Reforming Master Programmes in Finance in Armenia and Moldova / REFINE

An Erasmus+ Capacity Building Project (2017-2020)

THE COURSE OVERVIEW
Project Management

Gavar State University

Astghik Hoveyan

BASIC INFORMATION

TITLE OF THE COURSE	Project Managemet
TEACHERS	Astghik Hoveyan
YEAR OF THE COURSE	2019-2020
SEMESTER OF THE COURSE	1st semester
LANGUAGE	Armenian
NUMBER OF ECTS CREDITS	3 credits

LEARNING OUTCOMES

Studying this course, students will:

- learn how to plan and structure a project, project management principles, themes, processes and project life cycle,
- understand the project management stages and specifications in PRINCE 2 methodology,
- know how to apply different tools to increase project management productivity,
- be able to use the specific features of project management phases and tools in practice,
- know how to create and manage project management teams needed to successfully develop and complete a project,
- be able to provide internal stakeholders with information regarding project costs by considering factors such as estimated cost, variances and profits,
- understand development of the strategies to deal with and minimise potential conflict and risks.

SYLLABUS OF THE COURSE

Week	Theme	Lectures per week
1	Project Management structures and framework	3
2	Project management method; PRINCE2	1
3	Project Life Cycle	2
4	Principles	2
5	Themes	2
6	Business Case	2
7	Organization	1
8	The Project Management team	3
9	Project Quality Management;	2
10	Plans	2
11	Risk Management	2
12	Change Management	2
13	Managing the project progress	3
14	Introduction to processes	1
Total		*28*

WEEK 1

Introduction of "Project management"

- What is the importance of projects?

- What are Projects?

- What makes projects different?

- Why a Project Management Method?

WEEK 2

Introduction

Projects in a Controlled Environment

Structured project management method based on experience drawn from thousands of projects.

- The role of Project Manager
- 6 aspects of project performance to be managed

WEEK 3

The structure of Business Management Course

- **Principles**
- **Themes**
- **Processes**
- **The project environment**

WEEK 4 – The principles of Project Management

- **Continued business justification**

- **Learn from experience**

- **Define roles and responsibilities**

- **Manage by stages**

- **Manage by exception**

- **Focus on products**

- **Tailor to suit the project environment**

WEEK 5 - Themes

- Business Case – Why?
- Organization – Who?
- Quality – What?
- Plans – How? How much? When?
- Risks – What it?
- Change – What's the impact?
- Progress – Where are we now? Where are we going? Should we carry on?

WEEK 6 - Business Case

The purpose of the Business Case Theme
To provide a structure to judge whether the Business Case is desirable, viable, achievable and worth the continued investment that is made during the project.

• **What is a Business Case? Types of Business Case.**

• **What is meant by the terms *Output, Outcome and Benefits?***

• **The path to creating a Business Case. This includes the steps *Develop, Verify, Maintain and Confirm and who is responsible for each step.***

• **The four points in the project where the Business Case can be verified.**

• **The approach to confirming the benefits and how the Business Review Plan is used during and after the project.**

• **The Business Case roles and responsibilities.**

WEEK 7 - Organization

The purpose of the knowledge contained in Organization Theme;

To help define and establish the project's structure of accountability and responsibilities, in other words, identify the "Who" of the project.

- **Some Organization definitions, the difference of project and program.**

- **The Communication Strategy document.**

WEEK 8
The project management team

- The stakeholder categories and levels of Project Management Team.

- The duties and roles of the Project Board, Project Manager Role, a description, Change Authority, Team Manager & Project Support.

- Responsibilities of the different roles in the Organization Theme.

WEEK 9 - Quality

The purpose of the knowledge in the Quality Theme;
To define and implement a system that will create and verify that products are fit for use.

• **Definitions for terms such as *Quality, Scope, Quality Management*** *System, Quality Planning, Quality Control and Quality Assurance.*

• **The Quality Management Strategy document, which defines how Quality will be carried out in the project.**

• **Introduction to Quality Control.**

• **The responsibilities of the different roles in the Quality Theme.**

WEEK 10 - Plans

The purpose of the Plans Theme;
To provide a framework to design, develop and maintain the Project Plans which are the Project Plan, Stage Plan, Exception Plan and Team Plans.

• **Introduction to plans and planning. Explanation of what a plan is and what is meant by planning.**

•**Introduction to the different types of plans: the Project Plan, Stage Plan & Team Plan.**

• **Introduction to the Exception Plan, why it is used and when it is created.**

• **The Product Checklist, its structure and value to the Project Manager.**

• **The responsibilities of the different roles in the Plans Theme.**

WEEK 11 - Risk

The purpose of the Risk Theme;
To give the instruction how should risk be assessed, tracked and communicated during the project?

