**Course title: Project Management**

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| **Course Basic Information** | | | |
| **Academic Unit:** | Management | | |
| **Course title:** | Project Management | | |
| **Level:** | Bachelor | | |
| **Course Status:** | Mandatory | | |
| **Year of Study:** | Third year (Semester V) | | |
| **Number of Classes per Week:** | 2+1 | | |
| **ECTS Credits:** | 5 ECTS | | |
| **Time /Location:** | Thursday (8-9:30, 9:45-11:15, 11:30-13:00) Class 9 | | |
| **Teacher:** | Enver Kutllovci | | |
| **Contact Details:** | [enver.kutllovci@uni-pr.edu](mailto:enver.kutllovci@uni-pr.edu)  Consultation schedule: Tuesday (11:00-12:30), Thursday (13:00-14:30) | | |
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| **Course Description:** | Project Management | | |
| **Course Goals:** | This course aims to give insight into the project concept, project characteristics, project cycle phases, project manager and its role, project design, time and cost management, project performance, and assessment of financial indicators project. | | |
| **Expected Learning Outcomes:** | After completing this course, students should be able to:   * To define and describe the project phases * To know the main skills that a project manager must have * To know and design the project schedule, and the responsibilities assignment matrix * To know how to build logical diagrams and be able to evaluate the duration of the project * To be able to recognize the importance of the control process | | |
| **The importance of course** | Project Management is a discipline that aims to provide theoretical knowledge on projects, as well as to prepare students with practical and managerial skills. | | |
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| **Student Workload (should be in compliance with student’s Learnign Outcomes)** | | | |
| **Activity** | **Activity** | **Activity** | **Activity** |
| Lectures | 2 | 15 | 30 |
| Theory/ Lab Work/Exercises | 1 | 15 | 15 |
| Practical Work |  |  |  |
| Consultations with the teaher | 2 | 15 | 30 |
| Field Work | 1 | 25 | 125 |
| Test, seminar paper | 2 | 2 | 4 |
| Homework |  |  |  |
| Self-study (library or home) |  |  | 45 |
| Preparation for final exam | 4 | 1 | 4 |
| Assessment time (test, quiz, final exam) | 6 | 1 | 6 |
| Projects, presentations, etc. | 2 | 6 | 12 |
| **Total** |  |  | **125** |
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| **Teaching Methods:** | The way of learning will be through lectures and exercises (with case studies and seminar papers the exercises will be carried out). Teaching will take place in groups. For each segment of a lecture, the PP presentation is also prepared with the basic principles of the learning unit. In each section of the respective lectures, students are activated with additional comments, questions, and explanations as a result of questions. Students are comfortable to comment, ask and clarify dilemmas and eventual ambiguities. | | |
| **Assessment Methods:** | Assessment of acquired knowledge and skills is done through the following:   * **Exam I 40%** * **Exam II 35%** * **Activity (Lectures) 10%** * **Activity (Exercises) 15%**   The first exam is carried out with a two-hour written examination as 50% of the subject's curriculum is completed, and the second exam is carried out after the entire material is completed. The final exam is conducted verbally or in writing in suitable groups for objective conditions of the exam. If the exam is held in writing the results are given to students no later than 7 days from the day of the final exam. Students dissatisfied with the outcome have the right to appeal. | | |
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| **Primary Literature:** | 1. Enver Kutllovci “Menaxhimi i Projekteve” Prishtinë, 2014 2. Suzana Panariti ”Manaxhimi i projektit” Tiranë, 2002 | | |
| **Additional Literature:** | * 1. Weiss and Wysocki “5-Phase project management”, 2002   2. Dennis Lock : Project Management”, 2002   3. ITAP ”Hartimi dhe Menaxhimi i Projekteve”, Tiranë 2003 | | |

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| **Designed teaching plan** | | |
| **Week** | **Title of the Lecture** |  |
| ***Week 1:*** | Subject introduction (objectives, content, methods of work, literature) | |
| ***Week 2:*** | Concept of project management | |
| ***Week 3*:** | Project initiation (Project overview) | |
| ***Week 4:*** | Project planning | |
| ***Week 5:*** | Network diagram with activity on node (A-o-N) | |
| ***Week 6*:** | Program evaluation and review technique (PERT) | |
| ***Week 7:*** | Project phase steps | |
|  | Exam-I | |
| ***Week 8:*** | Project execution | |
| ***Week 9:*** | Recruiting and organizing the project team | |
| ***Week 10:*** | The project organization ways | |
| ***Week 11*:** | Project control | |
| ***Week 12*:** | Review of project status | |
| ***Week 13*:** | Project closure | |
| ***Week 14*:** | Project closure steps | |
| ***Week 15*:** | Preparing the final report | |
|  | Exam-II | |

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| **Academic Policies and Code of Conduct** |
| *We start and finish class on time.*  *Tools used during class must be cleaned and stored away at the end of class.*  *Mobile/smart phones, and other electronic devices (e.g. iPods) must be turned off (or on vibrate) and hidden from view during class time.*  *Laptop and tablet computers are allowed for quiet use only; other activities such as checking personal e-mail or browsing the Internet are prohibited.* |

**Note | If a student has more than 3 class assignments evaluated below 50% he/she loses the right on taking the final exam. Evaluation is done from 0-100 %.**