Course Syllabus

1	**Course title**	Project Management
2	**Course number**	1601717
3	**Credit hours (theory, practical)**	3
	Contact hours (theory, practical)	3
4	**Prerequisites/Co-requisites**	
5	**Program title**	Business Administration
6	**Program code**	011
7	**Awarding institution**	The University of Jordan
8	**School**	Business School
9	**Department**	Business Administration
10	**Level of course**	First Year
11	**Year of study and semester (s)**	2023-2024 First Semester
12	**Other department (s) involved in teaching the course**	-
13	**Main Teaching Language**	English
13	**Delivery method**	☒Face to face learning ☐Blended ☐Fully online
15	**Electronic platform(s)**	☒Moodle ☒Microsoft Teams ☐Skype ☐Zoom ☐Others…………
16	**Issuing/Revision Date**	October 2023

17. Course Coordinator:

Prof. Rateb Sweis
4:00 – 5:00 Monday
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18. Other instructors:

N/A

19. Course Description:

To address the basic rules of managing projects and the advantages and disadvantages of these methods of getting things done. The problems of selecting projects, initiating them, and operating and controlling them are discussed. The demands made on the project manager and the interaction with the parent organization are also presented.

20. Course aims and outcomes:

A- Aims:
1. To assist students in gaining knowledge in the human and technical aspects of systems analysis and project management.
2. To apply management and organizational behavior concepts to project management and the problems of selecting projects, initiating them, and controlling schedules and costs.
3. To successfully select, design, and plan a comprehensive technical project.
4. To introduce the Project Management Body of Knowledge (PMBOK) and to begin preparing students for certification as Project Management Professionals.

B- Students Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:

SLOs　SLOs of the course	SLO (1)	SLO (2)	SLO (3)	SLO (4)
1 Understand why project management is crucial in today's world (Modern Project Management)	Distinguish a project from routine operations	Understand the importance of projects in Implementing organization strategy.	Identify the different stages of project life cycle.	Understand that managing projects involves balancing the technical and sociocultural dimensions of the project.
2 Explain why it is important for project managers to understand their organization's strategy.	Understand the need for a project priority system.	Apply financial and nonfinancial criteria to assess the value of projects.	understand how multi-criteria models can be used to select projects and apply an objective priority system to project selection.	Understand the need to manage the project portfolio

3 Identify different project management structures and understand their strengths and weaknesses.	Distinguish three different types of matrix structures and understand their strengths and weaknesses.	Understand organizational and project considerations that should be considered in choosing an appropriate project management structure.	Appreciate the significant role that organizational culture plays in managing projects and interpret the culture of an organization.	Understand the interaction between project management structure and the culture of an organization.
4 Identify key elements of a project scope statement and understand why a complete scope statement is critical to project success.	Understand why it is important to establish project priorities in terms of cost, time, and performance.	Demonstrate the importance of a work breakdown structure (WBS) to the management of projects and how it serves as a data base for planning and control and demonstrate how the organization breakdown structure (OBS) establishes accountability to organizational units.	Describe a process breakdown structure (PBS) and when to use it.	Create responsibility matrices for small projects and communication plan for a project.
5 Understand estimating project times and costs are the foundation for project planning and control.	Describe guidelines for estimating time, costs, and resources. Also, describe methods, uses, and advantages and disadvantages of top down and bottom-up estimating methods.	Distinguish different kinds of costs associated with a project and suggest a scheme for developing an estimating database for future projects.	Understand the challenge of estimating mega projects and describe steps that lead to better informed decisions.	Define a "white elephant" in project management and provide examples.
6 Understand the linkage between WBS and the project network.	Diagram a project network using AON methods.	Calculate early, late, and slack activity times and understand the importance of managing the critical path	Distinguish free slack from total slack.	Demonstrate understanding and application of lags in compressing projects or constraining the start or finish of an activity.
7 Understand the differences between time constrained and resource-constrained schedules	Identify different types of resource constraints and describe how the smoothing approach is used on time constrained projects.	Describe how leveling approach is used for resource-constrained projects and understand how project management software creates resource constrained schedules.	Understand when and why splitting tasks should be avoided and identify general guidelines for assigning people to specific tasks.	Identify common problems with multi-project resource scheduling.
8 Understand the difference between leading and managing a project and the need to manage project stakeholders.	Create a stakeholder map and develop strategies for managing project dependencies.	Develop strategies for managing upward relations	Understand the importance of building trust and acting in an ethical manner while working on a project.	Identify the qualities of an effective project manager.
9 Identify key characteristics of a high-performance project team.	Distinguish the different stages of team Development and understand the impact situational factors have on project team development.	Identify strategies for developing a high-performance project team.	Distinguish functional conflict from dysfunctional conflict and describe strategies for encouraging functional conflict and discouraging dysfunctional conflict.	Understand the challenges of managing virtual project teams and recognize the different pitfalls that can occur in a project team.

