

**CODE: A.III.5.1/ COURSE SYLLABUS:¹
PROJECT DESIGN AND MANAGEMENT**

Lecturer: PhD Cand. Evis Gjebrea, PhD Cand. Ketrina Cabiri

No. of ECTS credits: 4 ECTS

Typology of the course: III

Academic Year/Period: 2014-2015/ Fall Semester

Type of Course: Optional

Study Program: Law, Social Sciences

Course ID: BUS 228

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Head of Department: Prof. Asoc. Dr. Oltiana ZOTO

COURSE DESCRIPTION AND OBJECTIVES

The main purpose of this course is to fully equip students with basic knowledge on the way project is managed in our contemporary society. The course addresses and analyzes basic elements of management at each stage of the project life cycle. The use of projects and their management is receiving more and more development in today's society and in organizations. Organizations use project management to accomplish the objectives set by using within a limited timeframe, resources, which are scarce. The range of problems that require solutions is so big that without adequate skills in the field of management achieving performance could be at risk.

Therefore in this course is studied project management, which finds application in many areas such as public sector, business, information systems and the like. Specifically, what will be addressed is the life cycle of a project, the criteria used for project selection, planning and budget preparation based on the cost assessment, methods used for allocation of resources, how to manage risk and methods used to control and evaluate projects. The objectives of this course are that students at the end be able not only to understand the basic concepts of project management, but to gain knowledge and skills to become project managers.

KEY CONCEPTS:

1. Introduction to basic issues and problems that a manager must consider regarding project management from project initiation till termination.
2. Enabling students to practically implement some of the most important aspects of project management.

Course Outline ²

Topic I – Introduction to Project Management

¹ This form is valid for courses of Bachelor, Master of Science and Professional Master Study programs.

² Indicate in the appropriate week the type of Colloquium for Typology I courses, and the practical assignment for Typology III courses.

In this subject students are presented with the key concepts related to project management, the reasons why project management has emerged as a separate science and an overview of factors leading to development of the concept, project life cycle.

Topic II – Project Manager

Students are presented with special demands on the project manager, key skills that a manager must have and main responsibilities in terms of managing the project / company / client.

Topic III – Project Selection

In this topic students will be introduced to the importance of strategic management process and linking this process with the project as a way of implementing the strategy. Main concepts include criteria used for project selection such as non-numerical models and numerical models.

Topic IV – Team of the Project

This topic addresses some of the key tasks and behaviors the project manager faces such as staff recruitment, ways of creating the spirit of understanding about the purpose of the project, division of competencies between staff, encouraging cross functional cooperation between group members etc.

Topic V – Organizing Project. Project as part of functional organization.

In this topic will be presented a variety of forms of organization. Main forms are functional organization, project dedicated unit and matrix organization. Advantages and disadvantages of each of these structures are also analyzed and finally critical factors in choosing the proper form of organization are presented.

Topic VI – Planning Project

In this topic students will be introduced to the main purpose of planning, when to do and what resources to use to successfully achieve the desired results. Specifically, are presented elements of project planning such as objectives, contractual aspects, resources, schedules, personnel.

Topic VII – Conflict and Negotiation

The ability to control conflicts requires recognition why they occur. Conflict is an integral part of each phase of project management. Students will be introduced to the main categories of conflicts that accompany these stages. At the same time students will be introduced to methods of conflict resolution which is negotiation.

Topic VIII –Cost Estimation and Budgeting Process

In this topic students will be introduced to the budgeting process needed to implement the planned activities and strategies. Students will become familiar with the special requirements for designing the budget such as: required resources, amount, as well as their availability.

Topic IX – Project Scheduling

This topic addresses the set of network techniques used, ways of creating timetables and determination of the critical path.

Topic X – Allocating Resources

In this topic will be presented methods available for project managers to identify and evaluate the use and availability of resources through resource leveling and limited resource scheduling.

Topic XI – Managing Risks

Every project manager should understand that risks are part of the project. In this topic will be presented the importance of studying the risks in a project, risk identification techniques, minimizing the impact and ways of creating contingency plan.

Topic XII – Monitoring and Controlling Project

For every project manager achieving targets is very important and in doing so tracking project implementation through monitoring is a must. In this topic students will be introduced to the concepts of monitoring and controlling, which contribute to improving project performance.

Topic XIII – Auditing Projects

For every project is important to draw conclusions regarding project successes and failures so that future projects take into account the lessons learned. A key mechanism to evaluate the project is through the audit, which is an investigation of project performance. This topic addresses main forms of audit and some typical problems commonly encountered in performing the audit.

Topic XIV – Terminating Projects

One of the unique characteristics of the projects, in contrast to continuous processes or activities in the organization, is that they have a specified duration. This topic will explain the process of completing the project by giving reasons for termination, necessary steps for the effective conclusion of the project and determining the documentation needed to declare the project closed.

ASSIGNMENTS AND EVALUATION

ATTENDANCE:

For Bachelor Programs: presence in the auditorium activities is mandatory to be at least 60%;

Continous Assessment:

Typology III Courses

Practical assignments (4 x 25% = 100%)

LITERATURE

Mandatory literature:

- (i) 1. Gjebrea E, Project Management, set of lectures, UET, 2014
2. Panariti Suzana, Project Management, 2009

Recommended Literature:

- (i) 1. Gjoka Gjenci, Guide on Project Management, 2008
2. Fisher, Roger, Ury, William, Getting to Yes, 1991

LECTURES

For each topic Power Point presentations will be provided.

FINAL COMMENTS BY THE LECTURER

Students are required to respect the timetable (according to UET regulations) in the auditorium. During the lecture active participation of students is encouraged. Personal electronic communication is not allowed during the lecture.

Consulted:
Prof. Asoc.Dr Oltjana ZOTO

HEAD OF SECTION

Approved:

Prof. Asoc. Dr. Oltjana ZOTO

HEAD OF DEPARTMENT