

SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese): Quản lý chương trình và dự án công*
- *Course title (English): Public Program and Project Management*
- *Code course: EPMP1116*
- *Knowledge group: Professional Education (Basic knowledge)*
- *Credit: 3*
- *Prerequisite courses: Management Science*

2. DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

Public Project and Program Management is an important skill widely used in the public sector. This course will help learners to explore the challenges faced by a public manager. The course will also provide general knowledge about many aspects of public program, project management, and project management environment. The course will cover the basics of administering a wide range of programs and projects; and provide the specific skills and knowledge needed to apply unique ways to manage programs and projects.

4. REFERENCES

- Required textbook: David S. Kassel, 2016, Managing Public Sector Projects: A Strategic Framework for Success in an Era of Downsized Government, Second Edition, Routledge
- Harold Kerzner, 2017, Project Management 12 edition, Wiley

5. COURSE OBJECTIVES:

Goals (Gx)	Descriptions	Program learning outcomes (PLOs)	Level
[1]	[2]	[3]	[4]

G1 (Knowledge)	Understand and apply the content and process of public project management to analyze and evaluate public programs and projects	KT 3	3
G2 (Skills)	Have the skills to use a project process to describe and explain the process of a public project and to write a description and evaluation of the public programs and projects in English	KN 2 KN 5	3 3
G3 (Level of autonomy and responsibility)	Have a sense of responsibility, cooperation, autonomy, self-study at work; take responsibility for the results of your own work to create capacity to work for a lifetime.	NLTC 2	4

6. COURSE LEARNING OUTCOMES

Goals	CLO (CLOx.x)	Descriptions	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understand the basics of project and public project and program management.	2
	CLO1.2	Applying project management contents and processes to analyze and evaluate public programs and projects.	3
G2 (Skills)	CLO2.1	Have skills in applying project processes to describe and explain the process of a public project.	3
	CLO2.2	Have skills in writing descriptive reports, evaluating fair programs and projects in English.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self-study at work to create working capacity for a lifetime	4
	CLO3.2	Have responsibility, cooperation, autonomy at work; take responsibility for the results of your own work.	4

7. COURSE ASSESSMENTS

Evaluation form	Content	Time	CLOs	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to week 12	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2	<ul style="list-style-type: none"> - Full class participation level. - The level of lesson preparation from home (complete, thoroughly) - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in questioning with lecturer (number of times and quality of questions) 	10%
Mid-term review	Textbook by David S. Kassel. Textbook by Harold Kerzner	Weeks 4, 5	CLO1.1, CLO2.1, CLO2.2, CLO3.1, CLO3.2	The level of individual homework completion (on time, the quality of the assignment associating with	20%

				the level of knowledge, skills, and capacity to be autonomous and take responsibility for the course learning outcomes)	
Evaluate by group exercise	Textbook by David S. Kassel	Weeks 10, 11, 12,	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2	The level of completion of group assignments, presentations (on time, the quality of the assignment associating with the level of knowledge, skills, and capacity to be autonomous and take responsibility for the course learning outcomes)	20%
End-of-term evaluation	Textbook of David S. Kassel		CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2	The level of completion of the final personal essay test (the quality of the test is linked to the level of knowledge, skills, and capacity to be	50%

				autonomous and take responsibility for the course learning outcomes)	
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* The course uses turnitin software to assess academic integrity.

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Introduction to the course and group presentation guide, covering the midterm test and the end-of-semester exam		Study at home: Prepare materials in advance Teaching and learning in class: Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	Evaluate the learning process, attitude, level of initiative and positivity in learning: 10%
2	Textbook by David S. Kassel. - Overview of public project and program management - Concepts and features of public programs and projects. - Objective of public program and project management. - Roles and responsibilities, project selection model.	CLO1.1, CLO2.1, CLO2.2, CLO3.1	Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 2 periods Presentation: 1 period Discussion (group discussion and class discussion): 1 period	Mid-term examination: 20%

3	<p>TEXTBOOK works of Harold Kerzner</p> <ul style="list-style-type: none"> - Management of public programs. - Planning, implementing, and evaluating public programs. 	CLO1.1, CLO2.1, CLO2.2, CLO3.1	<p>Study at home: Prepare the materials in advance</p> <p>Teaching and learning in class: Lecture: 2 periods Project study: 2 periods</p>	
4	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Project scale management. - Tools and techniques to reduce project errors from ambiguous goals, ambiguous report structures, and poor communication 	CLO1.1, CLO2.1, CLO2.2, CLO3.1	<p>Study at home: Prepare the materials in advance</p> <p>Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	
5	Mid-term test	CLO1.1, CLO2.1, CLO2.2, CLO3.1, CLO3.2	Examination: 90 minutes	
6	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Project's time management - Identify and use the appropriate tools and techniques to manage project's time variables. 	CLO1.2, CLO2.1, CLO2.2, CLO3.2	<p>Study at home: Prepare materials in advance</p> <p>Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	
7	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Manage project costs. - Identify and use the appropriate tools and 	CLO1.2, CLO2.1, CLO2.2, CLO3.2	<p>Study at home: Prepare the materials in advance</p> <p>Teaching and learning in class:</p>	

	<p>techniques to manage project's cost variables.</p> <ul style="list-style-type: none"> - Create a structure of work sharing with Microsoft Project 		<p>Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	
8	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Project's quality management. - Identify and use the appropriate tools and techniques to manage the variable quality of project - Manage project elements with Microsoft Project 	<p>CLO1.2, CLO2.1, CLO2.2, CLO3.2</p>	<p>Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	
9	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Project communication - General management skills, conducting successful meetings and behaviors in organizations - Adjust project changes with Microsoft Project. 	<p>CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2</p>	<p>Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	<p>Group exercises, presentations 20%</p>
10	<p>TEXTBOOK of the David S. Kassel</p> <ul style="list-style-type: none"> - Top project teams and team development managers. - Manage decision making in the project team. - Promote team innovation, improve team performance, improve communication skills, manage conflicts in projects. 	<p>CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2</p>	<p>Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period</p>	

11	TEXTBOOK of the David S. Kassel - The project's success factors, the types of project termination and why the project failed. - Group presentations	CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2	Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 1 period Presentation: 3 periods	
12	Summarize and review the learning content of the whole course.		Study at home: Prepare the materials in advance Teaching and learning in class: Lecture: 4 periods	Multiple choice test: 50%
	Examination at the end of the period.	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO3.1, CLO3.2	Examination: 90 minutes	

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In any case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively read materials in advance, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who skip more than 20% of the lessons of the subject will be considered as not complete the course and have to retake the course

- Students who miss the deadline of individual and group assignments submission will receive a score of 0 for that assignment.

- Students will be randomly asked to answer questions during 12 sessions

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and

contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures through discussions with lecturers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Do not make noise, disturbing other students in the learning process.

- Do not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing exercises. Absolutely do not use them for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

(Signed)

UNIVERSITY PRINCIPAL

(Signed)