

COURSE OUTLINE

1. GENERAL INFORMATION

SCHOOL	MARITIME AND INDUSTRIAL STUDIES		
DEPARTMENT	INDUSTRIAL MANAGEMENT AND TECHNOLOGY		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE UNIT CODE	TE0ΔE09	SEMESTER OF STUDY	6 th
COURSE TITLE	PROJECT MANAGEMENT		
INDEPENDENT TEACHING ACTIVITIES <i>in case in which credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>	WEEKLY TEACHING HOURS	CREDITS	
Lectures and Project		5.5	
<i>Add rows if necessary. The organization of teaching and the teaching methods used are described in detail at section 4.</i>			
COURSE TYPE <i>general background, special background, specialized general knowledge, skills development</i>	Special background		
PREREQUISITE COURSES:	None		
LANGUAGE OF INSTRUCTION and EXAMINATION/ASSESSMENT:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS	No		
COURSE WEBSITE (URL)	https://eclass.unipi.gr/courses/BDT115/		

2. LEARNING OUTCOMES

<p>LEARNING OUTCOMES</p> <p><i>The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail. It is necessary to consult:</i></p> <p>APPENDIX A</p> <ul style="list-style-type: none"> • <i>Description of the level of learning outcomes for each qualifications' cycle, according to the European Higher Education Area's Qualification Framework.</i> • <i>Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and APPENDIX B</i> • <i>Guidelines for writing Learning Outcomes</i>
<p>The course involves the study and practical training in Project Management, through the unified study of projects from their conception to their completion. It examines cognitive areas, methodologies, tools and approaches to Project Management. The stages of initial project evaluation and selection are presented at first, as well as the need to align projects with the business strategy. Then, the complete project management plan is presented step-by-step, including statutes, management plans of the physical object, time and cost, and risk management. Throughout the course, specialized techniques complementing the cognitive domains are presented, while the techniques are applied to indicative projects supported by appropriate software (MS Project). The course has a practical orientation as it studies real cases and is centrally located in the curriculum.</p> <p>Upon successful completion of the course, the students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate knowledge on the necessary basic concepts, methodologies and techniques of modern project management so that they would have no problem when dealing with a project

- Understand the need to harmonize project management with the strategy, values and goals of an organization as well as the multidimensional impact that projects have on the overall environment
- Be familiar with the most widely and globally accepted techniques and standards that facilitate project management and are the common international language of understanding on these issues
- Present the methodological framework for the selection, development, execution and monitoring of projects
- Demonstrate sufficient training in PM processes and be able to deepen in their study
- Demonstrate an incentive for professional PM certification

General Competences

Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aims

Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case

Adapting to new situations

Decision-making

Independent work

Team work

Working in an international environment

Working in an interdisciplinary environment

Introduction of innovative research

Project planning and management

Respect for difference and multiculturalism

Environmental awareness

Social, professional and ethical responsibility and sensitivity to gender issues

Critical consciousness, criticism and self-criticism

Development of free, creative and inductive thinking

- Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case
- Adapting to new situations
- Decision-making
- Independent work
- Team work
- Working in an international environment
- Project planning and management
- Respect for difference and multiculturalism
- Environmental awareness
- Social, professional and ethical responsibility and sensitivity to gender issues
- Critical consciousness, criticism and self-criticism
- Development of free, creative and inductive thinking

2. COURSE CONTENT

The course covers the following topics:

- Unit 1: Introduction - Basic concepts and definitions - Project management environment - The life cycle of the project and its product - Organizational structures - Participants and stakeholders - Role and responsibilities of Project Administrators - The role of the Project Management Office (PMO) - Typical phases of a project - Overview of the Knowledge areas of Project Management
- Unit 2: Strategic planning and project selection methods - Life cycle analysis - Actual value and actual cost of a project - Project evaluation and selection techniques and methodologies - Economic feasibility and sustainability analysis
- Unit 3: Analysis of Project Management Cognitive Areas - Processes and Processes of Project Management Processes - Analysis of actions at each stage of a project.
- Unit 4: Overall project management - Statute and presentation of a physical object - Project plan and its components - Central and integrated management of change - Presentation of model statutes and project management plans

