



**Philadelphia University**  
**Faculty of Administrative & Financial Sciences**  
**Department of Business Networking and Systems**  
**Management**

**Course Syllabus**

<b>Course Title:</b> Project Management Skills	<b>Course code:</b> 0371111
<b>Course Level:</b> First	<b>Course prerequisite (s) and/or co requisite (s):</b> None
<b>Lecture Time:</b>	<b>Credit hours:</b> 3

		<b>Academic Staff Specifics</b>		
<b>Name</b>	<b>Rank</b>	<b>Office Number and Location</b>	<b>Office Hours</b>	<b>E-mail Address</b>

**Course module description:**

This course focuses on Project management theory and applications, prepares the students to manage any project through the Applications Software Packages, which are deal with all the steps of project management. This course also teaches how deliver project management success by using Microsoft Project Management application.

**Course module objectives:**

- Understand Project Management concepts and related idea.
- Ability to understand the essentials of project management applications software.
- Understand Project life cycle.
- Ability to use MS project to collaboratively manage a project or participate in a project team.
- Ability to use applications to carry out scheduling cost control and budget management, resource allocation, collaboration communication, administration and documentation.

## **Course/ module components**

- **Books**

### **Text books:**

[1] Title: Project 2010 Bible

Author: Elaine Marmel

Publisher: Wiley Publishing, Inc.

Copyright © 2010 by Wiley Publishing, Inc., Indianapolis, Indiana

Library of Congress Control Number: 2010928471

ISBN: 978-0-470-50131-3

[2] Title: Project Management for dummies

Authors: Stanley E. Portny

Publisher: Wiley Publishing, Inc.

Year of publication: 2010

In addition to the above, the students will be provided with handouts by the lecturer.

### **Homework guide .**

HOMEWORK: Homework is an essential part of the educational process.

The homework in this course will reinforce the material covered in the classroom and provide time for practice. Students will earn points for each homework assignment completed. Homework assignments will be graded based on completion.

### **Teaching methods:**

- Duration: 16 weeks in first semester, 48 hours in total
- Lectures: 32 hours (2.5 hours per week),
- Laboratories: 16 hours, 1 per week

### **Learning outcomes:**

- A student completing this module should:

- Be able to understand project management concepts, terms and terminologies.
- Be able to understand project management life cycle.
- Be able to know and discuss project management plan and design.
- Be able to know and distinguish between different project management applications.
- Be able to build and construct a project
- Be able to install and configure many Applications Software Packages
- Be able to use MS project.
- Be able to use applications to carry out scheduling, cost control and budget management, resource allocation, collaboration communication, administration and documentation.

## **Cognitive skills (thinking and analysis).**

The lecturer will present the material in the text book in an interactive way that stimulates the thinking side of students.

Conducting the learning objectives for each module components in clear manner to insure the material is digested by the students.

## **Communication skills (personal and academic).**

-Module language: English

-For every lecture the last five minutes will be open for discussion. For further discussion, the students are welcome at the lecturer's office hour as appeared in first page.

Time Management: Assignments are varied, integrated, and overlapping, and students must focus on multiple issues, projects, and demands. Students must, therefore, take responsibility for planning and pacing their own work as well as developing time management skills.

Project Development: Groups of approximately two to three students develop projects, complete research, schedule meetings, write papers and reports, and deliver a 20-30 minute oral presentation using visual aids.

Group Management: Students work on group projects to practice interpersonal skills by communicating with group members, other groups, and peers outside the group.

## **Practical and subject specific skills (Transferable Skills).**

The student is able to analyze, design and manage projects using the suitable method and Microsoft Project Management software.

## **Assessment instruments**

- Short reports and/ or presentations, and/ or Short research projects
- Quizzes.
- Home works
- Final examination: 50 marks

<b><u>Allocation of Marks</u></b>	
<b>Assessment Instruments</b>	<b>Mark</b>
First examination	<b>20</b>
Second examination	<b>20</b>
Final exam	<b>40</b>
Reports, research projects, Quizzes, Home works, Projects	<b>20</b>
Total	<b>100</b>

## **Documentation and academic honesty**

This course is given from the textbook mentioned above. It is copyright protected. Students are encouraged to purchase this textbook from the university bookshop.

### **Definition of Plagiarism**

Plagiarism is the unacknowledged borrowing of another writer's words or ideas.

### **How Can Students Avoid Plagiarism?**

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- Paraphrase of another person's spoken or written words.

If you are in doubt about whether what you are doing is inappropriate, consult your instructor. **A claim that “you didn't know it was wrong” will not be accepted as an excuse.**

### **Penalty for Plagiarism**

The minimum penalty for an act of plagiarism is a 0 on the assignment, homework, and project. Serious cases of plagiarism may result in failure in the course as a whole, or expulsion from the university.

## **Course/module academic calendar**

<b>week</b>	<b>Basic and support material to be covered</b>	<b>Homework/reports and their due dates</b>
<b>(1)</b>	Project Management Basics <ul style="list-style-type: none"><li>■ Definition of a project and its attributes</li><li>■ Key constraints within which a project must be managed</li><li>■ How a project is “born”</li><li>■ Life of a project</li><li>■ Steps involved in the project management process</li><li>■ Benefits of project management</li></ul>	
<b>(2)</b>	Project Management Basics <ul style="list-style-type: none"><li>■ Controlling Projects</li><li>■ Steps involved in the project management process</li><li>■ Benefits of project management</li></ul>	
<b>(3)</b>	Project plan and design <ul style="list-style-type: none"><li>■ Project Life Cycle</li><li>■ Project Initiation Phase</li></ul>	

