

Course E-Syllabus

1	Course title	Project management& evaluation
2	Course number	1606403
3	Credit hours	3 Credit hours
	Contact hours (theory, practical)	theory
4	Prerequisites/corequisites	-
5	Program title	Public Administration
6	Program code	06
7	Awarding institution	The University of Jordan
8	School	Business
9	Department	Public Administration
10	Level of course	Undergraduate
11	Year of study and semester (s)	2020/2021 First semester
12	Final Qualification	-
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	English
15	Teaching methodology	<input type="checkbox"/> Blended X Online
16	Electronic platform(s)	<input type="checkbox"/> Moodle X Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	Date of production/revision	27-9-2020

18 Course Coordinator:

Name: Dr. Abdel Hakim O. Akhorshaidh Office number: Phone number: 24222 Email: a.hakim@ju.edu.jo

19 Other instructors:

Name: Office number: Phone number: Email: Name: Office number: Phone number: Email:
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20 Course Description:

The course covers key concepts and components of project management including project integration, project scope management, project time and cost management, quality management, human resource requirements, communications, risk management, and procurement management. The purpose of this course is to provide students with a basic exposure to the tasks and challenges facing project managers, successful project managers have the abilities and skills to simultaneously manage their teams, schedules, risks, resources, and deliver a successful outcome. The ultimate goal is to learn the skills and tools of the project management discipline.

21 Course aims and outcomes:

A- Aims: This course aims at providing students with a comprehensive knowledge on the concepts related to the project management area, in addition to providing student with a wide range of the management aspects of projects and problems facing project management and the ways of dealing and resolving these problems.

B- Intended Learning Outcomes (ILOs):

Upon successful completion of this course, students will be able to: Upon satisfactory completion of the course, the learner should be able to:

1. Recognize issues in a realistic project scenario.
2. Employ work breakdown structures (WBS) in a project application.
3. Demonstrate the use of appropriate network scheduling techniques.
4. Produce a project proposal.
5. Discuss the implementation of a proposed plan.
5. Understand of a working knowledge of Project Management techniques, approaches, and skills required to balance and implement short and long-range plans for managing projects to completion.
6. Develop of the analytical and organizational skills required assessing complex project management challenges, and to develop and execute workable action plans.

22. Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1	Introduction to PM and Syllabus Review	Lecture, power point presentation	Exam + Participation	The selected references
	1.2	Defining project management	Lecture, power point presentation, discussion	Exam + Participation	=
	1.3	Challenges of project management	Lecture, power point presentation, discussion	Exam + Participation	=
2	2.1	Project Life Cycles and the PM Framework; Ethics in PM	Lecture, power point presentation, discussion	Exam + Participation	=
	2.2	Initiating; Stakeholder Management. Stake holders categories	=	Exam + Participation	=
	2.3	Meeting stakeholders requirments	=	Exam + Participation	=
3	3.1	Planning: Communication Management	=	Exam + Participation	=
	3.2	Planning: Scope Management, WBS, Time Management	=	Exam + Participation	=
	3.3	Planning: Scope Management, WBS, Time Management		Exam + Participation	=
4	4.1	Planning: Quality and Risk Management		Exam + Participation	=
	4.2	Planning: Cost Management		Exam + P Exam + Participation	articipation
	4.3	Cases			
5	5.1	Planning: HR and Procurement		Exam + Participation	=

		Management			
	5.2	Planning: HR and Procurement Management			=
	5.3	Planning: HR and Procurement Management			=
6	6.1	Pricing and Estimating		Exam + Participation	=
	6.2	Estimation techniques		Exam + Participation	=
	6.3	Cost control		Exam + Participation	=
7	7.1	Project management structure		=	=
	7.2	Project management structure		=	=
	7.3	Project management structure		=	=
8	8.1	Executing; Monitoring and Controlling		=	=
	8.2	Executing; Monitoring and Controlling		=	=
	8.3	Exercises		=+homework	
9	9.1	Mid-term exam			
	9.2				
	9.3	Estimating time and costs		=	=
10	10.1	Estimating time and costs		=	=
	10.2	Estimating time and costs		=	=
	10.3	Exercises		=+ homework	
11	11.1	Factors influencing estimates		=	=
	11.2	Estimating time and costs		=	=
	11.3	Cases			
12	12.1	Quiz			
	12.2	Causes of project failure			=
	12.3	Exercise			
13	13.1	Organization			=

		strategy and project selection			
	13.2	Organization strategy and project selection		=	=
	13.3	Excercise			
14	14.1	Revision			
	14.2	Revision			
	14.3	Revision			
15	15.1	Final exam			
	15.2				
	15.3				

- Teaching methods include: Synchronous lecturing/meeting; Asynchronous lecturing/meeting
- Evaluation methods include: Homework, Quiz, Exam, pre-lab quiz...etc

23 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Mid-term exam	30	Material covered in the first 8 weeks		Microsoft teams
Presentations	4	Starting by the 3 rd week		=
Quizzes	8		Every 3 or 4 weeks	=
Assignments + exercises	8	Selected topics	At the end of the 9 th week	=
Final Exam	50	5 chapters	As determined by the university schedule	Upon the regulations of the UJ
Total	100%			

24 Course Requirements (e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

This is an online course; thus, access to a modern computer with a reliable, high-speed, Internet connection is required. students must also have sufficient administrative authority on their computer to download, install, and run the necessary software applications

25 Course Policies:

A- Attendance policies: Attendance All students must be active participants in class activities. There is no "excused" absence in this course except that mentioned by the UJ regulations. An absence is an absence, regardless of reason. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through student's participation in, and contributions to, on-line class discussions and the Virtual Classroom. Regular attendance and assignment submissions are essential for success. Regular "check-ins" will be conducted and counted toward the course grade

B- Absences from exams and submitting assignments on time: will be treated as stated by the UJ's regulations. In addition, projects and assignments must be completed and submitted by the designated due dates. Late work will not be accepted.

C- Health and safety procedures: as stated by the UJ's regulations

D- Honesty policy regarding cheating, plagiarism, misbehavior: will

E- Grading policy: Credit is earned exclusively by completing the required activities, as assigned, and submitting by the due date, without exception

F- Available university services that support achievement in the course: The university of Jordan provides students technical support in the use of e learning and free Platforms, online library,

26 References:

Textbooks Required:

- Kerzner, Harold . 2009 Project Management: A Systems Approach to Planning, Scheduling, and Controlling, 10th ed. John Wiley & Sons, Inc.
- Meredith, J.R. & Mantel, S.J. 2000. *Project management: A managerial approach, 4th Ed.* New York: Wiley.

27 Additional information: None

Name of Course Coordinator: --Dr Abdel Hakim Akhorshaideh-----Signature: -
----- Date: -----

Head of Curriculum Committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of Curriculum Committee/Faculty: ----- Signature: -----

Dean: -----Signature: -----