

PROJECT MANAGEMENT SYLLABUS

Academic Year 2018-2019, LEADERSHIP OF THE PUBLIC SECTOR

COURSE INSTRUCTOR

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COURSE OVERVIEW

The main purpose of the Project Management course is to teach the basics of project management to the undergraduate students enrolled in the BA Leadership of the Public Sector program. Students will learn to draft, implement and evaluate projects and will be able to budget the activities of the project as well as to identify primary and alternative sources of funding for their project ideas. Students will get familiar with the characteristics and roles of a project manager and will be able to draft tasks and responsibilities of project team members. The course will mainly focus on topics pertaining to the public sector (public policies, strategies etc.), but a strong emphasis will be placed on relevant examples from the not-for-profit and private sectors. The course will also make reference the most recent instruments, methods, techniques and processes used for managing projects throughout all three sectors.

TOPICS

Both the course and seminar meetings will cover at least the following topics (the list of suggested topics may change during the semester):

1. Introductory course. Getting to know each other. General information about the course and the participants.
2. What is a project? What is traditional project management? Project management vocabulary.
Short assignment 1: Project management vocabulary.
3. What is traditional project management? Project lifecycle. Deep-diving.
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Project management instruments, methods, and processes I: the Gantt diagram.
Short assignment 2: drafting a Gantt diagram.
5. Project lifecycle: scoping the project. Goals and objectives of a project proposal.
Project management instruments, methods, and processes II: project overview statement and project applications.
6. Project lifecycle: identifying project activities. Estimating durations and costs, allocating resources
7. Project lifecycle: identifying project activities. Estimating durations and costs, allocating resources.
Project management instruments, methods, and processes III: the project budget.
Short assignment 3: drafting a project budget.
8. Project lifecycle: putting the team together. Assigning tasks and responsibilities to the team members. Managing the team. The role of the project manager.
9. Project lifecycle: monitoring and controlling. Risk assessment.

Project management instruments, methods, and processes IV: critical path analysis, PERT analysis etc.

Short assignment 4: drafting and applying a problem-solving risk assessment instrument.

10. Project management and technology: showcasing different software application for project management: Asana, Slack, Trello, Microsoft Project etc.
11. The less traditional project management: What is agile methodology and technique?
12. Wrap-up, short recap and discussions about the final assignment.

EVALUATION

- Class activity: 10% of the final grade (i.e., 1 point)
- Each short assignment: 5% of the final grade (i.e., 0.5 points each assignment). During the second examination the short assignments cannot be submitted or improved.
- Final assignment 2: 30% of the final grade (i.e., 3 points). During the second examination the students have the write to submit an improved version of their final assignment.
- Final written examination: 50% of the final grade (i.e., 4 points).

OTHER POLICIES

Attendance is mandatory to 75% of the seminar meetings. Failure to attend seminar meetings will result in the application of UBB regulations stating that students who do not attend 75% of seminar meeting are not allowed to the final examination (nether during the 1st or 2nd examination session) and the class has to be retaken next year.

RECOMMENDED READINGS:

Most of the readings have been already uploaded on Moodle. During the semester, depending on the discussed topic, other readings will be provided by the instructor.

1. Burke, R., *Project Management Planning and Control*, Wiley, 1993.
2. Kernzer, H., *Project Management: A system approach to planning, scheduling and controlling*, 7th edition; John Wiley & Sons, New York, 2001.
3. Kotler, P. and Dubois, B., *Marketing management*, Public Union, 1994.
4. Harvard Business Essentials, *Managing Projects Large and Small*, Harvard Business School Press, 2004.
5. Look, D., *Project Management* (9th edition), Cambridge University Press, UK, 2007.
6. Project Management Institute, *A Guide to Project Management Body of Knowledge*, PMI, 2000.
7. Portny, S.E, *Project Management for Dummies*, Wiley Publishing, 2006.
8. Verzuh, E., *The Fast Forward MBA in Project Management*, John Wiley & Sons, New York, 1999.
9. Wysocki, R., Beck, R.Jr. and Crane, D., *Effective Project Management*, 3rd edition, John Wiley & Sons, New York, 2003.
10. Young, T., *How to be a Better Project Manager*, Kogan Page, 1996.
11. Young, T., *The Handbook of Project Management*, Kogan Page, 1996.