



UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET), LAHORE

COURSE OUTLINE

Course: Project Management

Semester: 4th

Credit Hours: 3

Instructor: Dr. Amna Niazi

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Course Code:

Class: MBA 3.5

Total hours: 16*3= 48

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Course Introduction:

This course will provide students with the skills they need to plan and manage successfully. They will learn the tools to introduce a new product or service in the market implement the latest initiative and manage a corporate event. Using several project management concepts and techniques, the students will learn how to balance time, cost, quality and scope, and work through the stages of project initiation, planning, scheduling and reporting. The goal of the course is to help students become effective project managers in today's competitive, global markets. The course is based on lectures, case studies, assignments and self-study.

Learning objectives:

After successful completion of project management course, students should be able to:

1. Describe the fundamental concepts about project, their life cycle and stakeholder's commitment to project.
2. Define project manager major roles, responsibilities and necessary skills set and interrelated processes fit together to ensure overall unified management to project
3. Define the scope of a project and identify means of controlling changes to the scope and integration of project management knowledge area.
4. Describe project quality objectives to ensure quality outcomes, methods for timely and accurate reporting and planning and develop project budgeting
5. Describe the management of people working in project and techniques to distribute, retrieve, store project information
6. Describe the sources of project risks and approach to the control these and evaluate project procurement needs either will be met by project team or outside resources.

Textbooks:

1. Project management: the managerial process (6th edition) by *Gray and Larson*
2. Project Management Road Trip by J. Alex Sherrer 4th edition
3. Project Management A Managerial Approach by Jack R. Meredith

Course Objectives and Course Contents:

Sr#	Course Learning Objectives	Link with Program Learning Objectives
1.	Describe the fundamental concepts about project, their life cycle and stakeholder's commitment to project.	a. Demonstrate competency in the underlying concepts, theory and tools taught in the core undergraduate curriculum. b. Write effective business documents.
2.	Define project manager major roles, responsibilities and necessary skills set and interrelated processes fit together to ensure overall unified management to project	c. Identify and analyze ethical conflicts and social responsibility issues involving different stakeholders. d. Develop viable alternatives and make effective decisions relating to business ethics and social responsibility.
3.	Define the scope of a project and identify means of controlling changes to the scope and integration of project management knowledge area.	e. Identify and analyze relevant global factors that influence decision-making. f. Prepare and deliver effective oral business presentations using a variety of appropriate technologies.
4	Describe project quality objectives to ensure quality outcomes, methods for timely and accurate reporting and planning and develop project budgeting	a. Students will apply techniques and tools to business situations b. An ability to function effectively on multi-disciplinary teams c. Apply appropriate quantitative and qualitative techniques in solving business problems.
5	Describe the management of people working in project and techniques to distribute, retrieve, store project information	a. Develop viable alternatives and make effective decisions in an international business setting. b. Participate in producing positive team objectives and apply appropriate influence tactics.
6	Describe the sources of project risks and approach to the control these and evaluate project procurement needs either will be met by project team or outside resources.	c. Use analytical and reflective thinking techniques to identify and analyze problems, develop viable alternatives, and make effective decisions.

Detailed Weekly Plan

MBA-2018

Week no.	Topics to be covered in the course	Learning Objective of this topic	Expected Outcomes from Students	Link with course learning objectives	Teaching Method	Assessment Criteria
1.	Project Essentials Formation of groups for project	Understand project management terminology.	Should be able to understand what is project and difference between project vs operations. Should be able to understand the life cycle approach and analyze stakeholders to project	Describe the fundamental concepts about project, their life cycle and stakeholder's commitment to project.	Lecture	Class activity/group discussions
2.	Project Management Overview	Understand the project manager roles and responsibilities and ethics	Should be able to describe the general management authority skills and ethical roles	Define project manager major roles, responsibilities and necessary skills set and interrelated processes fit together to ensure overall unified management to project	Lecture	Class activity/Assignment
3.		Understand the project management processes.	Should be able to define process groups in project from planning executing to closing. Should be able to establish project objectives		Lecture	Class activity/Assignment
4.		Understand the project management knowledge area.	Should be able to identify knowledge areas to project management processes.		Lecture	Class activity/group discussion
5.	Scope and Integration Management	Understand what is needed to achieve project's deliverables.	Should be able to identifying deliverable and objective converting them into action oriented tasks Should be able to describe project and product scope	Define the scope of a project and identify means of controlling changes to the scope and integration of	Lecture	Class activity/Case study