- Unit 5: Managing a physical object of the project - Work Breakdown Structure (WBS) Techniques and Standards - Physical object management plan - Illustrative examples
- Unit 6: Time management of the project - Estimation of production potential and duration of activities - Estimation techniques and common problems - Scheduling and chart development techniques - Dependencies, limitations and deadlines - Critical route method (CPM) - Cost-Schedule compression and optimization - Three-point evaluation and PERT analysis - Time management templates - Illustrative examples
- Unit 7: Financial management of a project - Values and types of production capacity - Development of budget and methods of training - Capacity allocation and balance of employment on the basis of priorities - Management of cash flows in relation to the implementation plan - Optimization of project duration - Illustrative examples
- Unit 8: Monitoring and controlling the physical and financial progress of a project - Standard indicators and reporting formulas - Earned Value Management (EVM) - Comparison of budget and actual costs - Detection of deviations, correction of course and future estimates - Manage changes during the execution of works
- Unit 9: Project Communications Management - Communication Types and Models - Project Communication Management Standards - Reporting Tools - Examples and Reference Templates
- Unit 10: Human Resources Management - Organizational Breakdown Structures (OBS) - Responsibility and Assignment Matrices (RAM) - Team Involvement and Evaluation Techniques - Forms of Administration, Leadership and Power - Human resources management standards for the project
- Unit 11: Project Risk Management - Risk, Taking Risk and Crisis - Risk Register - Quality and Quantitative Risk Analysis Methods - Monte Carlo Method - Emergency Management - Risk Planning and Techniques - Preventive and Corrective Project Risk Management - Risks - Project Risk Management Standards - Explanatory Examples - Presentation of Crystal Ball Software for Modeling and Risk Assessment using Monte Carlo Technique
- Unit 12: Project Closure Process - Audit of Contract Completion and Receipt of a Project - Clauses - Historical Data
- Unit 13: Overview of Project Management in Greece and the World - Scientific Associations and Professional Organizations
- Unit 14: Case studies
- Unit 15: Preparation for the exams

Also, students can optionally participate in individual and team mini-projects during the semester. Terminology and some case studies are presented in English.

In addition, articles, audiovisual lecture material, web addresses, useful information, exercises and/or software are posted at eclass.

3. TEACHING METHODS - ASSESSMENT

<p style="text-align: center;">TEACHING MODE</p> <p><i>Face-to-face, in-class lecturing, on distance teaching and distance learning etc.</i></p>	In-class lecturing	
<p style="text-align: center;">USE OF INFORMATION AND COMMUNICATION TECHNOLOGY</p> <p><i>Use of ICT in Teaching, Laboratory Education, Communication with students</i></p>	<p>Teaching: Lectures with audiovisual media, support of the learning process through the eclass platform</p> <p>Communication with students: face-to-face at office hours, email, eclass</p>	
<p style="text-align: center;">COURSE DESIGN</p> <p><i>Description of teaching techniques, practices and methods:</i></p> <p><i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, clinical practice, Art Workshop, Interactive teaching, Educational visits, project, Essay writing, Artistic creativity, etc.</i></p>	Activity / Method	Semester Workload
	Lectures	52
	Mini projects	26
	Self-study of lecture material and case studies	57
	Counselling	0.5

<p><i>The study hours for each learning activity as well as the hours of non- directed study are given according to the principles of the ECTS</i></p>	Exams (written)	2
	Course Total	137.5
<p>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS</p> <p><i>Detailed description of the evaluation procedures: Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice questionnaires, short- answer questions, open-ended questions, problem solving, written work, Essay/report, oral exam, public presentation, laboratory work, art interpretation, other.....etc</i></p> <p><i>Evaluation criteria are specifically defined and given as well as if and where they are reported and accessible to students.</i></p>	<p>Language of exams: Greek</p> <p>Assessment Methods: After the last lecture, the exam material is posted at eclass. The final course grade is formed by written exams either in the form of midterms or in the final exam taken in the examination period of the fall semester and, in case of failure, in the September resits. The written examination includes multiple choice questions. It is conducted with closed books.</p> <p>The evaluation of students with special learning difficulties in writing and reading (as certified and qualified by a competent institution) is performed according to the relevant procedure decided by the Department Assembly.</p> <p>Notification of the Assessment Criteria: The evaluation criteria are made known during the first lecture and are clearly stated on the course website and e-class. The answers to the exam questions are posted at eclass after the exam date. Students have the opportunity to discuss their exam paper with the course instructor (at the posted office hours) after the announcement of the course grades.</p>	

4. SUGGESTED BIBLIOGRAPHY

-Suggested Bibliography :

- Book [59382628]: The Management of Projects, 11th Edition [in Greek], Kerzner H., Katsavounis S. (Ed.)
- Book [41955477]: Project Management [in Greek], Burke R.
- «Διοίκηση Έργων – Μία Διοικητική Προσέγγιση» των MEREDITH R. JACK, MANTEL J. SAMUEL. JR, SHAFER SCOTT, Propombos publications, ISBN 9786185036386

-Scientific Journals: not applicable

-Lecture Notes