

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	BUCHAREST BUSINESS SCHOOL
1.3. Department	ECONOMIC DEVELOPMENT OF THE COMPANY
1.4. Field of study	BUSINESS ADMINISTRATION
1.5. Cycle of studies	MASTER STUDIES
1.6. Education type	FULL-TIME / PART-TIME
1.7. Study programme	INDE Romanian-French MBA
1.8. Language of study	English
1.9. Academic year	2016-2017

2. Information on the discipline

2.1. Name	Project Management for Managers								
2.2. Code									
2.3. Year of study	2	2.4. Semester	2	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	5
2.8. Leaders	C(C)								
	S(S)								

3. Estimated Total Time

3.1. Number of weeks	14,00		
3.2. Number of hours per week	3,00	of which	
		C(C)	2,00
		S(S)	1,00
3.3. Total hours from curriculum	42,00	of which	
		C(C)	28,00
		S(S)	14,00
3.4. Total hours of study per semester (ECTS*25)	125,00		
3.5. Total hours of individual study	83,00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	20,00		
Additional documentation in the library, on specialized online platforms and in the field	20,00		
Preparation of seminars, labs, assignments, portfolios and essays	36,00		
Tutorials	2,00		
Examinations	2,00		
Other activities	3,00		

4. Prerequisites

4.1. of curriculum	NA
4.2. of competences	NA

5. Conditions

for the C(C)	Classrooms disposing of multimedia equipment and internet access
for the S(S)	Classrooms disposing of multimedia equipment and internet access

6. Acquired specific competences

PROFESSIONAL	C5	Formulation and substantiation of decisions in a holistic manner, which integrates the interests of all the factors directly involved or bilaterally affected
PROFESSIONAL	C6	Designing and redesigning businesses, implementation of activity plans (planning, organizing, resource management, processes management, performance management, risk management, change management)

7. Objectives of the discipline

7.1. General objective	Acquire advanced concepts and techniques needed to ensure an adequate project management
7.2. Specific objectives	<ul style="list-style-type: none"> - Identify critical success factors in projects. - Develop a project plan. - Control project execution

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Scope definition: Definition of the final deliverable for target product, service or facility.	Presentation, Student Interaction	
2	Project flowchart: construction of project flowchart (using a process modeling notation standard, for example BPMN) to integrate project direction and control.	Presentation, Case study, Student Interaction	
3	Logic development: Integration of logical relationships between work packages and related time and resource analysis.	Presentation, Case study, Student Interaction	
4	Project management software: Software tools used for projects management.	Presentation, Exemplification	
5	Organisation of project: Assignment of responsibilities to work packages; review of related analytical estimates and commitments.	Presentation, Case study, Student Interaction	
6	Project schedules: Review of resource-limited versus resource-unlimited schedules to identify types of project management decisions.	Presentation, Case study, Student Interaction	
7	Time management: Time based variance analysis at data date, as well as at completion. Reviewing trends to manage projects.	Presentation, Case study, Student Interaction	
8	Earned Value Management: De facto standard to manage project execution from cost control. Construction of execution scorecards.	Presentation, Case study, Student Interaction	
9	Management process for projects: Review and quantitative evaluation of project management processes.	Presentation, Case study, Student Interaction	

10	Integration of project proposal: Final integration of project proposal, and presentation simulated.	Presentation, Case study, Student Interaction	
<p>Bibliography</p> <ul style="list-style-type: none"> - a. Oxford Academics course handouts <ul style="list-style-type: none"> i. "Project Engineering for Engineers – OxAcs301" handout [Highware]. b. Oxford Academics team work templates <ul style="list-style-type: none"> i. "Project proposal – OxAcs 301 template" c. Books <ul style="list-style-type: none"> i. "PRINCE2" 2009 Edition [Office of Government Commerce]. ii. "A Guide to the Project Management Body of Knowledge" (PMBOK Guide), 2008 Edition [Project Management Institute]. iii. "International Competence Baseline" (ICB), edition 3, [International Project Management Association]. d. Web <ul style="list-style-type: none"> i. www.prince2.org.uk ii. www.pmi.org iii. www.ipma.ch iv. www.review.highware.eu v. www.remote.highware.eu/pmo/ vi. http://www.omg.org/spec/BPMN/2.0/ vii. Joanna Jozefowska, Jan Weglarz (Editor), Perspectives in Modern Project Scheduling, Springer, 2010 viii. PMBOK (2013): A Guide to the Project Management Body of Knowledge: PMBOK Guide, Project Management Institute, Incorporated, Jan 1, 2013, 5th edition 			
8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Scope definition: Definition of the final deliverable for target product, service or facility.	Debate, Exemplification	
2	Project flowchart: construction of project flowchart (using a process modeling notation standard, for example BPMN) to integrate project direction and control.	Case study	
3	Logic development: Integration of logical relationships between work packages and related time and resource analysis.	Case study	
4	Project management software: Software tools used for projects management.	Case study	
5	Project configuration: Setup project start date, project general characteristics, define a working calendar	Case study	
6	Task management: Define project tasks and estimate their duration.	Case study	
7	Resource management: Define resources that can be used in the project, estimate costs and assign resources to project tasks.	Case study	
8	Earned Value Management: De facto standard to manage project execution from cost control. Construction of execution scorecards.	Case study	
9	Management process for projects: Review and quantitative evaluation of project management processes.	Case study	
10	Integration of project proposal: Final integration of project proposal, and presentation simulated.	Case study	
<p>Bibliography</p>			

- a. Oxford Academics course handouts
 - i. "Project Engineering for Engineers – OxAcs301" handout [Highware].
- b. Oxford Academics team work templates
 - i. "Project proposal – OxAcs 301 template"
- c. Books
 - i. "PRINCE2" 2009 Edition [Office of Government Commerce].
 - ii. "A Guide to the Project Management Body of Knowledge" (PMBOK Guide), 2008 Edition [Project Management Institute].
 - iii. "International Competence Baseline" (ICB), edition 3, [International Project Management Association].
- d. Web
 - i. www.prince2.org.uk
 - ii. www.pmi.org
 - iii. www.ipma.ch
 - iv. www.review.highware.eu
 - v. www.remote.highware.eu/pmo/
 - vi. http://www.omg.org/spec/BPMN/2.0/
 - vii. Joanna Jozefowska, Jan Weglarz (Editor), Perspectives in Modern Project Scheduling, Springer, 2010
 - viii. PMBOK (2013): A Guide to the Project Management Body of Knowledge: PMBOK Guide, Project Management Institute, Incorporated, Jan 1, 2013, 5th edition

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content is identical with the curricula of the MBA program delivered by the partner university (CNAM) and consistent with the curricula of major MBA programs from all over the world. In order to better adapt the content to labour market requirements, were deployed meetings with business representatives, business analysts and practitioners from the field, former students from both Romania and France.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Participation and involvement in debates	Course attendance and quality of interventions	10%
10.2. S(S)	Involvement in debates based on case studies	Seminars attendance and quality of interventions	10%
10.3. S(S)	Team project	Project quality and evaluation of the implication of each team member in project elaboration	40%
10.5. Final assessment	Level of assimilation of theoretical knowledge and students' ability to apply them in practice	Written exam	40%
10.6. Modality of grading	Whole notes 1-10		
10.7. Minimum standard of performance	5 (five)		