6.		Understand scope control and work break-down structure	Should be able to develop detailed scope statement, scope verification and create WBS	project management knowledge area	Lecture	Class activity/Case study/group discussions
7.		Understand the Importance of project plan integration.	Should be able to develop project charter Should be able to manage and direct project execution and integrated change control		Lecture	Case study /group discussions and presentation
8.	Mid-Term Examination					
9	Time, Cost and Quality Management	Understand the scheduling of project activities and its completion	Should be able to explain how time management processes decompose work packages into explicit activities. Should be able to develop realistic, optimized work schedule	Describe project quality objectives to ensure quality outcomes, methods for timely and accurate reporting and planning and develop project budgeting	Lecture	Class activity/exercise
10.		Understand the approaches and techniques towards project costing .	Should be able to develop complete realistic budgeting (estimating, forecasting) Should be able to manage and control costing of project		Lecture	Exercise Group discussion
11.		Understand the project processes align with quality requirements.	Should be able perform quality planning, quality assurance, and quality control		Lecturer workshop	Exercise Class activity
12.	HR and Communication Management	Understand the team building ground rules, appraisals, performance, rewards building and managing the people working on project.	Should be able to manage project team Should be able to recognize types of power and motivations Should be able to manage stakeholders expectations	Describe the management of people working in project and techniques to distribute, retrieve, store project	Lecturer	Class activity/presentation
13.		Understand the activities that	should be able to distribute and report		Lecture	Class

		generate, collect, distribute, store project related communication	project performance should be able to formularize communication strategies on each stage of project	information		activity/ presentation Group discussions
14.	Risk and Procurement Management	Understand the processes to identify, evaluate, respond to and monitor project risks.	Should be able to perform risk quantitative and qualitative analysis. Should have knowledge to maintain risk register Should be able to explain and plan risk management processes and approach	Describe the sources of project risks and approach to the control these and evaluate project procurement needs either will be met by project team or outside resources	Lecturer	Class activity/ group discussion
15.		Understand the activities that ensure procurement properly defined, sellers are objectively evaluated and proper contract is established and well managed.	Should be able to plan, conduct and administer procurements and contracts		Lecture and Project discussion	Class activity/ presentation Group discussion
16.	Final-Term Examination					

Note: related readings and exercise material will be available during class lectures.

Grading Scheme:

Mid Term	30%
Final Exam	40%
Project and presentations	10%
Class participation	10%
Quizzes	10%
Total	100%

- (i) **Final Assignment** (10% of course grade) The focus will be on analysis, logic, and how well you convey your analysis. Some assignments are on the syllabus, but others could be added during the term. You must make at least 2 succinct presentation of assigned topic. All students in the class should be prepared to participate in a rigorous discussion of the topic.
- (ii) **Participation (Quiz, attendance and participation)** (20% of course grade): I expect you to have read and critiqued the assigned reading for a session thoroughly before class. I will evaluate your participation based on the quality of your contribution to class discussions. If the presenter makes a mistake, you should be familiar enough with the reading to identify and help correct the mistake. Thorough preparation and participation in every class is mandatory.
- (iii) **Exams (Mid-Term, Final-Term and Term Project** (70% of course grade): The term project requires that you formulate and solve a specific and original problem in **Project Management**. You have to identify the problem yourself. I suggest that you make an early start. The solution of the problem can be theoretical and/or empirical. There will be mid-term and final-term exams after 7th week(mid-term) 17th week (final term) respectively. Evaluation will be based on exercises, case studies and rigorous real life problems. Exams would be on multiple choice questions and short case applications.

Attendance and Academic Ethics:

Students failing to maintain a minimum attendance of 75% in a subject during a semester shall be awarded a "WF" grade. It is strongly recommended that students should attend every class session. If a student missed his/her class, he/she should inform instructor or Cr prior to class timing. During lectures students should be attentive for learning and use of mobile phone or other gadgets without the permission of instructor is not allowed.

I will not tolerate cheating or plagiarism and will confiscated. I encourage you to discuss and debate ideas with your colleagues, but your written work must be your own ideas. Be careful not to plagiarize the work of other. When you discuss ideas, explain concepts, or provide comments on assignments you "help" your friends. When you allow your friend to copy your work, you are both academically dishonest and unethical.

Note: Kindly arrive on time and leave as scheduled. If you have any query, can contact or email me at any time.
