
Information about the module
Project Management I SS 2016
(1st semester)

Lecture part / Course time	(00:45 – 02:15 p.m., <u>Friday</u>)
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1. Course overview - Introduction, Organisational & Projects in contemporary organizations

Content, ancillary conditions for the lecture and the seminar, Allocation of seminar topics, Explanation of the seminar procedure.

Introduction, The Definition of a project, Why project management, The project life cycle, Modern Project Management

08th Apr 2016

2. Strategic Management and Project Selection

Introduction, Project Selection and Criteria of choice, The nature of project selection models, Types of project selection models, Comments on the information base for selection, Project portfolio process, Project proposals

15th Apr 2016

3. Alignment of projects with organization strategy

The Strategic Management Process – Overview, The Need for an Effective Project Portfolio Management System, Creating Support for a central Project Portfolio Management System, A Project Portfolio Management System

22nd Apr 2016

4. The Project Manager

Project Management and the project manager, Special demands on the project manager, Selecting the project manager, Problems of cultural differences

29th Apr 2016

- 5. Project Organization**
Introduction, The project as part of the functional organization, Pure project organization, The matrix organization, Mixed organizational systems, Organizing Projects within Virtual Organizations

13th May 2016

- 6. Organization – Structure and culture**
Choosing an organizational form, , Special case – the Project Office, The Project Team, Human Factors and the Project Team, Organizational culture, Implications of organizational culture for organizing Projects, How culture is created and communicated in organizations

20th May 2016

- 7. Project Planning**
Introduction, Initial project coordination, Establishing Project priorities, systems integration, Sorting out the project, The work breakdown structure and linear responsibility charts, interface coordination through integration management

27th May 2016

- 8. Conflict and negotiation**
The nature of negotiation, Partnering, chartering and Change, Conflict and the project life cycle, Some Requirements and principles of negotiation

3rd June 2016

- 9. Managing Risk**
Risk Management process, Risk identification, Risk assessment, Risk response development, Contingency planning, Contingency Funding, Risk response control, Change control management

10th June 2016

- 10. Exercises & test (in preparation for exam)**

17th June 2016

Seminar part / Course time

**Group I : 02:15 – 03:45 p.m.
a.s.o.
Friday**

1. Project Management Institute

- a. Check out the PMI's home page at www.pmi.org
- b. Review general information about PMI as well as membership information
- c. See if there is a PMI chapter in Germany.
Where is the closest one?
- d. Access information on PMI's Project Management Body of Knowledge (PMBOK). What is PMBOK?
- e. Explore other links that PMI provides. What do these links tell you about the nature and future of project management?

13th May 2016

2. Project Management Maturity

- a. Describe the evolution toward Integrated Project Management Systems on the basis of the maturity model
- b. Give a description of each level of the Capability Maturity Model (CMM)

13th May 2016

3. The Balanced Scorecard Model

- a. Definition and Description
- b. How does the BSM complements the project priority selection process?

13th May 2016

4. Project Management Software

Select information about Microsoft Project and two other Software providers.

- a. What functions does project management software provide that you cannot do easily using other tools such as a spreadsheet or database?
- b. How do the three different tools you reviewed compare, based on cost of the tools, key features, and other relevant criteria?
- c. How can organizations justify investing in enterprise project Management software?

20th May 2016

5. Procurement Management

As a project manager, you will always have projects for which you must procure hardware, software, or services from outside sources.

To manage procurement – which processes you have to go through?

20th May 2016

6. Prioritizing projects

Following there are some methods that can easily be implemented in the public sector and do not need a computer system for support. Describe and discuss the following models:

- a. Forced ranking
- b. Q-sort
- c. Must-haves, should-haves, nice-to-haves
- d. Criteria weighting
- e. Paired comparisons
- f. Risk/Benefit

20th May 2016

7. Project Management in practice

Read an article about a recipient of PMI's Project of the Year award (www.pmi.org).

Give a summarization of the project, focusing on how the project manager and team used good project management practices.

27th May 2016

8. Project Management Plan

Develop an outline (major headings and subheadings only) for a project management plan to create a Web Site for your class, and then fill in the details for the introduction or overview section.

Assume that this Web site would include a home page with links to a syllabus for the class, lecture notes or other instructional information, links to Web sites with project management information, and links to personal pages for each member of your class.

Also, include a bulletin board and chat room feature where students and the instructor can exchange information.

Assume your instructor is the project's sponsor, you are the project manager, your classmates are your project team, and you have one year to complete the project.

27th May 2016

9. Work Breakdown Structure in MS Project

Create a WBS for one of the following projects:

Updating fifty laptops from MS Project 2007 to MS Project 2010

Decide on all of the level 1 categories for the WBS. Then break down the work to at least the third level for one of the level 1 items. Enter the WBS into MS Project and print out the Gantt chart. Do not enter any durations or dependencies.

27th May 2016

10. Project Human Resource Management

Briefly summarize the works of Maslow, Herzberg, McClelland, McGregor, Ouchi, Thamheim and Wilemon, and Covey. How do their theories relate to project management?

03rd June 2016

11. Additional topics & data s. appendix

**03rd June 2016
10th June 2016**

Literature, text references:

Amongst others:

Project Management: a managerial approach / Jack R. Meredith, Samuel J. Mantel, Jr. – 5th ed.

Project Management: the managerial process/Clifford F. Gray, Erik W. Larson – 2nd ed.

Information Technology – Project Management/Kathy Schwalbe – 4th ed.

Effective Project Management/Robert K. Wysocki – 3rd ed.

Lecture characteristics:

Exercise: sometimes within the course time

Activity confirmation: ... written test

Seminar characteristics:

three seminar groups, level not too high

Topic selection via Email

- **Deadline of your choice email on 11th April 2016, 12.00 a.m.**
- Resulting Issue of the topics by the time-team-priority-criteria
 - (a) necessary information or structure of your email
 - header 'Campus Soest /// topic selection in Project Management I'
 - issue time of your email
 - team members - max two students
 - surname 1, first name 1, ID.-No. 1, email address 1
 - surname 2, first name 2, ID.-No. 2, email address 2
 - ...
 - priority of your topic selection
 - T01-T02-T12-T11, the former topic has the highest priority
 - your choice of group I, group II or group III otherwise automatic group assignment
 - Grp02
 - (b) published on the download area (password) **on 14th April 2016, 12.00 a.m.**

Requirements of every student:

- Good preparation before the active seminar phase
- Presentation over a fixed period of 15 minutes
- (Seminar paper of every student in a scientific form / 5 pages long, citations separately)
- Deadline for the presentation slides and the seminar paper **(pdf-files via Email by the end of this seminar 12th June 2016, 12.00 a.m.)**

Coordinates:

Prof. Arno Soennecken

room: 4.127(building 4 (FB 16) → left stairway → 2.

floor → 1. room on the right sight)

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(normally available on campus in Soest only on Thursday and Friday)

(Status: March 16, FB 16, Soe)