

Project Management for CSD Officers

March 2006

Instructions for Course Assignments

31 March 2006

Timelines

31 March 2006, during workshop	All participants should have formed into project groups
31 March 2006, afternoon	Division of labour among group members fixed
2 April 2006, 2359 the latest	<i>On-line completion of workshop evaluation questionnaire</i>
12 April 2006, 2359 the latest	Submission of first assignments on-line
22 April 2006	First assignments marked and returned
16 May 2006	Submission of group project to CSD
18-24 May 2006	<i>On-line completion of programme evaluation questionnaire</i>

Topics for Group Project

- (1) Plan a comprehensive study on people's view on different disciplinary forces.
- (2) Plan a comprehensive study on people's evaluation of correctional services.
- (3) Plan a comprehensive study on the morale of CSD officers.
- (4) Plan a comprehensive study on people's view on building a super prison.

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.