• **What is Risk? What is at risk in the Project and what is Risk Management?**

•**3 steps to Risk Management;** *Identify, Assess and Control and What Risk attitude is.*

•**The Risk Register, how it is used, and its contents.**
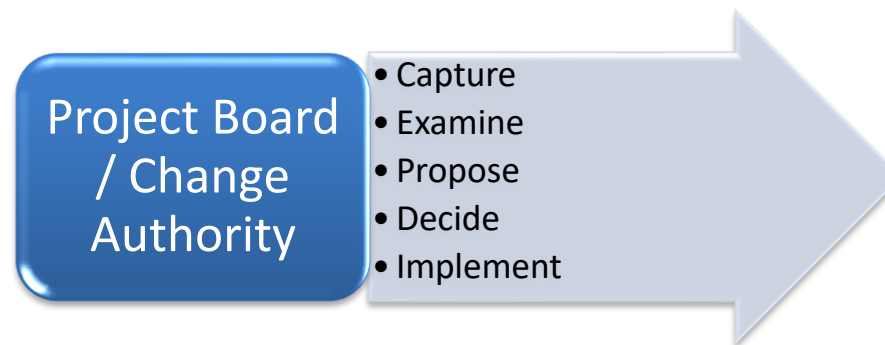
•**Risk Budget.**

•**Roles & Responsibilities.**

WEEK 12 - Change

The purpose of the Change Theme;

What is Configuration Management? What is a configuration item? What is an issue and what are the three types of issues?

• **The Issue and Change Control Procedure, which has 5 steps:** *Capture, Examine, Propose, Decide and Implement.*

• **The Roles and Responsibilities relevant to the Change Theme.**

Project Board / Change Authority

• Capture
• Examine
• Propose
• Decide
• Implement

WEEK 13 - Progress

The purpose of Progress;

1. To check the progress of the project compared to the plan,

2. To check project viability,

3. To control any deviations.

- What is Progress? What are Progress Controls? What are Exceptions and Tolerances?

- How does the Project Manager review progress?

- The Progress Roles and Responsibilities.

- **ESA – End Stage Assesment**

- **EPR – End Project Report**

- **HLR – Highlight report**

- **CPR- Check point report**

WEEK 14 - Introduction to processes

7 processes of Business Management

- **Starting Up a Project**

- **Initiating a Project**

- **Directing a Project**

- **Controlling a Stage**

- **Managing Product Delivery**

- **Managing a Stage Boundary**

- **Closing a Project**

TEACHING METHODOLOGY

- **Lectures** – General information about themes and concepts related to the course of study will be provided. The lecturing will be interactive and mutual discussions will be used during the lessons for better understanding of the course of study.

- **Group work** - the students will be divided into 3 to 5 groups. Each group will work on a case which will be provided to them by lecturer. The case study will be focused on concrete situation in company and will include specific tasks for selected themes of project management. Each group should answer the questions at the end of business case given in the task and explain their choice to class. The mutual discussion between groups will promote deeper understanding of topics.

- **Individual assignments** - the assignments will include independent study of relevant literature and articles, as well as example of projects implemented by international and local companies. Each student will prepare and present the Power Point presentation about the selected project during the course.

LABOUR MARKET RELEVANCE

The value of "Project Management" skills for employers are 56,54% from 100%.

- The latest report on "Project Management Job Growth and Talent Gap 2017-2027" of Project Management Institute revealed that the project management labour force is expected to grow by 33% till 2027.

- 22 million new jobs will be created during the next decade — and by 2027 employers around the world will need nearly 88 million individuals working in project management-oriented position.

- More than 382000 companies are looking for the project managers candidates in LinkedIn just now.

ASSESSMENT AND GRADING

Form of assessment for course;

- **Max 10 points for attendance** - minimum point for attendance is 0.

- **Max 50 points for current activity in class** - this includes individual work and business case.

  – *Individual work* - The student analyzes a project designed for the specific purpose of a particular company. He/she make a presentation to show the results of the work - 30%.

  – *Group work results* - The students study business case and answer the questions for it by testing method - 20%.

- **Max 40 points for** final exam **(40% of which or minimum 16 points required to pass)** - testing method with multiple questions in the end of semester.

REFERENCES

Primary Text:

- Managing Successful Projects with PRINCE2, published by "The Stationery Office", 2009- all chapters.

Secondary Text:

- A Guide to the Project Body of Knowledge (PMBOK Guide), 5-th Edition; Project Management Institute (PMI) - all chapters.

- Նախագծերի կառավարման ուղեցույց, «Նախագծերի կառավարման հայկական ասոցիացիա», Երևան 2011 թ.

- Մենեջմենթի հիմունքներ, Հովհաննիսյան Ա.Ա, Երևան 2015 թ.

COURSE ASSIGNMENT 1

Partner organization

Gegharkunik Chamber of Commerce and Industry

The project objective

To promote sustainable and substantial economic growth in 2 regions in Armenia with positive results for employment .

Model: Textile value chain development

Issue:

- Plan Theme
- Risk Theme

COURSE ASSIGNMENT 2

The assignment is included;
- Scenario Booklet.
- Additional information about the subject.
- Test with multiple choice questions.

Topics;
- business case,
- organization,
- quality,
- risk,
- plans,
- progress,
- change.

THANK FOR ATTENTION

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