

# **Project Management for CSD Officers**

## **June 2005**

### **Instructions for Course Assignments**

(first draft 21 June 2005, revised 19 July 2005)

#### **Timelines**

21 June 2005, during workshop	All participants should have formed into project groups
21 June 2005, afternoon	Division of labour among group members fixed
23 June 2005, 2359 the latest	<i>On-line completion of workshop evaluation questionnaire</i>
1 July 2005, 2359 the latest	Submission of first assignments on-line
11 July 2005	First assignments marked and returned
1 August 2005	Submission of group project to CSD
3-9 August 2005	<i>On-line completion of programme evaluation questionnaire</i>

#### **Topics for Group Project**

- (1) Plan and conduct a study on Hong Kong people's reaction to the Chief Executive election in the last three months.
- (2) Plan and conduct a study on Hong Kong people's reaction to the recent traffic arrangements due to the reconstruction of Causeway Bay Flyover.
- (3) Plan and conduct a study on Hong Kong people's receptiveness to the proposed abolition of estate duty.

#### **Format of Assignments**

- Both English and Chinese can be used.
- Flexibility in length and format is allowed, in fact, encouraged, for all assignments.
- The first group assignment shall be in the form of a project proposal of about 5 pages in length. One of the sections of the group project proposal should spell out clearly which group member is responsible for which task(s).
- The first individual assignment shall be a 2-page document which spells out clearly how an individual group member is going to handle his/her work, with reasons.
- The final group project shall be in the form of a project report of about 30 pages in length, excluding bibliography and appendix, if any.
- Individual scores and grades will be awarded to individual assignments, while scores and grades for group projects will be shared among group members. An individual's final grade for the whole programme will be a combination of group and individual scores in the following ratio: first group assignment – 20%, first individual assignment – 20%, final group project – 60%.
- Critical thinking and knowledge of practical skills will be the key elements which the lecturer and supporting instructors look for in marking the assignments.