Course Syllabus

Course Code	Course Title	ECTS Credits
MIS-215DL	Project Management	6
Prerequisites	**Department**	**Semester**
None	Management	Fall/Spring
Type of Course	**Field**	**Language of Instruction**
Required	MIS	English
Level of Course	**Lecturer(s)**	**Year of Study**
1st Cycle	Mr Kyriakos E. Georgiou	2nd
Mode of Delivery	**Work Placement**	**Corequisites**
Distance Learning	N/A	None

Course Objectives:

The main objectives of the course are to:
- Apply the concepts and techniques employed in project management in an organizational context.
- Set an organization's mission, objectives and goals with reference to the project.
- Develop and complete the four stages of a project conception, development, realization and termination.
- Apply the Microsoft Office Project and/or the ProjectLibre software to manage real world projects.
- Utilize the Microsoft Excel to create a project budget and solve problems.
- Discuss and evaluate the theoretical dimensions of the main project management's knowledge areas.
- Analyze and critique the importance of Project Life Cycle(s).
- Apply quality assurance and risk management principles and best practice in projects.
- Work in teams and distinguish the role of each member within a project.
- Appraise and demonstrate the importance of proper communication, project management and administration, and the role of documentation.

Learning Outcomes:

After completion of the course, students are expected to be able to:
1. **Develop detailed project plans and schedules:** explain 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. **Employ project resource administration:** analyze the process for developing a request for proposal (RFP); how to develop responses to the RFP; and how to manage and track changes to the scope, schedule, and human resources associated with a given project. They should be able to consider the role and ethics of outsourcing and offshoring.
3. **Allocate/coordinate resources, and interface with management:** create and 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. **Utilize tools and techniques of project management software:** apply the functionality of Microsoft Project and/or ProjectLibre Project to design and develop task breakdown analysis, assign resources, assess risk, and manage and implement plans and schedules
5. **Apply quality assurance and risk management principles and best practice in projects.**
6. **Utilize the Microsoft Excel to create a project budget and solve problems:** use the Microsoft Excel program to create and manage project budgets and solve other mathematical problems.
7. **Develop the people skills to deal with the human and organizational implications of change:** discuss the organizational change process; identify stakeholders; assess potential impacts of projects; and overcome resistance, politics, and other human issues.

Course Content:

1. **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.

2. **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.

3. **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.

4. **Project Management Software (Introduction to Microsoft Project and or ProjectLibre):** Application of available project management software, including all the necessary 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.

5. **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.

6. **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. It also involves the creation methodology using the M/S project.

7. **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 team or who will have a significant impact on the project, and the conversion of the number of resource types into 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 and accommodation.

8. **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.

9. **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.

10. **Monitoring, Controlling & Quality Assurance:** Involves the monitoring and controlling of project's progress and deliverables, with regular checkpoints involving the project team and formal reviews with the Project Board. Controlling the quality of products, the way changes to baselined products are implemented and resolving issues that arise during the course of the project.

11. **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:

Follow the schedule on Moodle every week, Directed and Background Reading, Case Study Analysis, Academic Paper Discussion, Exercises, Simulations.

Assessment Methods:

Final Project, Assessment/Homework, Final Examination

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Project Management from Simple to Complex		University of Minnesota Libraries Publishing (Online)	2016	978-1-9461352-1-6

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Step by Step: Microsoft Project 2013	Chatfield C. and Johnson T.	Microsoft Press A Division of Microsoft Corporation	2013	978-0-7356-6911-6
PMI Institute A Guide to the Project Management Body of Knowledge, 5th Ed.	PMI Institute	PMI Institute	2013	978-1935589679
Project Management in Practice, 6th Ed.	J.R. Meredith, S.M. Shafer, S.J. Manter Jr. and M.M. Sutton	Willey	2018	978-1-119-29860-1
Project Management: Processes, Methodologies and Economics	Shtub, A. and Rosenwein, M.	Pearson	2017	978-0-13-447866-1

Online textbooks:

Project Management from Simple to Complex
https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=36

Step by Step: Microsoft Project 2013
https://mitseu.files.wordpress.com/2014/08/microsoft-project-2013-step-by-step.pdf