

# Class Notes: WOC7016 Software Project Management

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## Week 1 Summary

**Lecturer:** Dr. Hema Subramaniam

**Date:** Friday, 21 March 2025

**Time:** 19:26:52 Malaysia Time

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### 1. Introduction to the Course

- **Course Introduction:**
    - The course focuses on **Software Project Management** with an emphasis on research elements.
    - This is a postgraduate-level course, and the content will be more advanced than undergraduate-level project management.
    - The course will cover **project planning, risk management, scope, time, cost, quality, communication, and integration.**
  - **Learning Outcomes:**
    - Students are expected to achieve specific learning outcomes, including understanding project management principles, scope, time, cost, quality, and risk.
  - **Course Structure:**
    - The course will use a **blended learning approach**, combining face-to-face (F2F) and non-face-to-face (NF2F) sessions.
    - NF2F sessions will involve independent learning, forums, and pre-recorded videos.
    - F2F sessions will include lectures, discussions, and activities.
  - **Assessment Methods:**
    - **Continuous Assessment (60%):**
      - Two written tests (may include MCQs or short-answer questions).
      - Tests will focus on critical thinking rather than basic knowledge.
    - **Final Assessment (40%):**
      - Group project and presentation (pre-recorded).
      - No final exams; instead, alternative assessments will be used.
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### 2. Course Planning and Schedule

- **Weekly Schedule:**
  - Week 1: Course introduction and basic concepts of project management.
  - Week 2: NF2F session due to the lecturer's unavailability.
  - Week 3: NF2F session (near Ramadan).

- Week 4: NF2F session (close to Ramadan).
  - Week 5: Physical F2F session.
  - **Spectrum Usage:**
    - Spectrum will be used to share materials, assignments, and track progress.
    - Attendance must be marked for both F2F and NF2F sessions.
    - Late submissions will not be accepted unless agreed upon in advance.
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### 3. Key Concepts Discussed

- **Management Concepts:**
    - Management involves **organizing, controlling, and leading** resources to achieve goals.
    - Different **management styles** were discussed, including:
      - **Autocratic:** Centralized decision-making.
      - **Democratic:** Involving team members in decisions.
      - **Charismatic:** Focused on inspiring and motivating the team.
      - **Micromanaging:** Close monitoring of tasks.
      - **Coach-Style:** Teaching and developing team members.
  - **Challenges in Management:**
    - Managing experienced team members as a new leader.
    - Handling stubborn or uncooperative team members.
    - Balancing trust and control in a team.
  - **Project Management Principles:**
    - Clear **objectives** and **scope** are essential for project success.
    - **Risk management** involves anticipating potential issues and planning mitigation strategies.
    - **Time, cost, and quality** are critical factors in project success.
  - **Software Project Management:**
    - Involves planning, organizing, and distributing responsibilities.
    - Key areas include **scope management, time management, cost management, quality management, communication, and risk management**.
    - Software projects often involve **customization** rather than developing from scratch.
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### 4. Tasks and Activities

- **Week 1 Activity:**
  - Students are required to complete a **quiz** on Spectrum by 9:00 PM on the same day.
  - The quiz will cover basic concepts of management styles and project management.
- **Week 2 Activity:**
  - Students will watch a pre-recorded video and complete a group activity.

- Group members are encouraged to form teams of 3-5 students.
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## 5. Summary of Discussion

- The class introduced the course structure, assessment methods, and key concepts of project management.
  - Dr. Hema emphasized the importance of **blended learning**, **risk management**, and **clear communication** in project management.
  - Students were encouraged to form groups and participate actively in discussions and activities.
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## 6. Next Steps

- Complete the **Week 1 quiz** by 9:00 PM.
  - Form groups for the **Week 2 activity**.
  - Review the course materials on Spectrum and familiarize yourself with the platform.
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## 7. Key Takeaways

- Project management is about balancing **scope, time, cost, and quality**.
  - Effective leadership and communication are critical for managing teams.
  - Blended learning will be used extensively in this course to promote independent learning.
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## 8. Recurring Themes

- The importance of **time management** and **risk anticipation** in projects.
- Challenges in **team dynamics** and **leadership styles**.
- The need for **clear communication** and **goal setting** in project management.