

## **PROJECT MANAGEMENT**

### **6 ECTS**

### **WiSe 2022-2023**

**Period: Oct 19, 2022 – Jan 25, 2023**  
**In Class**

**Professor Dr. Bill Cojocar,**  
**University of Regensburg Adjunct Faculty**

### **Schedule of Activities**

#### **Week 1 – Oct 17<sup>th</sup> - Oct 21<sup>st</sup>**

**Wednesday, Oct 19<sup>th</sup>**

**18:00 – 20:00**

**Room: W 114**

**Topics: Introduction to Project Management: What is Project Management; Project Management Growth; Organizational Structures**

- Readings: Review prior to class
  1. Introduction to Project Management
  2. PM2 Project Management Methodology
  3. 2022 Global Trends in Project Management
  4. Project Management & Organizational Structures
- Homework: Review course syllabus, readings, and Class 1 Slides
- Class Activity: Class Team formulation. Form class teams of 5 students each.
- Class Videos:
  1. Introduction to Project Management
  2. Project Management Organizational Structures

#### **Week 2 – Oct 24<sup>th</sup> – Oct 28<sup>th</sup>**

**Wednesday, Oct 26<sup>th</sup>**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 1.0: Initiating the Project; Organizing and Staffing the Project Office and Team; Management Functions; Management of Your Time and Stress**

- Readings:
  1. Project Initiation
  2. Staffing your strategic project office: seven keys to success
  3. Project Management Functions
  4. Homework: 5 x Discussion Questions
- Class Activity
- Class Videos:
  1. Project Initiation Phase - How to Start a Project? | AIMS UK
  2. How to Structure a Team - Project Management Training
  3. Functions of Project Management | Project Management Phases

**Week 3 – Oct 31<sup>st</sup> – Nov 4<sup>th</sup>**

**Wednesday, Nov 2nd**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 2.0: Plan the Project; Conflicts, The Variables for Success, Planning**

- Readings:
  1. Basics of Project Planning
  2. Conflict in Project Management
  3. Project Management Success Variables
- Homework: 5 x Discussion Questions & Project Team Briefing Agenda
- Class Videos:
  1. Project Planning Process: 5 Steps to Project Management Planning
  2. How to Resolve Conflict - Project Management
  3. Successful Project Management - 5 Key Rules| AIMS UK

**Week 4 – Oct 7<sup>th</sup> – Oct 11<sup>th</sup>**

**Wednesday, Oct 9th**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 2.0: Plan the Project, Special Topics, Working with Executives, Network Scheduling Techniques**

- Readings:
  1. Work Breakdown Structure
  2. Executive Management's Role in Project Management
  3. Project Scheduling Techniques
- Homework: 5 x Discussion Questions & Project Team Briefing Frameworks: Cover slide, Agenda, Primary Topic Outline Slides, References Due
- Class Activity: Team Brief Planning the Project
- Class Videos:
  1. Project Management: What is a Work Breakdown Structure?
  2. What is Project Scheduling? - Project Management Training
  3. The Best Way to Communicate with Executives

**Week 5 – Nov 14<sup>th</sup> – Nov 18<sup>th</sup>**

**Wednesday, Nov 16th**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 3.0: Execute the Project, Project Graphics, Price Estimating**

- Readings:
  1. Project Execution and Control
  2. Visual Project Management Graphics
  3. Project Estimating and Cost Management
- Homework: 5 x Discussion Questions & Project Team Paper & Briefing Frameworks submitted
- Class Activity: Team Brief Project Execution products
- Class Videos:
  1. How to Successfully Execute a Plan
  2. Create Infographics, flow charts, Org Charts and project management charts with E-Draw
  3. How to Estimate Your Project

**Week 6 – Nov 21<sup>st</sup> – Nov 25<sup>th</sup>**

**Wednesday, Nov 23<sup>th</sup>**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 3.0: Execute the Project, Cost Control, Trade Off Analysis, Project Risk Management**

- Readings:
  1. Project Cost management for Project Managers based on PMBOK
  2. Trade-Off Analysis Planning and Procedures Guidebook
  3. Project Risk Management
- Homework: 5 x Discussion Questions
- Class Activity: Team Time Cost Control Sheet & Risk Management Framework
- Class Videos:
  1. What is project cost control?
  2. Which is Best - Managing, Time, Cost or Quality?
  3. What Is Risk Management in Projects?

