field project, lead by the guest speakers	*Guest talk and workshop by experts from APCICT (Robert, Kae, and Michael?) or ESCAP
11	24 December 2020	Project progress management	What is risk management? Contingency plan What is "risk" and "a risk"?	Case study: Organizing a BBQ party (If you can't buy any meat?)	
12	14 January 2021	Project evaluation (1)	Project close Project evaluation Project Transition	What is KPI (Key Performance Indicators)? Case study: The obesity problem in Polynesia	
13	21 January 2021	Final presentation (1)	Student's presentation	Students will give a final presentation about their research project. Experts are requested to give a short comment and feedback.	*John's talk about project management? *Experts from UN APCICT (Robert, Kae, Michael + John) will comment on students / join a discussion?
14	28 January 2021	Final presentation (2)	Student's presentation	Students will give a final presentation about their research project. Experts are requested to give a short comment and feedback.	*Experts from UN APCICT (Robert, Kae, Michael + John) will comment on students / join a discussion?
15	4 February 2021	Wrap-up	Wrap-up (Student's presentation)		Experts are also welcome to join!