



UNIVERSITY OF NEW YORK IN PRAGUE

Course: MNG302 Project Management (6 ECTS/3 US credits)
Semester: Spring 2024
Prerequisite: Principles of Management
Instructor:

1. Course Purpose

Overview of project management and its application in both the business and public sectors combined with a fair doze of practical work. Emphasis is laid on prevailing strategies, methods, techniques, tools, contemporary issues and the best practices. Experience in developing project plans and communicating these to team members and the company management.

This course offers a comprehensive overview of project management incl. the available and prevailing strategies, methods, techniques and tools (toolkits) – the Project Management Body of Knowledge (PMBOK). It explains what is a project and project management, overviews project management fundamentals and develops basic project management (with special emphasis paid to project planning) skills through extensive hands-on training.

2. Required Readings

- Jack Gido et al. (2018), Successful Project Management, 7th Ed., CENGAGE Learning, ISBN 978-1-337-11608-4
- Paul Roberts (2020), Guide to Change and Project Management, 3rd Ed., Profile Books Ltd. (under exclusive licence from *The Economist*), ISBN 978 1 78283 747 3
- Project Management Tools and Techniques on-line course, registration to the course will be done during the first class. Access via DeCeusterAcademy.com.
- Project Management, Dennis Lock, 10th Edition

Students can access the first and last book free of charge on www.perlego.com platform, the second one can be bought on the web at:

<https://ukshop.economist.com/collections/books/products/guide-to-change-and-project-management-3rd-edition> for some CZK 600 (import duty included).

3. Additional Readings

- Radical Project Management, 1st Ed., Prentice Hall 2002 by Rob Thomsett; ISBN: 0-13-009486-2
- Project Management, 3rd Ed., Pearson Education Limited 2003 by Harvey Maylor; ISBN: 0-273-65541-8
- Managing Projects, Prentice Hall 2002 by David Boddy, ISBN: 0272-65128-5
- Project Management: Achieving Competitive Advantage, 2nd Ed., Prentice Hall 2010 by Jeffrey K. Pinto (*25 copies stored in the library of which 10 copies are available to undergraduate students for study*)
- Available on eLearning is a set of miscellaneous white papers and like documents as well as specific documents for each session students can find of some use; it is updated throughout the semester

- Available in most course session folders on eLearning are URLs to blogs from leading project management institutions (e.g. projectmanager.com, etc.) on miscellaneous and contemporary project management topics

Special additional readings refer to books and on-line references in which the mathematical principles are applied. In order to understand the relationship between theoretical mathematics, the students are advised to consult these references:

<https://www.youtube.com/c/DeCeusterAcademy>

4. Learning Outcomes

Upon completion of the course, students should be able to:

- Explain the main standards and approaches to project management, namely PMBOK plus PRINCE2 and Agile (overview of key concepts)
- Draft a complete Project Plan using respective PMBOK standard templates
- Communicate/present the Project Plan to the team and management – Project Board (Project Sponsor) and get it approved/bought in
- Differentiate between and make use of the most common, effective, proven and up-to-date project management methods, techniques and tools
- Identify and start using either of the available project management software products
- Identify and master project management best practices

5. Course Content

The up-to-date and detailed course schedule is available as 15 sessions' agenda on the UNYP eLearning.

Subject/topics
Fundamentals (definitions), standards (PMBOK, PRINCE2, Agile);
Leadership DNA; Project manager & project team (overview)
Project Plan, Part #1: Project Charter (PC) – Standard template;
Risk management (PMBOK & PRINCE2 standards);
Midterm quiz (Individual Time Constrained Assignment - TCA);
Project Paradigm (Budget & Schedule) - Standard template;
Project Execution/Implementation; Earned Value Management (EVM)
Guest speakers: A. Project management software; B. Emerging & prospective trends in PM methodology C. Best practices
Projects in crisis – what to do in case of problems; Project Management institutions (PMI, APM); Help available on the Internet - Project Management webs e.g. Arras People (UK), projectmanager.com, BrightWork.com, SmartDraw.com etc.;

6. Course Requirements and Grading

Weekly activities (individual & team)	50%
Mid-term (individual)	20%
Final exam (individual)	30%
Total	100%

Weekly activities (up to 50%)

A series of both the individual as well as team project work will together make up to the half of the course total score. The detailed spec of all the items and respective deadlines will be available in course session folders on the eLearning. Also included in this quota is Participation (up to 10%) based on Moodle.

