**BA 473 / BA 573 Project Management- 2020 Summer**

**Instructor:** Mustafa Hafizoglu, Ph.Dc, M.Sc., PMP

**Course Schedule:** Monday& Wednesday, 18.00-21.00

**E-mail and Office Phone:** [circuit9@hotmail.com](mailto:circuit9@hotmail.com);[mustafa.hafizoglu@tedu.edu.tr](mailto:mustafa.hafizoglu@tedu.edu.tr) ; 0542 7196936

**Description:** Process Approach to Project Management. Engineering Economic Analysis. Life-Cycle Costing. Project Screening and Selection. Multi-criteria Methods for Evaluation. Scope and Organizational Structure of a Project. Management of Product, Process, and Support Design. Project Scheduling. Resource Management. Project Budget. Project Control. Research and Development Projects. Computer Support for Project Management. Project Termination.

**Objective:** The main aim of this course is to introduce the importance and principles of project management. The students will also learn functions of a project manager and use project management software to define, plan, analyze and control the projects.

**Credits:** (3+0+0) 3 TEDU Credits, 6.0 ECTS Credits

**Learning Outcomes:**

Upon successful completion of this course, a student will be able to

1. Assess the needs of organizing tasks as projects for competitive advantage
2. Define the principles of project management
3. Recognize the roles of a project manager
4. Identify planning, monitoring and control functions and use of analytical tools for these functions
5. Evaluate the project risks and project risk management

**Prerequisites/Corequisites:** None.

**COURSE READINGS**

**(1) Required Text:** Meredith, J. R., Mantel S.J., Shafer S.M. Project management: a managerial approach. John Wiley & Sons, 9th Edition, 2016.

**(2) Optional Text:** Shtub, A., Bard, J., Globerson, S. (2014). Project Management: Processes, Methodologies, and Economics, International Ed. New York: Prentice Hall.

**Assessment Methods**

**Project / Assignments and Case Study:** Problems will be assigned periodically throughout the semester. Case study requires more detailed analysis and integrates knowledge of several chapters. Group work is expected for the Project. For the projects groups with 2-3 members are required to be reestablished. Group performance will be evaluated based on the project plans and the presentation.

**Midterm & Final Examination:** Date of the final exam will be scheduled announced by the university administration. The examinations will take 70-90 minutes and cover all the topics discussed. 4-5 questions of problem solving and/or discussion will be asked.

**Grading**

Project (%20), Exercises and Quizzes (%15), Case Study (%10),

Midterm Exam (%25), Final Exam (%30)

**Computer Usage:** Microsoft Project & @Risk (Palisade Risk Management Software)

**Planned Learning Activities and Teaching Methods**

Telling/Explaining, Discussion/Debate, Questioning, Reading, Peer Teaching, Problem Solving, Case Study / Scenario Analysis, Video Presentations, Oral Presentation

**Student Workload:**

Lectures 42 hrs, Readings 48 hrs, Project / Assignments 30 hrs, Case Study 30 hrs, Midterm & Final Exam & Preparation 50 hrs, Research Review 25 hrs, Total workload is 225 hours.

**Course Policies**

Students are expected to connect to class on time and with video and audio; and submit written reports on time. Late submissions will be penalized (20% per day). Team work and active participation is encouraged in class assignments. Plagiarism will be penalized (see <http://www.plagiarism.org/>). Cell phones should be turned off during lecture hours unless used for in-class applications.

**Course Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Subject** | **Reading** | **Assignment / Project** |
| **1** | Syllabus & Basics of Project Management | Chp 1, 3 |  |
| **2** | Strategic Management & Defining the Project | Chp 2,4,5 |  |
| Planning & Project Scheduling | Chp 6 | *Determine the Project Teams* |
| **3** | Resource Management | Chp 8,9; (2) Chp 10 | *Project Charter Due* |
| Financial Analysis of Projects | Additional Reading | *Project Plan 1st Revision Due* |
| **4** | Cost Analysis & Budgeting | Chp 5; (2) Chp 11 |  |
| Midterm Examination |  | *Case #1 Due* |
| **5** | Project Selection& Portfolio Management | Additional Reading |  |
| Project Monitoring & Control | Chp 13 |  |
| **6** | Earned Value Analysis | Chp 13; (2) Chp 12 | *Case #2 Due* |
| Project Risk Management & @Risk Application | Chp 7 | *Project Plan Final Revision Due* |
| **7** | Managing Project Teams, Leadership | Chp 10,11 |  |
| PM Software & Decision Support | Additional Reading |  |
| **8** | Project Presentations |  |  |