



COURSE DESCRIPTION

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. Emphasis will be placed on practical application of project-management principles, processes, and techniques, including project control, cost management, project tracking, and project outsourcing. Students will also learn how to control project schedules, budgets, and scope, using methods that minimize or completely eliminate "scope creep." Techniques such as fast-tracking, critical-path crashing, stochastic estimating, and exploiting activity lead-lag times will enable students to develop fast, accurate project schedules.

WHAT YOU WILL LEARN IN THIS COURSE

- How to ensure the clear definition and authorization of a new project.
- How to plan and organize a project quickly and efficiently.
- How to develop short, accurate project schedules.
- How to estimate and successfully manage project costs.
- How to identify project risks and develop manageable responses.
- How to use metrics to track a project's status and detect problems early.
- How to control a project and prevent scope creep.

SKILLS TO BE DEVELOPED

- The ability to participate on key stakeholder team.
- The ability to develop an effective project plan.
- The ability to decompose complex projects using hierarchy diagramming.
- The ability to apply responsibility allocation matrices to project teams.
- The ability to control project uncertainties using stochastic estimating techniques.
- The ability to use the earned-value management method to track project status.
- The ability to apply to control changes to the project management plan.
- The ability to exploit lead-lag times to gain schedule compression.
- The ability to crash/fast-track the critical path.
- The ability to apply detailed cost estimating techniques.
- The ability to apply techniques for identifying project risks.
- The ability to apply techniques for quantifying projects risks.
- The ability to include risk resolution points in the project schedule.
- The ability to effectively bring a project to closure and capture knowledge for future projects

RESOURCES

REQUIRED TEXTBOOK:

- The Fast Forward MBA in Project Management, Fifth Edition by Eric Verzuh (Hoboken, NJ: John Wiley & Sons, 2015).

RECOMMENDED TEXTBOOKS:

- A Guide to the Project Management Body of Knowledge, Fifth Edition (Newton Square, PA: PMI. Inc., 2013).
- Project Management: A Managerial Approach, 8th Edition by Jack Meredith and Samuel Mantel, Jr. (John Wiley & Sons, 2014).

SUPPLEMENT:

- Forms: Downloadable project management forms developed by the textbook author can be found at: www.versatilecompany.com/forms.

GRADING

The student final grade is calculated based on:

- A presentation on a Project Management's subject (selected from a pool of subjects provided by the instructor)
- A project assignment for each student.
- The marks of the final exams

COURSE AGENDA

Lecture 1	Introduction: Definition of a project, Milestones, project management, project management Certification.
Lecture 2	Life cycle of a project: Phases of a project, the project Environment.
Lecture 3	Feasibility study, project selection, project integration Management).
Lecture 4	Planning and control Cycle: work breakdown structure (WBS).
Lecture 5	Time management (Gantt charts, Network analysis).
Lecture 6	Cost planning, Resource Management.
Lecture 7	Resource management, schedule Crashing
Lecture 8	Project management software
Lecture 9	Risk management, quality planning
Lecture 10	Project communication, organisational structures for project management
Lecture 11	Monitoring and controlling project: Earned value.
Lecture 12	Project completion and review, performance improvement of a project.
Lecture 13	Written exams