21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Modern Project Management	1	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
2	2.1	Organization and Project Selection	2	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
3	3.1	Organization Structure and Culture	3	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
4	4.1	Organization Structure and Culture	3	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
5	5.1	Defining the Project	4	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
6	6.1	Defining the Project	4	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
7	7.1	Estimating Project Times and costs	5	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions

8	8.1	Estimating Project Times and costs	5	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
9	9.1	Mid- Term Exam	1-4		On Campus			Lectures; PowerPoint Slides, Cases Discussions
10	10.1	Developing a Project Schedule	6	Face to Face	Moodle and Microsoft Teams	Synchronous	Final Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
11	11.1	Developing a Project Schedule	6	Face to Face	Moodle and Microsoft Teams	Synchronous	Mid Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
12	12.1	Managing Risk	7	Face to Face	Moodle and Microsoft Teams	Synchronous	Final Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
13	13.1	Leadership: Being an Effective Project Manager	8,9	Face to Face	Moodle and Microsoft Teams	Synchronous	Final Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
14	14.1	Leadership: Being an Effective Project Manager	8,9	Face to Face	Moodle and Microsoft Teams	Synchronous	Final Term Exam; Cases discussions/ Assignments	Lectures; PowerPoint Slides, Cases Discussions
15	15.1	Paper Discussion						
16	16.1	Final Exam			On Campus			

22. Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Project	20	Different	Different	Week 15	Moodle
Mid Term Exam	30	Different	1-	Week 6	Moodle
Participation	10				
Final Exam	40	All covered topics		Week 16	Moodle

23. Course Requirements:

Students should have personal computers or smart phone in addition to activate their JU accounts.

24. Course Policies:

A- Students should attend two live classes every week at least during the semester via Microsoft Teams. Failing to meet this requirement will be dealt with according to the university disciplinary rules.

B- Absences from exams and handing in assignments on time:

Students should not miss their exam except under extreme circumstances. They are then asked and to produce evidence as an excuse for their absence signed by the assistant Dean for students' affairs.

Students should submit their assignments on dates set by their class Professor

C- Honesty policy regarding cheating, plagiarism, misbehavior:

All the assignments and work submitted by the student must be his or her own. All actions of academic dishonesty including cheating, plagiarism or helping other students in such actions will be dealt with strictly in accordance with the university regulations

D- Grading policy:

Based on the University's grading policy

E- Available university services that support achievement in the course

25. References:

1. <u>Textbook(s)</u>*(Make sure you have one textbook – resource materials online)*
Larson, E & Gray, C (2017). Project Management: The Managerial Process 7th ed., Mc Graw Hill. (Required Texts).

26. Additional Information:

Supplementary Materials:

Meredith, J. R. & Mantel, S.J. & Shafer, S.M. (2014). *Project Management: The Managerial Approach 9th ed.*, New - York: John Wiley &Sons.

Name of Course Coordinator: Prof. Rateb Sweis   Signature: ---------------------- Date: October 2023
Head of Curriculum Committee/Department: --------------------------- Signature: ---------------------------------
Head of Department: -- Signature: -----------------------------
Head of Curriculum Committee/Faculty: -------------------------------------- Signature: ---------------------------
Dean: --- Signature: ---