	<ul style="list-style-type: none"> <li>■ Project Planning Phase</li> <li>■ Project Execution Phase</li> <li>■ Project controlling Phase</li> <li>■ Project Close-out Phase</li> </ul>	
(4)	<p>Project Management Basics</p> <ul style="list-style-type: none"> <li>■ Project Constraints</li> <li>■ project scope definition</li> <li>■ Project Time Management</li> <li>■ Cost Process Areas</li> </ul>	
(5)	<p>Project Management Tools</p> <ul style="list-style-type: none"> <li>■ Work Breakdown Structure (WBS)</li> <li>■ Basis for Project Schedule</li> <li>■ Purposes of Project Scheduling</li> <li>■ Project scheduling models</li> <li>■ Gantt charts</li> </ul>	
<b>(6) First examination</b>	<p>Project Tools</p> <p>Program evaluation and review technique (PERT) and critical path method (CPM)</p> <ul style="list-style-type: none"> <li>■ Six Steps PERT &amp; CPM</li> <li>■ Questions PERT &amp; CPM</li> <li>Can Answer</li> <li>■ Critical Path</li> </ul>	
(7)	<p>Project Management Software</p> <ul style="list-style-type: none"> <li>■ The Nature of Projects</li> <li>■ Critical path and slack</li> <li>■ Durations and milestones</li> <li>■ Fixed-duration tasks and resource-driven schedules</li> <li>■ Diagrams that aid project management</li> </ul>	
(8)	<p>Exploring the Microsoft Project Environment</p> <ul style="list-style-type: none"> <li>■ Managing projects with project management software</li> <li>■ How Microsoft Project can help managing your project</li> <li>■ Project Server</li> </ul>	
(9)	<p>Getting Your Project Going</p> <ul style="list-style-type: none"> <li>■ Using the Ribbon</li> <li>■ Quick Access Toolbar (QAT)</li> <li>■ Working with the Mini Toolbar</li> <li>■ Gantt Chart view</li> <li>■ Changing views</li> </ul>	
(10)	<p>Getting Your Project Going</p> <ul style="list-style-type: none"> <li>■ Gathering Information</li> <li>■ Determining detail tasks</li> </ul>	

	<ul style="list-style-type: none"> <li>■ Lining up your resources</li> <li>■ Looking at dependencies</li> <li>■ Establishing Basic Project Information</li> <li>■ Setting calendar options</li> <li>■ Setting schedule options</li> <li>■ Creating a new calendar</li> </ul>	
<b>(11)</b> <b>Second examination</b>	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Working with Tasks</li> <li>■ Entering tasks</li> <li>■ Adding detail tasks</li> <li>■ Adding tasks to the timeline</li> <li>■ Manual and automatic scheduling</li> <li>■ Saving Project Files</li> <li>■ Protecting files</li> </ul>	
<b>(12)</b>	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Fixed Unit tasks</li> <li>■ Fixed Work tasks</li> <li>■ Fixed Duration tasks</li> <li>■ Effort-driven tasks</li> <li>■ Assigning Task Timing</li> <li>■ Creating milestones</li> <li>■ Using Recurring Tasks</li> </ul>	
<b>(13)</b>	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Establishing Constraints and Deadline Dates</li> <li>■ Setting constraints and deadline dates</li> <li>■ Establishing Dependencies Among Tasks</li> <li>■ interactions between constraints and dependencies</li> <li>■ create dependencies</li> <li>■ Dependency types</li> </ul>	
<b>(14)</b>	<p>Creating Resources and Assigning Costs</p> <ul style="list-style-type: none"> <li>■ How Project uses resource information to affect the schedule</li> <li>■ How Project gathers cost information</li> <li>■ Creating a Resource List</li> <li>■ Modifying Resource Information</li> <li>■ Calendars and resources</li> </ul>	
<b>(15)</b>	<p>Creating Resources and Assigning Costs</p> <ul style="list-style-type: none"> <li>■ Assigning resources to tasks</li> <li>■ Assigning a budget resource</li> <li>■ consume material resources</li> <li>■ Handling Unusual Cost Situations</li> <li>■ Looking at the project's cost</li> <li>■ Assigning a fixed cost to a task</li> <li>■ Accounting for resource rate changes</li> </ul>	

<b>(16) Final Examination</b>	<p>Ways to Review Progress</p> <ul style="list-style-type: none"> <li>■ Viewing Tasks That Are Slipping</li> <li>■ Taking Advantage of the Tracking Gantt View</li> <li>■ Using Tables to View Progress</li> <li>■ Viewing Progress Lines</li> </ul>	
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### **Expected workload:**

On average students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.

### **Attendance policy:**

Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

### **Module references**

#### **Books**

Students will be expected to give the same attention to these references as given to the Module textbook(s)

[1] Title: Project Management JumpStart

Authors: Kim Heldman

Publisher: Sybex; 3 edition

[2] Title: Microsoft® Project 2010 Inside Out

Authors: Teresa S. Stover with Bonnie Biafore and Andreea Marinescu

Publisher: O'Reilly Media, Inc.

Year of publication: 2011

#### **Websites**

<http://www.brighthubpm.com/software-reviews-tips/45402-step-by-step-tutorial-on-microsoft-project-getting-started-in-twenty-minutes/>

<https://support.office.com/en-us/article/Getting-started-with-Project-2010-c339858a-bee5-46d2-b296-80321fe7625a>

<https://support.office.com/en-us/article/Getting-started-Get-to-know-Project-2010-b77da644-8c9d-4121-a3e3-2f4e83a84390>

<http://www.tacticalprojectmanagement.com/microsoft-project-tutorials/>