**Week 7 – Nov 28<sup>th</sup> – Dec 2<sup>nd</sup>**

**Wednesday, Nov 30<sup>th</sup>**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 4.0: Monitor and Control the Project; Learning Curves, Trade-off Analysis in Project Management, Quality Management**

- Readings:
  1. Project Monitoring and Control (PMC)
  2. Learning Curves in Project Management
  3. Project Quality Management
- Homework: 5 x Discussion Questions
- Class Activity: Team Time: Monitor & Control Your Project
- Class Videos:
  1. Project Monitoring and Control - Baselines
  2. What is The Learning Curve
  3. Project Quality Management Overview | PMBOK Video Course

**Week 8 – Dec 5<sup>th</sup> – Dec 9<sup>th</sup>**

**Wednesday, Dec 7<sup>th</sup>**

**18:00–20:00**

**Room: W 114**

**Topics: Performance Domain 4.0: Monitor and Control the Project; Modern Developments in Project Management, The Business Scope of Changes, The Project Office**

- Readings:
  1. Future Trends in Project Management
  2. Project Scope Management Process
  3. The Project Management Office
- Homework: 5 x Discussion Questions
- Class Activity
- Class Videos:
  1. Top 5 Project Management Trends in 2022
  2. What is Project Scope Management? Processes with Example | AIMS UK
  3. What is the role of Project Management Office

**Week 9 – Dec 12<sup>th</sup> – 16<sup>th</sup>****Wednesday, 14<sup>th</sup>****18:00–20:00****Room: W 114****Topics: Performance Domain 5.0: Close the Project; Managing Crisis Projects, Future of Project Management**

- Readings:
  1. Project Closing
  2. Project Crisis Management
  3. Future of Project Management
- Homework: 5 x Discussion Questions
- Class Activity: Formulate Closing the Project input.
- Class Videos:
  1. How and Why to Close a Project - Project Management Training
  2. Crisis Management: How to Lead During a Crisis - Project Management Training
  3. The Future of Project Management

**Week 10 – Jan 9<sup>th</sup> – Jan 13<sup>th</sup>, 2023****Wednesday, Jan 11<sup>th</sup>****18:00–20:00****Room: W 114****Topics: Performance Domain 6.0: Professionalism & Social Responsibility**

- Readings:
  1. The Rise, Fall, and Resurrection of Iridium
  2. Project Management Professionalism
  3. What Social Responsibility Means to the Project Manager
- Homework: 5 x Discussion Questions
- Class Activity: Does Project have CSR value?
- Class Videos:
  1. Project Management Professionalism
  2. Social Responsibility of the Project Manager

**Week 11 – Jan 16<sup>th</sup> to Jan 20<sup>th</sup>****Wednesday, Jan 18<sup>th</sup>****18:00–20:00****Room: W 114****Topics: Project Team Presentation Rehearsals & Final Exam Review****Week 12 – Jan 23<sup>d</sup> – Jan 27<sup>th</sup>****Wednesday, Jan 25<sup>th</sup>****18:00–20:00****Room: W 114****Topics: Class Project Team Presentations**

- Homework: Presentation rehearsal & Course AAR

**Week 13 – Jan 27<sup>th</sup> – Feb 3<sup>rd</sup>****Wednesday, Feb 1<sup>st</sup>****18:00–20:00****Room: W 114****Topics: Course Final Examination**

- Homework: Study for Final Exam

This course in Project Management concentrates on a Project Manager's ability to apply skills, styles, and practices to effectively lead Project Management Teams. Course competencies include initiating and planning a Project, preparing for how a Project Team will execute, monitor and control a Project, apply Risk Management and classify terms of project termination and close out, demonstrating knowledge learned through a Project Team presentation. Students will acquire skills and knowledge to develop Project Management skills for today's organizational challenges and environments. The course uses a mixture of lectures, readings, and selected videos. Students will exercise their writing skills through homework submissions, and oral briefing skills with an oral Project Team presentation.

### Course Evaluation

Student Engagement (Attendance/Participation/Homework):	30 percent
Project Team Presentation:	20 percent
Final Exam:	50 percent

### TOTAL

**100 percent**

**Readings and Course Materials:** Readings and course materials will be provided in the instructors GRIPS page for student access.

**Project Team Class Project:** This course requirement is worth (30% of your course grade). The class will form Project Teams of 3-5 students during Class 1. The Project Team will select a project to pursue (NLT Class 2) with an end-state. The Project Team will formulate a Project Briefing, which will be presented and briefed to the course instructor, Project Champion, during Class 12. The Project Team Briefings will follow the following guidelines:

1. Your team will select a project to launch.
2. Project will deliver a unique product, service, or result (examples: developing new software or adding a playground to local park).
3. Complete the following templates: Project Charter, Work Breakdown Structure (WBS), Cost Benefit Analysis (CBA), Risk Register, and Quality Management Plan. These templates will be provided to students; PM Software permitted.
4. Conduct Risk Management Analysis and Discuss Conflict Management relative to your project. How does the project manager handle and mitigate both risk and conflict?
5. Deliverable includes a PowerPoint slide that addresses these topics.
6. Provide an introduction regarding your project.
7. Include a discussion regarding financial metrics, such as Net Present Value (NPV), Internal Rate of Return (IRR), and CBA.
8. Make a final recommendation based on your research. Audience: Customer.
9. Include at least 5-10 reputable sources.
10. Ensure work is divided among team members - ranging from 3-5; and ensure that each student has authored an equitable portion of the Project Team Brief.

### Registration Period: from now until October 14, 2022

Please register by sending an email to: [suzanne.weinberger@ur.desuzanne](mailto:suzanne.weinberger@ur.desuzanne)

- o Surname, first name
- o Student number
- o Home university
- o Bachelor or Master (semester)
- o permanent email address

Number of participants: 20 (first come, first serve)