Mid-term (up to 20%)

Midterm exam takes the form of a quiz and suite of several short questions/answers.

Final exam (up to 30%)

This exam has a format similar to the Mid-term.

Grading Scale

Letter Grade	Percent (%)	Generally Accepted Meaning	Notes	
A	95-100	Outstanding work	Credits awarded	
A-	90-94			
B+	87-89	Good work, distinctly above the average		
B	83-86			
B-	80-82			
C+	77-79	Acceptable Work		
C	73-76			
C-	70-72			
D+	67-69	Work that is significantly below average		Credits awarded, but will NOT transfer to ESC (retake needed for ESC!)
D	63-66			
D-	60-62			
F	0-59	Work that does not meet the minimum standards for passing the course	Credits not awarded	

7. Key UNYP Policies

Attendance

It is your responsibility to show up to class on time. If you are late you will be marked as absent for that hour. Attendance is highly desirable. **No student missing 4 or more sessions (12 hours) can satisfactorily pass the course hence s/he will be automatically FAILED.** Material needed for the syndicate/team case studies will be covered during class. Not all the material will be found in the textbooks, course Topics on eLearning offer additional study material e.g. contemporary white papers and other documents published by project management organisations and/or companies. It is the student's responsibility to make up everything missed in classes that they have missed.

Academic Honesty

- The University's rules on academic dishonesty (e.g. cheating, plagiarism, submitting false information) will be strictly enforced. Please familiarize yourself with the STUDENT HONOUR CODE or ask your instructor for clarification.
- For examinations: copying from your neighbour, speaking to another student, using a phone or anything similar will result in you failing the test or quiz. On written papers properly note your sources with academic citations. Cutting and pasting from the internet

may be considered plagiarism. If you have questions about this, please consult the instructor.

8. General Requirements

- Students are expected to attend each class session and participate in a positive way.
- Students are expected to come to class fully prepared to discuss homework readings and cases.
- Students are expected to turn in homework assignments at the beginning of the class period on the day they are due.
- Students are expected to leave their mobile phones, beepers, pagers, etc. switched off.
- **Students may not use laptops or netbooks for any reason other than taking notes. Do not surf the WEB during class time. If you do, you will lose the privilege to use a laptop or netbook.**
- In the event of illness or emergency, contact your instructor IN ADVANCE to determine whether special arrangements are possible.
- The University's rules on academic dishonesty (e.g. cheating, plagiarism, submitting false information) will be strictly enforced. Please familiarize yourself with the STUDENT HONOUR CODE or ask your instructor for clarification.
- **Do not cut and paste anything from the internet.** Use your own words and opinions. Properly note your sources. For examinations: copying from your neighbour, speaking, using a phone or anything similar will result in you failing the test or quiz.

9. European Credit Transfer and Accumulation System (ECTS)

The students that complete the course will receive 6 ECTS credits. One ECTS credit corresponds to 25-30 hours of work. For this course, students are expected to spend time in the following course-related activities:

Class lectures and exams	45 hours
Reading class related material	50 hours
Exam preparations	25 hours
Team preparation	15 hours
Course project plan preparation	30 hours
TOTAL	165 hours

10. Technology Expectations

Students are assumed to be familiar with the use of MS Office products as well as with the internet and in particular with the gathering of data from the web. This will be a necessary tool for carrying out some of the coursework.