

# FAQs

## PF1101 Fundamentals of Project Management

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**1. Are there pre-requisites to read this course?**

None. This course is meant to be foundational.

**2. What is the unit for this course?**

The course: PF1101 Fundamentals of Project Management consists of 4 units. The unit-value of a course is derived by dividing the estimated total number of workload hours per week for that course by the credit factor of 2.5 (i.e., one unit is equivalent to 2.5 hours of study and preparation per week).

Therefore, this 4-unit course would require 10 hours of work a week, including lectures, tutorials, projects, assignments, and preparatory work.

More information on [NUS modular system](#).

**3. How is the schedule for this course?**

Thirteen (13) lecture sessions will be held online on **every Thursday, 2pm to 4pm** via Zoom, starting in Week 1.

There are a total of five (5) tutorial sessions for the semester and they are held on alternate weeks. Tutorials commence in Week 3 (odd week) and Week 4 (even week) depending on which class you are in. For example, Tut [1] is held on odd week of Monday while Tut [2] is held on even week of Monday. Look up [NUS Academic Calendar](#) to check the dates for the respective weeks.

Tutorial classes are classroom-based, and **attendance is compulsory**. You can view and schedule your timetable at [NUSMods](#).

Please access the course PF1101 Fundamentals of Project Management in [Canvas](#) and refer to the **Course Home Page** for a schedule of the topics to be covered. Weekly learning resources can be found in the **Course Home Page**.

**4. How do I access course materials?**

You may access the course materials on [Canvas](#). Please refer to the [Canvas Guide](#) for more information.

## 5. What are the reading materials required?

You may refer to the recommended textbook: ***“Project Management for the Built Environment: Study Notes”***.

[e-Book](#) (full-text available for download) and physical copies are available in the [NUS Central Library](#). Please contact the [NUS Libraries](#) if you need assistance to download the [e-Book](#).

For additional resources, please refer to the recommended [reading list](#).

***Note: These materials can be used for academic research and learning purposes only for yourself. Under no circumstances should these materials be disseminated to another person or used for commercial purposes.***

## 6. How is the PF1101 course graded?

The assessment components for this course include:

- Group Report on Project Plans (50%)
- Individual Reflections Essay (25%)
- Tutorial Participation (10%)
- Discussion Contributions (10%)
- Quizzes (5%)

Please access the course PF1101 Fundamentals of Project Management in [Canvas](#) for more details on the formats of the assignments, expected length of reports and essays, discussion posts, submission deadlines, etc.

## 7. May I discuss with my friends to complete the quiz?

The quizzes are meant to check your understanding of the weekly lectures. You need the time to think and digest what you have learnt. So please set aside ample time to read the relevant lecture power-point slides, explanatory figures as well as study notes, and complete the relevant quiz for each of the 13 topics, so that you can learn effectively.

## 8. How many times can I attempt the quiz?

Students have two chances to complete the quizzes, with the best results taken for the Assessment.

## 9. When is the deadline for the completion of the quiz?

All quizzes must be completed by **Monday 21 April 2025 (Reading Week) at 5.00pm**. However, it is recommended for students to follow the activities listed in the **Course Home Page** and complete the weekly quiz by the end of each week.

#### 10. Am I allowed to exercise the Satisfactory/Unsatisfactory (S/U) option for this course?

Yes. Most courses within the common curriculum will be eligible for students to exercise the Satisfactory/Unsatisfactory (S/U) option, if they are foundational and carry no course pre-requisites. For more information on S/U matters, please visit the [Student Portal S/U Home Page](#).

Please note that the S/U option is **not** allowed for those reading PF1101 to meet the requirements for [Minor in Project Management](#).

#### 11. If I fail this course, can I retake?

Yes. Students could retake this course if they obtained 'F' grade or 'U' grade (if they exercise the Satisfactory/Unsatisfactory (S/U) option).

#### 12. Is it compulsory for College of Design and Engineering (CDE) students to read PF1101 to fulfil the Project Management pillar in the Common Curriculum?

It is compulsory for CDE students (Cohort AY2021/2022 onwards) to read PF1101 Fundamentals of Project Management to fulfil the Project Management pillar in the Common Curriculum.

**Note: Polytechnic diploma holders may be granted Advanced Placement Credits (APC) or exemption for this course PF1101. Please refer to this [website](#) for more information on course exemptions.**

#### 13. When must I read PF1101 course?

CDE students are required to select PF1101 based on the recommended timetable for their undergraduate curriculum provided by their respective home departments. For instance, some departments may arrange their Polytechnic direct entry students to read PF1101 in a semester that is different from the A-level students.

