

Project Management CS3A

Course syllabus 2017

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Course Duration: 4 weeks, 50 hours in total
Credit Units: 6 ECTS

1. Description

The Project Management class has been designed to be fit into the Summer and Winter schools. It is organized alongside an intensive French language course that students are strongly recommended to attend.

The Project Management class will enable the students to discover a method and different tools for addressing and completing a project. Human Resources management will be a key part of the class too, in order to materialize how a project is progressing in real life.

2. Organisation

This class is run before the start of every semester and lasts 4 weeks:

- Last week of January to 3rd week of February,
- 1st week of August to last week of August.

The class will include 15 hours of lectures and 6 hours of seminars around the Ms project software. The rest of the time, students are working in groups to complete a real project. All projects, supervised by the head-instructor, aim at implementing tools and knowledge learned in the classroom.

3. Course objectives

- **Introduction:** presentation of the course; definition of a project; project management organization; group working; principles of project management;
- **General framework:** model of project management; definition phase;
- **Advanced concepts:** systems thinking; risk management (FMEA); introduction to quality and customer requirements;
- **Planning phase:** Financial and commercial framework; work breakdown structure (WBS); network analysis (PERT CPM); bar chart (GANTT); Microsoft project;
- **Scheduling resources:** overview; principles; in practice; purchasing and materials management;

- **Implementation phase:** managing progress; principles, evaluation, prediction and reporting of cost management.

4. Bibliography

5. Grading plan

Coursework will be weighted as follows:

- Project group presentation = 30%
- personal report = 30%
- final examination = 40%

6. Divers

Course tuition fees are waived for students and staff coming from partner universities (depending on the exchange balance).

To apply for this intensive course, students can register online on the UTT website and send their complete application form to the International Center at UTT.