



Course Code MIS-215DG	Course Title Project Management	ECTS Credits 6
Department Management & MIS	Semester Fall, Spring	Prerequisites None
Type of Course Core	Field BBA DL Greek	Language of Instruction Greek
Level of Course 1 st Cycle	Year of Study 3 rd	Mode of Delivery Distance Learning
Work Placement N/A	Lecturer Prof. Angeliki Kokkinaki	Co-Requisites None

Objectives of the Course:

The main objectives of the course are:

1. Implement the main steps involved in managing a project
2. Organize the project into manageable components following the main PM knowledge areas
3. Successfully lead project teams and work with stakeholders
4. Use PM software tools to oversee and monitor complex projects
5. Develop project budgets and schedules
6. Develop a comprehensive project plan which is ready for implementation
7. Use cases within a PM simulation environment and decide on alternative scenarios and their possible trade offs
8. Analyze and apply lessons from other actual projects.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Develop detailed project plans and schedules (students should be able to understand how project plan inputs are accurately gathered, integrated, and documented; the tools and techniques used in project processes and planning; and the outputs of a project plan to viable stakeholders).
2. Project resource administration (students should be able to comprehend the process for developing a request for proposal (RFP); how to develop responses to the RFP; how and how to manage and track changes to the scope, schedule, and human resources associated with a given project. Considers the role and ethics of outsourcing and offshoring).
3. Allocate/coordinate resources, and interface with management (students will acquire the necessary knowledge of how to manage local and dispersed teams including trust building across organizational boundaries, managing teams in different time

- zones, and understanding the complexity associated with teams in remote locations).
4. Learn the main functionalities of a project management software and a project simulation environment.
 5. 5. Develop skills in the human and organizational implications of change (students will have the skills to understand the organizational change process; identify stakeholders; assess potential impacts of projects; and overcome resistance, politics, and other human issues).

Course Contents:

- **Project Management Overview:** Includes an integrated framework for project organization, planning and control which is designed to: ensure the timely and cost-effective production of all the end-products, maintain acceptable standards of quality, achieve for the enterprise the benefit for which the investment in the project has been made.
- **Requirements gathering and analysis:** Involves ideas and intentions of a group of people who see the need for a project in their organization and convert them into a formal, planned, resourced and funded project in a way that clearly and explicitly defines the objectives and scopes of the project.
- **Project planning:** Once the objectives of the project have been identified and a work breakdown structure developed for how to meet these objectives, it is necessary to plan for the people involvement on the project. An important step in this planning is to identify the required roles and responsibilities. This methodology provides a standard set of roles and responsibilities for a project and it is necessary to review this list and customize it for the particular project.
- **Use a Project Management software (Introduction Projectlibre similar to Microsoft Project):** Introduces the major functionalities and components needed for the development of a comprehensive project plan, such as: creating and fine-Tuning of task details and resources, assignment, controlling, formatting and printing the plan etc.
- **Work Breakdown Structure (WBS):** Concerns a tool used to define and group a project's discrete work elements (or tasks) in a way that helps organize and define the total work scope of the project. A WBS also provides the necessary framework for detailed cost estimating and control along with providing guidance for schedule development and control. Additionally the WBS is a dynamic tool and can be revised and updated as needed by the project management.
- **Creating a Task List:** It includes a customized work breakdown structure (task list) specific to the project activities and based on requirements and technological objectives.
- **Setting Up and Allocate Resources:** Includes the estimation of the duration and definition of initial requirements for working resources. For the project schedule, it is sufficient to estimate the number of each type of resource required, rather than specific people, e.g., 2 Programmers. It concentrates on identifying the working resource types who will either be part of the project 3 team or who will have a significant impact on the project, and the conversion of the number of resource types in to a chargeable

resource equivalent. This is a function of the number of chargeable resource types and their assigned time (including overheads of non-productive and non-effective time). Also identify other resources (material) required for the project e.g. equipment, accommodation etc.

- Risk Assessment: Includes the provision of an assessment of the risks of the project and ideas on how they can be reduced. Risks tend to be factors which are not within the control of the project manager, but which could nevertheless result in the failure to achieve the project success criteria.
- Assigning Resources to Tasks: Involves the procedure to assign roles and their associated responsibility to each task. In order to avoid overwhelming the plan with complexity focus on the "produce", "consult" and "review" responsibilities.
- Monitoring & Controlling: Involves the monitoring and controlling of project's progress, through the use of regular checkpoints involving the project team and formal reviews with the Project Board.
- Tracking Progress on Tasks: It includes the review and tracking of Gantt chart and Cost workbook and identify any deviation from the baseline. Establish why the deviation has occurred. Refer back to the Project Control Factors to help determine the appropriate corrective action and adjust the schedule accordingly.

Learning Activities and Teaching Methods:

Online Tutor-led Lecturing, Online Video/PDF Tutorials, Case Studies, Assignment, Online Interactions (Forums and Chats)

Assessment Methods:

Exercises
Case Study
Final Exam

The course includes nine (9) hours of tutorials. Your course lecturer will be delivering the specific tutorials which will be announced in due course throughout the semester. Participation in these tutorials is recommended as they will assist you in successfully completing your course.

Three tutorials of three (3) hours each will be delivered throughout the semester. The specific tutorials will be delivered in the form of face-to-face sessions which will simultaneously be delivered lived live through Web-Ex (a web conferencing system where allows students' participation). The specific live sessions will be recorded. The recordings will be also available for reviewing throughout the semester.

Required Textbook:

Authors	Title	Publisher	Year	ISBN
Mantel, S., Meredith, J.R., Shafer, S.M. and M.M. Sutton	Project Management in Practice, 5 th Ed.	John Wiley & Sons	2013	978-1-118- 80054-6

Recommended Textbooks:

Authors	Title	Publisher	Year	ISBN
PMI Institute	A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5 th Ed. .	PMI Institute	2013	978- 1-935-58967-9