#### 14. Where can I find the timetable from my department?

You can find the recommended timetable as follows:

	Semester 1	Semester 2
Year 1	<ul style="list-style-type: none"><li>• <a href="#">Biomedical Engineering</a></li><li>• <a href="#">Chemical Engineering</a></li><li>• <a href="#">Civil Engineering</a></li><li>• <a href="#">Environmental Engineering</a></li><li>• <a href="#">Materials Science and Engineering</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Computer Engineering</a></li><li>• <a href="#">Electrical Engineering</a></li><li>• <a href="#">Engineering Science</a></li><li>• <a href="#">Industrial Design</a></li><li>• <a href="#">Industrial and Systems Engineering</a></li><li>• <a href="#">Mechanical Engineering</a></li></ul>
Year 2	<ul style="list-style-type: none"><li>• <a href="#">Infrastructure and Project Management</a></li></ul>	—
Year 3	—	<ul style="list-style-type: none"><li>• <a href="#">Architecture</a></li><li>• <a href="#">Landscape Architecture</a></li></ul>

**Note: Some departments may arrange their Polytechnic direct entry students to read PF1101 in a semester that is different from the A-level students.**

**15. I am from another faculty and am interested to read PF1101 as an Unrestricted Elective. But I am unable to select the course.**

PF1101 is not offered as an Unrestricted Elective. Therefore, you are unable to select this course from the Course Registration System ([CourseReg@EduRec](#)).

You can consider doing a [Minor programme](#) and read PF1101 to meet the requirements for [Minor in Project Management](#) or [Minor in Infrastructure Management and Finance](#).

The [Minor in Project Management](#) (restricted minor) is open to all NUS undergraduates in level 2 and 3 of a 4-year programme, except BEng (Infrastructure and Project Management), while the [Minor in Infrastructure Management and Finance](#) (open minor) is open to all students in NUS.

Undergraduate students (Cohort AY2022/2023 onwards) who are pursuing either the Bachelor of Computing programme or the Bachelor of Science (Business Analytics) programme may read PF1101 under [Interdisciplinary \(ID\) Courses](#) and select it in [CourseReg@EduRec](#) from Round 2 onwards.

College of Humanities and Sciences (CHS) undergraduate students (Cohort AY2021/2022 onwards) who are pursuing a [Double Degree Programme \(DDP\)](#) must read gateway course, PF1101 under CDE major (Infrastructure & Project Management). Students in this DDP whose CHS major is a Cross-Disciplinary Programmes (XDP) must read PF1101. You may submit an appeal to read PF1101 via [CourseReg@EduRec](#) from Round 2 onwards.

**16. I tried to select the course PF1101 because I am keen to do a Minor in Project Management/Minor in Infrastructure Management and Finance. However, the course is not found in the CourseReg.**

For students who are interested to do a [Minor in Project Management](#) (restricted minor), you must submit an online application within the application period via the **Academic Plan Application/Declaration (APAD)** function in EduRec.

More information on [Application Procedure for Minor in Project Management](#).

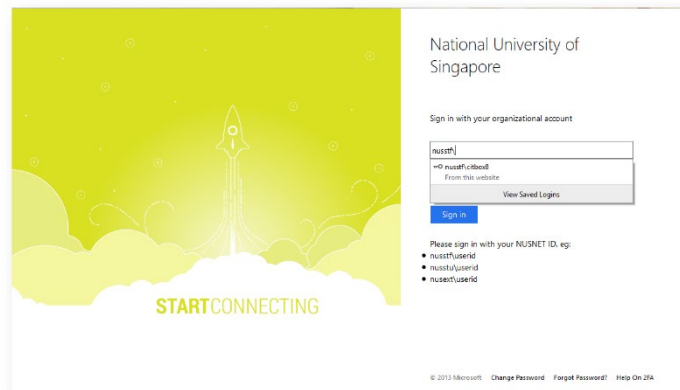
For students who are interested to do a [Minor in Infrastructure Management and Finance](#) (open minor), you must complete your **Academic Plan Declaration** 24 hours before participating in the CourseReg exercise. Then, you will be able to select PF1101 from the Course Registration System ([CourseReg@EduRec](#)) from Round 2 onwards.

More information on [Academic Plan Application/ Declaration](#).

