The University of Jordan

Aqaba Branch

Faculty of Management and Finance – Department of Business Management

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Project Management
2	Course number	5201423
3	Credit hours (theory, practical)	3 (theory)
	Contact hours (theory, practical)	
4	Prerequisites/corequisites	Operation Research 5201311
5	Program title	Business Management
6	Program code	01
7	Awarding institution	The University of Jordan
8	Faculty	Faculty of Management and Finance
9	Department	Department of Business Management
10	Level of course	Fourth year
11	Year of study and semester (s)	2017/2018 seconed Semester
12	Final Qualification	Bachelor
13	Other department (s) involved in teaching the course	N/A
14	Language of Instruction	English
15	Date of production/revision	Sep 2017 / Jan 2018

16. Course Coordinator:

Office numbers: 375
Office hours: Sunday, Tuesday , 12:00 – 13:00
           Monday Wednesday   11:30 – 12:30
Phone numbers:
Email addresses : m.alnawaiseh@ju.edu.jo

17. Other instructors:

As the course coordinator

18. Course Description:

The course is intended to develop an understanding of the way companies handle and manage their projects. In particular, the module will discuss the importance of deriving clear concepts of the project definition and project scope. Other topics which will be discussed are the importance of the project management team, planning and implementing the practical tools and techniques required for the project, managing finances and resources and quality control.

19. Course aims and outcomes:

A- Aims:
The course is intended to develop an understanding of the way companies handle and manage their projects. In particular, the module will discuss the importance of deriving clear concepts of the project definition and project scope. Other topics which will be discussed are the importance of the project management team, planning and implementing the practical tools and techniques required for the project, managing finances and resources and quality control.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to …

1-	Provide a holistic and integrative view of project management and how projects contribute to the strategic goals of the organization.
2-	Understand the role of a project in organizations
3-	Know the estimating Guidelines for times, costs, and resources.
4-	Gain a solid understanding of the methods and techniques for estimating and calculating project times and costs
5-	Recognize the importance of high-performance project teams.
6-	Understand why organizations have developed a formal project management process to gain a competitive advantage.
7-	Master the project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish.
8-	Explain the data needed for project implementation as well as the operations of inherited or purchased software.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Chapter 1: **Projects in Contemporary Organizations**	1st week		- Provide a holistic and integrative view of project management and how projects contribute to the strategic goals of the organization. - Understand the role of a project in organizations	- Lectures - Discussion	**Jack, Samuel.**
Chapter 2: **Strategic Management and Project Selection**	2nd and 3rd weeks		- Provide a holistic and integrative view of project management and how projects contribute to the strategic goals of the organization - Understand why organizations have developed a formal project management process to gain a competitive advantage.	- Lectures - Short Exam	**Jack, Samuel.**

Chapter 3: **The Project Manager**	4th and 5th weeks		- Know the estimating Guidelines for times, costs, and resources. - Gain a solid understanding of the methods and techniques for estimating and calculating project times and costs	- Lectures - Discussion	**Jack, Samuel.**	
Chapter 5: **The Project in the Organizational Structure**	6th and 7th weeks		- Gain a solid understanding of the methods and techniques for estimating and calculating project times and costs. -	- Lectures - Homework - Problems Solving	**Jack, Samuel.**	
Chapter 6: **Project Activity Planning**	8th and 9th weeks		- Master the project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish.	- Lectures - Problems Solving - Classwork - Homework	**Jack, Samuel.**	
Chapter 7: **Budgeting and Cost Estimation**	10th and 11th weeks		- Recognize the importance of high-performance project teams	- Lectures - Short Exam	**Jack, Samuel.**	
Chapter 8: **Scheduling**	12th and 13th weeks		- Master the project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish. - Explain the data needed for project implementation as well as the operations of inherited or purchased software.	- Lectures - Problems Solving - Homework	**Jack, Samuel.**	
Chapter 11: **Project Control**	14th week		- Master the project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish.	- Lectures - Written Assignment	**Jack, Samuel.**	
Chapter 13: **Project Termination**					**Jack, Samuel.**	

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21. Teaching Methods and Assignments:

Development of ILOs promoted through the following <u>teaching and learning methods</u>:
- Lectures
- Class Work
- Problem Solving
- Discussion
- Written Assignment

22. Evaluation Methods and Course Requirements:

Evaluation Tool	Grading %
Mid-term Examination	30%
Homework/ Quizzes/ Classwork	10%
Short Exam	10%
Written Assignment	10%
Final exam	40%
Total	100%

23. Course Policies:

A- Attendance policies:

Students are expected to attend class. Students may not receive credit for a course if they do not attend 85 % of the class meetings

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

- All students are expected to attend all exams. Student cannot retake the exams without an excuse within three days of the exam date and the instructor has the right to accept or refuse it according to the university rules.

- All students must submit home works on time otherwise the instructor will not accept it.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

 -All the assignments and work submitted by the student should be his or her own.

- All actions of academic dishonesty including cheating, plagiarism or helping other students in such actions will be deal with strictly according to the university regulations

E- Grading policy:

- According to the Letter grading system at the University of Jordan

F- Available university services that support achievement in the course:

24. Required equipment:

25. References:

A- Required book (s), assigned reading and audio-visuals:

Main textbook:

- **PROJECT MANAGEMENT A Managerial Approach seventh edition, Jack R. Meredith, Samuel J. Mantel, Jr.**

- Larson, E.W,. and Gray, C.F,. 2011. **Project Management, the managerial process**. 5th edition. New York: McGraw-Hill.

Additional readings:

- Lock, D,. 2007. **Project Management**. 9th edition. England: Gower

B- Recommended books, materials, and media:

26. Additional information:

Name of Course Coordinator: -------------------Signature: ------------------------ Date: -----------------------

Head of curriculum committee/Department: ------------------------ Signature: ---------------------------------

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

Head of curriculum committee/Faculty: ------------------------ Signature: --------------------------------

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

<u>Copy to:</u>

Head of Department
Assistant Dean for Quality Assurance