Fundamentals of Project Management

Specialty 073 – Management	**Institute** Institute of Education and Science in Economics, Management and International Business
Educational program Management of Organizations and Administration	**Department** Management (204)
Level of education Bachelor's level	**Course type** Elective disciplines of the profile training
Semester 7	**Language of instruction** English

Lecturers and course developers

Alina Zubkova

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PhD in Economic Sciences, Associate Professor,
Associate Professor, Department of Management

Authored and co-authored over 55 scientific and methodological publications. Senior lecturer of courses "Fundamentals of Project Management", "Project Management", "Research in International Business"

More about the lecturer on the department's website
https://web.kpi.kharkov.ua/mto/about/staff/zubkova/

General information

Summary

The course is devoted to the understanding and using the key concepts to project management via team work in selected by students' field and/or initiated by students projects to implement the project management frames and software, and develop the creative thinking for business and social purposes.

Course objectives and goals

The course is based on mastering approaches to students understanding of the terms, concepts in project management; to organize and motivate people to move to a common purpose, to work in a team; to identify and solve problems, generate new ideas; to manage the organization, its changes; to develop projects and manage them, to detect initiative and entrepreneurship.

Format of classes

Lectures - 16 h., Workshops - 32 h., self-study - 102 h. Final control in the form of an exam.

Competencies

GC03. The ability for abstract thinking, analysis, synthesis.
GC05. Knowledge and understanding of the subject area and understanding of the professional activity.
GC09. The ability to learn and to master modern knowledge.

GC12. The ability to generate new ideas (creativity).

SC04. The ability to determine the functional areas of an organization and the relationships between them.

SC08. The ability to plan the organization activity and to manage time.

SC16. The ability to identify and analyze organizational problems, make informed and well-grounded decisions regarding organizational activities, operational strategies and organizational behavior.

SC 2.1. The ability to apply principles of IT- company management using the project and process approaches

Learning outcomes

LO 03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO 05. To describe the content of the functional areas of an organization.

LO 07. To demonstrate the skills of organizational planning.

LO 08. To apply management methods for ensuring the effectiveness of an organization.

LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, to be critical and self-critical.

LO 18. To demonstrate skills related to the identification and analysis of organizational problems, making of well-grounded organizational decisions, development of operational strategies and planning of organizational behavior

LO 2.3. To demonstrate knowledge of project management methodologies; conduct project analysis; define project goals and results.

Student workload

The total volume of the course is 150 hours (5 ECTS credits): lectures - 16 hours, Workshops - 32 hours, self-study - 102 hours.

Course prerequisites

To successfully complete the course, it is necessary to have knowledge and practical skills from the following courses: "Fundamentals of management", "Organizational theory", "Human recourse management", "Marketing".

Features of the course, teaching and learning methods, and technologies

 Interactive lectures with presentations, discussions, workshops, case-based learning, individual and teamwork, research work. Study materials are available to students through Moodle, OneDrive.

Program of the course

Topics of the lectures

Topic 1. Introductory Class.
Course Content and Schedule.
Topic 2. Project Management: Traditional Approach | Waterfall.
1. Project Planning. 2. Project Organization and Responsibilities. 3. Project Scope Management. 4. Project Resource and Cost Estimating. 5. Project Time Management. 6. Project Progress and Performance Measurement. 7. Project Risk Management. 8. Project Audit and Documentation.
Topic 3. Project Management: Agile. SCRUM.
1. Agile Manifesto. 2. SCRUM: roles, product and sprint backlogs, meetings.
Topic 4. Team Building. Motivation.
1. Team Building Process. Values. 2. Team. Roles. 3. Motivation. Team Canvas. 4. Project Dynamics
Topic 5. Design Thinking.
1. Design Thinking. 2. Design Thinking Process: IDEO. 3. Design Kit. 4. Creative Confidence
Topic 6. Project Financing.
1. Financing. Sources. 2. Crowdfunding. 3. Evaluation of Investment Attractiveness. 4. KPIs
Topic 7. Risk Management: Scenario Planning
1. Risk. Risks Assessment. 2. Scenario Planning.

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Topics of the workshops

Topic 1. Introductory Class. Individual Assignment
Topic 2. Project Management: Frame for Team Work.
Topic 3. Project Management: Agile. SCRUM. PMBOK
Topic 4. Team Building. Team Canvas .
Topic 5. Design Thinking. Value Creation
Topic 6. Project Financing. KPIs
Topic 7. Risk Management: Risks Assessment, Scenarios.

Topics of the laboratory classes

no laboratory classes.

Self-study

To do for PM course project:
Choose any topic. Build the team (4-5 persons). Create Team Canvas.
Define and background methodology for PM.
Choose software/platform for team collaboration and progress management.
Manage the progress. Define project value for stakeholders, aim, tasks, scopes, resources, risks, and KPIs.
Report the project (with screenshots about project dynamics).

Course materials and recommended reading

1. Fundamentals of PM (Joseph Heagney, AManA 2012), URL :
https://www.nesacenter.org/uploaded/conferences/SEC/2014/handouts/Rick_Detwiler/15_Detwiler_Resources.pdf
2. PMBOK® Guide – Seventh Edition , URL: https://www.pmi.org/pmbok-guide-standards/foundational/pmbok
3. Scrum: The Art of Doing Twice the Work in Half the Time Hardcover – September 30, 2014 by Jeff Sutherland
4. SCRUM Approach for Project Management: Introduction to Scrum (CollabNet), URL:
http://www.youtube.com/watch?v=D8vT7G0WATM&list=UURttfRo2G_Vp8pPFGqDKVwQ&index=1&feature=plcp
5. Divergent vs Convergent Thinking – RISE Beyond, URL: https://www.risebeyond.org/divergent-vs-convergent-thinking/
6. Design Kit: http://www.designkit.org/
7. David Kelley, Tom Kelley Creative Confidence: Unleashing the Creative Potential Within Us All: Crown Business; 1 edition, 2013. – 304 p.
8. Robert S. Kaplan and Anette Mikes Managing Risks: A New Framework , URL:
https://hbr.org/2012/06/managing-risks-a-new-framework
9. Internal Rate of Return (IRR) , URL:
https://corporatefinanceinstitute.com/resources/valuation/internal-rate-return-irr/
10. Key Performance Indicator (KPI): Meaning, Types, Examples, URL:
https://www.investopedia.com/terms/k/kpi.asp

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Assessment and grading

Criteria for assessment of student performance, and the final score structure

100% Final assessment as a result of Exam (35%) and Project Portfolio (65%).
35% Exam: written assignment with an oral explanation.
65% Project Portfolio: Project Report (20), Project Presentations in Progress (15).

Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.
Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/

Approval

Approved by	Date, signature	Head of the department Olena PROKHORENKO
	Date, signature	Guarantor of the educational program Olena LINKOVA

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