## 17. How do I access the online lecture session?

Sign in via the web portal to activate your NUS Zoom account

1. Go to <https://nus-sg.zoom.us>
2. Click **Sign-in**
3. Sign in with your NUS ID and password



4. You have now signed in (activated for new NUS student) into your NUS-SG Zoom account.

Zoom Client [Sign in with SSO. Company Domain: nus-sg]

5. Download and install Zoom for: [Win](#) | [Mac](#)
6. Launch Zoom
7. Click **Sign In**



8. Click **Sign In with SSO** button. *Do not use the default sign in on the left.*

Sign In [Sign Up Free](#)

Email  Password  [Forgot?](#) or [Sign In with SSO](#) [Sign In with Google](#) [Sign In with Facebook](#)

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9. Click **I know the company domain**  
Under **Your company domain**, type **nus-sg** and click **Continue**

Sign In with SSO

Your company domain  .zoom.us

[I don't know the company domain](#) [Continue](#)

**Sign in with SSO**  
**nus-sg.zoom.us**

[< Back](#)

10. Sign in with your NUSNET ID and password

National University of Singapore

Sign in with your organizational account

[View Saved Logins](#)

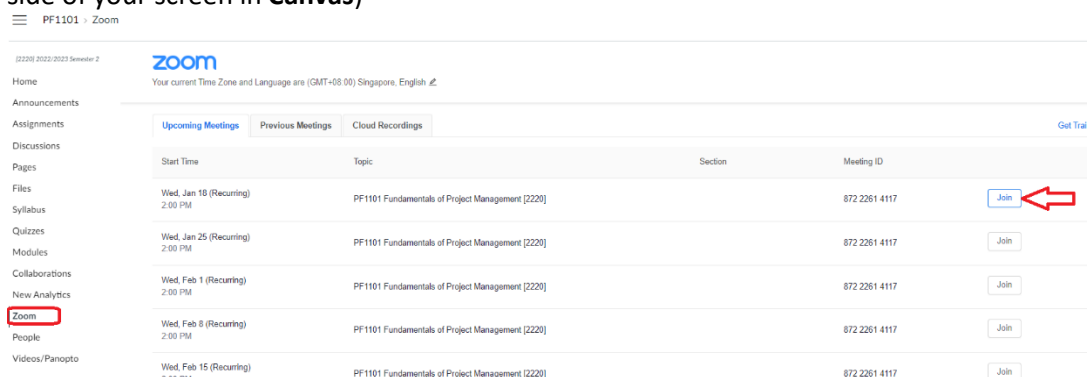
[Sign in](#)

Please sign in with your NUSNET ID, eg:

- nussth@nus.edu.sg
- nusth@nus.edu.sg
- nuseth@nus.edu.sg

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11. You can join the lecture session via Zoom from [Canvas](#) Zoom page. Click on the **Join** button to access the lecture Zoom that can be found in the **Zoom** tab (on the left side of your screen in **Canvas**)



Please access the [FAQ for Zoom](#) for more information. As all lecture sessions are also recorded, you can access the cloud recordings of the past lecture sessions from [Canvas](#) Zoom page (under **Cloud Recordings** tab).

### 18. Am I required to register for the tutorial class?

Yes. You will be required to ballot for **one** tutorial class through the Course Registration System ([CourseReg@EduRec](#)). The selection for the tutorial (Round 1) starts on **14 January 2025 (Tuesday) at 9:00am**. Please refer to the [CourseReg schedule](#) for more details.

You can view and schedule your timetable at [NUSMods](#).

Look up the [CourseReg FAQ](#) to see if your query on CourseReg has been addressed.

### 19. Can I change tutorial class after I have been allocated a tutorial class?

Students who have been allocated tutorial classes in Round 1 of balloting can drop and re-select another tutorial class in **Select Tutorials/Labs** Round 2.

You can only add/swap your allocated tutorial classes during **Add/Swap Tutorials** Round.

Look up the [CourseReg schedule](#), so that you don't miss any important rounds!

### 20. I am still unable to secure a tutorial slot after the Add/Swap Tutorials/Labs Round. What should I do?

Please submit an online appeal for **Add/Change Tutorial Class** in the CourseReg system after the end of the **Add/Swap Tutorials** Round.

Please refer to the [CourseReg schedule](#) and [appeal timeline](#) for more details.

You may refer to the CourseReg Videos and User Guide on how to submit an appeal via the website: <https://nus.edu.sg/coursereg/resources.html>



**21. I am unwell and is unable to attend the tutorial class physically. What should I do?**

If you are unwell, you should see a doctor to obtain a medical certificate for sick leave and stay at home. Please inform your tutor if you are unable to attend your tutorial class.

**22. I have additional query about the course PF1101, who may I contact?**

For course PF1101 matters, you can approach your respective tutors or Course Coordinator, [Professor Low Sui Pheng](#).

For administrative matters, you can write to [Ms Hwang Shu Rong](#).

*Information Accurate as of 6 December 2024*