

INTERNATIONAL PROJECT MANAGEMENT SYLLABUS

COURSE OBJECTIVES:

1. Understand what is a project, the value of organizing work in projects, in programs, the value of project managers in managing ALL stakeholders, internal and external
2. Acquire knowledge and competences to be able to manage more efficiently an industrial Project in the role of Project Manager.
3. Learn the language and the tools commonly used in Projects to Manage time, cost, risk and quality in a Project
4. Understand how the activities and results of a Project interact with the regular business activities of a company
5. Provide insight to the challenges to manage International projects as opposed to locally based projects.
6. Develop a practical approach to the resolution of conflicts within International Projects

CONTENTS AND MODULES

1 Overview of Project Management

- What is a project, what is a program. The role of a project manager
- How is a project selected? Portfolio Management
- Life Cycle of a Project
- Steps in managing a Project
- International Standards (PMI, IMA)
- Different types of projects: industrial, telecommunication, research and more.
- Project operations within a Company

2 Objectives and Planning the Project

- Developing a Mission, Vision, Goals and Objectives of the Project
- Stakeholders management
- The importance of adequate Project Planning
- The Work Breakdown Structure (WBS)
- The Project Charter

3 Time and Cost Management

- List of activities of a Project and estimation of duration
- Links between activities
- Network diagrams and critical path identification
- Gantt charts
- Resource allocation and cost estimations
- Resource balancing and its effects
- Planned cost curve

- Cash flow plan. Difference between cash and cost. Time value of money
- Monitoring and control
- Earned Value Analysis
- Taking corrective actions
- Use of software tools for Project analysis and reporting (Microsoft Project).

4 The Project Risk Plan

- What is a risk
- Why a risk plan is needed?
- Identification of Project Risks
- Evaluation of probabilities and impact of risks
- Risk matrix analysis
- Strategies to manage risks

6 Communication Management

- The importance of communication management
- The role of the Project Manager
- Stakeholder Management
- Examples of project reporting: internal and external looking

5 Contract Management

- Contract structures and contents.
- Contract negotiation
- Scope, requirements and interfaces
- Phases of a contract
- Contractual conflicts resolution
- The change control process

7 Other knowledge areas required in Project management

- Human resources
- Quality assurance and quality control
- Closing a project and lessons learnt
- Specific challenges of International Projects
- What is a PMO
- Other PM techniques: Agile methodology, Scrum

METHODOLOGY

Due to the practical nature of this course, the methodology is oriented towards an active role of the Candidate. The lecturers will use examples to share contents and the Candidates will be requested to provide feedback. The Candidates will also be asked to do exercises and prepare practical cases which will be discussed in the class. The lecturers will make an emphasis on the learning points of each module in specific wrap-up sessions.

The Candidates will also apply what they learn in assigned group projects during the course. Work will be graded through presentations and a final report. Both individual effort as well as successful team collaboration will be considered.

EVALUATION AND GRADING CRITERIA

Evaluation activity	Weight
Active and positive participation in class	30%
Written exercises, tests, questions and cases	15%
Group Project presentations and report	30%
Final Exam	25%