

Hessen: ISU Course Outline

Project Management

CLASS HOURS: 20

PROFESSOR (Academic Director)

Univ.-Prof. Dr.-Ing. Sigrid Wenzel

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Lecturer:

Thomas Gutfeld, Certified Senior Project Manager (IAPM)

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1) INFORMATION ON THE COURSE CONTENT

COURSE DESCRIPTION and LEARNING OBJECTIVES

In today's fast business world more and more tasks and jobs are organized as a project. That means flexible and temporary project teams are built to handle a specific task. It is the key to manage this project in an efficient way. This course is intended to provide an overview over the principles of modern project management (PM) and its methods, which will be applied to a case study. Special focus will be laid on international PM standards, work in a team as well as planning, realizing, and controlling a project.

The participants will learn the meaning of exact definition of goals, deadlines and costs as well as compliance with the relevant success criteria. In addition, it is important to know how the lessons learned can be preserved for future projects. Dealing with risks and stakeholders of a project complete the content of the course.

After completion of the course, participants can carry out a simple project in a structured manner. Participants have gained experience working in a team and have developed an understanding of how to deal with stakeholders. In addition, they know how controlling, risk management, quality management and knowledge management can be implemented in projects.

In order to prove this knowledge, participants are given the opportunity to acquire the external diploma "Certified Junior Project Manager (IAPM)".

References:

- Gardiner: Project Management – A Strategic Planning Approach (2018)
- Passenheim: Project Management (2009)

All further material will be given during the course.

TENTATIVE CLASS SCHEDULE

Day	Topic	Assignment given	Assignment due
1	Overview Basics of modern Project Management	Discussion Recommendations for post-course work to reinforce understanding	Post-course work on the basis of course materials Preparation for the next session using material distributed beforehand
2	Initiation and Planning	Presentations Discussion Teamwork Post-course work recommendations	Post-course work on the basis of course materials Preparation for the next session using material distributed beforehand
3	Planning and Controlling	Presentations Discussion Teamwork	Post-course work on the basis of course materials Preparation for the next session using material distributed beforehand
4	Realizing with Controlling Closing	Teamwork Management game Discussion	Post-course work on the basis of course materials
5	Final Presentations and course summary. Course evaluations	Final Project Assignment	Final Presentations / Reports due

2) INFORMATION ON CLASS PARTICIPATION, ASSIGNMENTS AND EXAMS

ASSIGNMENTS

Active participation in discussions and presentations, Homework

EXAMS

60% - written exam

20% - In-class presentation - oral, individual

20% - Other homework and in-class assignments

PROFESSIONALISM & CLASS PARTICIPATION

Regular attendance, contribution to discussions and a presentation is expected

MISSED CLASSES

No more than 10% of the contact hours can be missed for successful completion of the class.

3) INFORMATION ON GRADING AND ECTS

ACADEMIC STANDARDS

Upon successful completion, 3 ECTS will be awarded for the class.

According to the rules of ECTS, one credit is equivalent to 25-30 hours student workload.

GRADING SCALE:

<i>Grade</i>		<i>Description</i>
15 points	1.0	<i>very good: an outstanding achievement</i>
14 points		
13 points	1.3	
12 points	1.7	<i>good: an achievement substantially above average requirements</i>
11 points	2.0	
10 points	2.3	
9 points	2.7	<i>satisfactory: an achievement which corresponds to average requirements</i>
8 points	3.0	
7 points	3.3	
6 points	3.7	<i>sufficient: an achievement which barely meets the requirements</i>
5 points	4.0	
4 points	5.0	<i>not sufficient / failed: an achievement which does not meet the requirements</i>
3 points		
2 points		
1 point		
0 points		

This course description was issued on: January 03, 2019. Program is subject to change.