



<b>The Hashemite University</b>	
<b>Faculty of Economics and Administrative Sciences</b>	
<b>Year:</b> 2017/2018	<b>Semester:</b> First

<b>Course Information</b>	
<b>Course Title</b>	<b>Project Management</b>
<b>Course Number</b>	<b>1802031337</b>
<b>Instructor</b>	Muhannad Al-Sarawan
<b>Class Time</b>	14:00 – 15:00 Sunday-Tuesday-Thursday
<b>Office Location</b>	TBA
<b>Office Hours</b>	TBA in the class & by appointment
<b>E-mail</b>	S_munnad@hotmail.com
<b>Teaching Assistant</b>	N/A

### **Course Description**

This course provides a systematic and thorough introduction to all aspects of project management. Projects are an increasingly important aspect of modern business, so we begin with the relation between projects and the strategic goals of the organization. We move on to discuss the technical, cultural, and interpersonal skills necessary to successfully manage projects from start to finish. The course emphasizes that project management is a professional discipline with its own tools, body of knowledge, and skills. Concepts are reinforced by case studies covering a wide variety of project types and industries.

### **Purpose & Importance**

As manufacturing moves offshore, more and more companies find themselves with the prospect of having to make money from projects: individualized, non-routine, one-time efforts limited by time and resources, and defined by performance specifications imposed by customers. When manufacturing light bulbs, it is acceptable to have a few that don't work. That is not true for projects—every project must be successful.

Effective project management begins with selecting and prioritizing the projects that support the company's mission and strategy. Successful project implementation requires both technical and social skills: Managers must understand the technical aspects of the project life cycle, and the tools to plan, budget, and accurately determine the status of projects. Equally important and challenging is the goal of

satisfying a wide variety of stakeholder demands. Project managers must therefore understand the detailed technical tools, as well as leadership, accountability, organizational structures, and alliances with external organizations.

This course will provide the student with the technical tools and the personal skills to successfully manage projects.

### Learning Objectives

The course encloses several objectives:

- Developing the student’s project management skills through greater theoretical understanding and practical application of the project management principles
- Identifying the essential skills required to be an excellent project manager
- Analyzing the main factors influencing project management outcome
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In pursuing these objectives, the course will:

- Use the information in the textbook
- Combine theory and practice
- Combine the strategic with the tactical
- Use research concepts to analyze and assess complex project management situations
- Relate a project to the complex environments that influence it

The course examines concepts and applied techniques for cost-effective management of both long-term projects and smaller short-term projects. Special focus on planning, controlling, and coordinating efforts of multiple individuals and/or working groups, such as those found in large scale projects. Case studies and classroom simulations are used extensively to teach students the effective integration of analytical/technological tools and organizational design and supervisor approaches.

The aim of this course is to study the internal and external issues affecting today's project management. The course is organized to address project management tasks in the order they arise during the term of a typical project (project initiation, planning, executing, monitoring & control, closing). Additional objectives include examining the effects of management style on the success of a project.

### Course Material

<b>Course Materials</b>	
<b>Title</b>	Project Management – A Managerial Approach
<b>Author(s)</b>	Jack Meredith, Samuel Mantel & Scott Shafer
<b>Publisher</b>	WILEY
<b>Edition</b>	9 <sup>th</sup> & 8 <sup>th</sup>
<b>References</b>	Project Management literature

### Tentative Course Schedule

Below the schedule related to all sessions:

<b>Tentative Course Schedule</b>		
<b>Days</b>	<b>Topics</b>	<b>Chapters</b>
8 <sup>th</sup> /Oct 10 <sup>th</sup> / Oct 12 <sup>th</sup> /Oct	<ul style="list-style-type: none"> <li>- Definition of a project</li> <li>- Why Project Management</li> <li>- The Project Life Cycle</li> </ul>	- Chapter 1
15 <sup>th</sup> / Oct 17 <sup>th</sup> /Oct 19 <sup>th</sup> /Oct 22 <sup>nd</sup> /Oct 24 <sup>th</sup> /Oct	<ul style="list-style-type: none"> <li>- Project Management Maturity</li> <li>- Project Selection Criteria and Models</li> <li>- Types of Project Selection Models</li> <li>- Risk Considerations in Project Selection</li> <li>- Project Portfolio Management</li> </ul>	- Chapter 2
26 <sup>th</sup> /Oct 29 <sup>th</sup> /Oct 31 <sup>st</sup> /Oct 2 <sup>nd</sup> /Nov 5 <sup>th</sup> / Nov 7 <sup>th</sup> /Nov 9 <sup>th</sup> /Nov	<ul style="list-style-type: none"> <li>- Projects in Functional Organization</li> <li>- Projects in Projectized Organizations</li> <li>- Projects in Matrixed Organization</li> <li>- Projects in Composite Organizational Structure</li> <li>- Selecting a Project Form</li> <li>- The Project Management Office</li> <li>- The Project Team</li> </ul>	- Chapter 5
12 <sup>th</sup> Nov 14 <sup>th</sup> Nov 16 <sup>th</sup> Nov 19 <sup>th</sup> Nov 21 <sup>st</sup> Nov	<ul style="list-style-type: none"> <li>- Initial Project Coordination</li> <li>- Key element of Project Plan</li> <li>- Human Resources</li> <li>- Interface Coordination</li> <li>- Project Risk Management</li> </ul>	- Chapter 6
23 <sup>rd</sup> Nov 26 <sup>th</sup> Nov 28 <sup>th</sup> Nov	<ul style="list-style-type: none"> <li>- Scheduling</li> <li>- Background</li> <li>- Network Techniques</li> </ul>	- Chapter 8
3 <sup>rd</sup> Dec 5 <sup>th</sup> Dec 7 <sup>th</sup> Dec 10 <sup>th</sup> Dec 12 <sup>th</sup> Dec	<ul style="list-style-type: none"> <li>- Resource Allocation</li> <li>- Critical Path Method</li> <li>- Resource Loading</li> <li>- Resource Levelling</li> <li>- Constrained Resource Scheduling</li> </ul>	- Chapter 9
14 <sup>th</sup> Dec 17 <sup>th</sup> Dec 19 <sup>th</sup> Dec 21 <sup>st</sup> Dec	<ul style="list-style-type: none"> <li>- Purpose of Control</li> <li>- Types of Control Processes</li> <li>- Design of Control Systems</li> <li>- Control of Change</li> </ul>	- Chapter 11
24 <sup>th</sup> Dec	<ul style="list-style-type: none"> <li>- Project Termination</li> <li>- When to terminate a project</li> </ul>	- Chapter 13

26 <sup>th</sup> Dec	- Termination Process	
28 <sup>th</sup> Dec	- Final Report	
31 <sup>st</sup> Dec 2 <sup>nd</sup> Jan 4 <sup>th</sup> Jan	- Presentation	-

### Course Assessment

Course Assessment		
Assessment Type	Expected Due Date	Weight
First Exam	TBA	20%
Second Exam	TBA	20%
Final Exam	TBA	40%
Class Participation & Attendance	Attend class regularly and participate in class discussions.	10%
Project	Group Presentation	10%

Additional Notes (Continue)	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Excellent attendance is expected, and it worth 5% of the grade.</li> <li>• JUST policy requires the faculty member to assign ZERO if a student misses 10% of the classes that are not excused.</li> <li>• Sign-in sheets will be circulated.</li> <li>• If you miss class, it is your responsibility to find out about any announcements or assignments you may have missed.</li> </ul>
<b>Project</b>	<ul style="list-style-type: none"> <li>• Presentation will be marked on the subject matter, professionalism, and Creativity.</li> <li>- The project will be group of 2-3 (or more) students and <b>all</b> must participate in presentations, it is your responsibility to select your group and coordinate the effort and presentations of the project.</li> </ul>
<b>Workload</b>	<ul style="list-style-type: none"> <li>• Average work-load student should expect to spend is 8 hours/week</li> </ul>
<b>Graded Exams</b>	<ul style="list-style-type: none"> <li>• Instructor should return exam papers graded to students within one week after the exam date.</li> </ul>
<b>Participation</b>	<ul style="list-style-type: none"> <li>• Participation and contribution to class discussions will affect your final grade positively. Raise your hand if you have any question, it is worth 5% of the grade.</li> <li>• Making any kind of disruption and (side talks) in the class will affect you negatively, <b>Cell phone (Mobile) must be shut off</b> before you get in to the class.</li> </ul>