Department of Business Administration

College of Administrative and financial science

University of Cihan

Subject: Project Management

Course Book – Year 3

Lecturer's name Mustafa Othman Alsaigh MSc

Academic Year: 2023/2024

Course Book

1. Course name	Mustafa Othman Alsaigh
2. Lecturer in charge	
3. Department/ College	Business Administration
4. Contact	e-mail: Mustafa_alsaigh@hotmail.com Tel: 07702013222
5. Time (in hours) per week	For example Theory: 2
6. Office hours	Availability of the lecturer during the week
7. Course code	BAD33201
8. Teacher's academic profile	e.g Webpage, Blog, Moodle… or few paragraphs about not less than 100 words
9. Keywords	

Description

While project management can be a very complicated and dry subject, we have attempted to make the subject easy to comprehend and identify the necessary skills and learned behaviors a project manager needs to succeed. We cover the major subject areas of the topic and provide valuable information and insight in to the how's and why's of dozens of important subjects such as:

- why a plan is so important to the success of a project.
- the importance of good teamwork and how to select the right members of a team for a project.
- what tools are available to help you be a better project manager.
- and much more.

Objective

⬛ What project management is all about and how to approach it successfully.

⬛ The selection of a project manager and defining the goals of the project.

⬛ The importance of planning, management, team building, and organization.

⬛ The issue of budgeting in project management, including cost budgeting and personnel budgeting.

The importance of estimating, guessing, and milestones in project scheduling.

 How leadership and communication affect project management.

 How variables and risks should be approached when planning a project

Learning Outcomes :-

By successfully completing this course, students will be able to:

- Define project management.
- Describe how to begin a project.
- Describe the project planning process.
- Define project budgeting.
- Define project scheduling.
- Define project execution.
- Describe monitoring and controlling the project, and
- Demonstrate mastery of lesson content at levels of 70% or higher.

Teaching and Learning Strategy

Teaching is via lectures, discussing key conceptual and theoretical ideas in Marketing Management. Tutorial sessions complement the lectures, and offer students the opportunity to discuss further the concepts presented in lectures in relation to the group project. The tutorial sessions are designed to be student led, and based around the project framework provided i.e. seasonal tutors provide a largely facilitative role as opposed to directing discussion. Through utilizing this approach, students develop strategic consensus that is subsequently argued within the group project. This package of teaching methods supports the learning outcomes of the course i.e. to introduce theoretical concepts in the lectures and encourage their application in the surgery sessions and the case study based group project.

Assessment Method

No.	Subject	Percentage
1.	Presentation/Discussion Report/Class Participation	5

2.		Written assignment and quizzes	10
3.		Mid-Term Examination	25
5.		Final Examination	60
		TOTAL	100

Text Books and References

1. **Text books:**

   [Absolute Beginner's Guide to Project Management (2nd Edition)](#)

The Syllabus

1: **INTRODUCTION TO PROJECT MANAGEMENT**

- Ch. 1: Project Management Concepts
- Key Terms in Project Management

2: **INTRODUCTION TO PROJECT MANAGEMENT SOFTWARE**

- Discuss Fifth Floor Move case
- Project Management Software
- PM Appendix A, p. 334

3: **NEEDS AND SOLUTIONS**

- Ch. 2: Needs Identification
- Ch. 3: Proposed Solutions
- Ch. 4: The Project

- Discuss Which Way to Go case
- Discuss Sports Trading Cards Project case

4: **TEAM WORK**

- Problem Solving in Groups
- Discuss The Wood Stove Store case
- Ch. 5: The Project Manager
- Ch. 6: The Project Team
- Teamwork and Personality: McClelland's Theory
- Discuss Who are you? exercise
- Leadership and Motivation

5: **PROJECT COMMUNICATION AND DOCUMENTATION**

- Ch. 8: Project Communication and Documentation
- Ch. 9: Planning
- Discuss New Faculty Hire exercise

6: **SCHEDULE CONTROL**

- Ch. 10: Scheduling
- Ch. 11: Schedule Control

7: **RESOURCE CONSIDERATION**

- Ch. 12: Resource Consideration
- Ch. 13: Cost Planning and Performance