

SYLLABUS

Academic year 2022-2023

1. Information regarding the programme

1.1. Higher education institution	Babeș-Bolyai University of Cluj-Napoca
1.2. Faculty	Business
1.3. Department	Hospitality Services
1.4. Field of study	Business Administration
1.5. Study cycle	Master
1.6. Study programme / Qualification	International Business Administration

2. Information regarding the course

2.1. Name of the course	Project Management		
2.2. Code	IME0012		
2.3. Course coordinator	Dr. Engineer Liciniu A. KOVÁCS		
2.4. Seminar coordinator	Dr. Engineer Liciniu A. KOVÁCS		
2.5. Year of study	2	2.6. Semester	4
2.7. Type of evaluation	E	2.8. Type of course	compulsory

3. Total estimated time (hours/semester of didactic activities)

3.1. Hours per week	4	Of which: 3.2. lecture	2	3.3 seminar/laboratory	2
3.4. Total hours in the curriculum	56	Of which: 3.5. lecture	28	3.6. seminar/laboratory	28
Time allotment:					hours
Learning using manual, course support, bibliography, course notes					36
Additional documentation (in libraries, on electronic platforms, field documentation)					34
Preparation for seminars/labs, homework, papers, portfolios and essays					20
Tutorship					2
Evaluations					2
Other activities:					8
3.7. Total individual study hours	102				
3.8. Total hours per semester	150				
3.9. Number of ECTS credits	6				

4. Prerequisites (if necessary)

4.1. curriculum	
4.2. competencies	

5. Conditions (if necessary)

5.1. for the course	Classroom with multimedia projector and computer connected to the Internet and equipped with MS Project.
5.2. for the seminar /lab activities	Classroom with multimedia projector and computer connected to the Internet and equipped with MS Project.

6. Specific competencies acquired

Professional competencies	<ul style="list-style-type: none"> • Understand the basic concepts of project management. • Understand and apply sequential steps in the project management. • Understand the importance of the position of project manager and its ability to coordinate the processes of initiation, planning, execution, monitoring / control and closing of the project. • The role of the project manager and project team members. • Effective communication with the project team, clients and sponsor. • Ability to manage: <ul style="list-style-type: none"> - Project scope, - Time management and workflows, - Project costs and budgets, - Project resources, - Project quality, - Human resources, - Communication (reports, meetings, correspondence etc.) - Risk management, - Changes in the project. • Understand the critical skills needed to manage projects. • Usage of Microsoft Office Project.
Transversal competencies	<ul style="list-style-type: none"> • Apply the principles, norms and values of professional ethics in their rigorous, efficient and responsible work strategy; • Identify roles and responsibilities in a plurispecialized team and apply effective relationship and work techniques within the team; • Identify opportunities for continuous training and efficient use of learning resources and techniques for their own development.

7. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	<ul style="list-style-type: none"> • Learn concepts and practices currently used in professional project management. • Develop and expand the knowledge necessary for successful project managers.
7.2. Specific objective of the course	<ul style="list-style-type: none"> • Understand the nature and purpose of project management; • Understand the role of project manager and project team; • Establish project specifications; • Understand the checklists; • Establish success criteria of the project; • Establish project activities and time scheduling; • Estimation and providing the resources needed for the project; • Estimating the budget and costs; • Estimate, ensuring resource management and control; • Planning / control of procurement and contracts; • Contract management; • Financial management of the project; • Identifying, documenting, prioritization, quantification, monitoring and controlling risks; • Selecting and managing the project team; • Establishing a dedicated communication system; • Establishment of quality activities and results; • Establishing operations involved in the project closing.

8. Content

8.1. Course		Teaching Method	Remarks
1	<p>Project scope:</p> <ul style="list-style-type: none"> Identify problems and the best ways of solving them; Justify and substantiated project; Propose a project in a standardized form. 	University lecture	1 interactive university lecture
2	<p>Integration Management (1):</p> <ul style="list-style-type: none"> Develop detailed operational objectives; Develop project specifications; Understand the role of checklists. 	University lecture	1 interactive university lecture
3	<p>Integration Management (2):</p> <ul style="list-style-type: none"> Divide large project into phases; Understand the difference between planning and programming. 	University lecture	1 interactive university lecture
4	<p>Plan activities:</p> <ul style="list-style-type: none"> Perform ordering activities and key events of the project in a detailed plan; Estimation resources; Estimate the implementation period. 	University lecture	1 interactive university lecture
5	<p>Costs and operational resources (1):</p> <ul style="list-style-type: none"> Prepare the technical details; Plan and obtain resources. 	University lecture	1 interactive university lecture
6	<p>Costs and operational resources (2):</p> <ul style="list-style-type: none"> Estimate and plan the project costs; Understand financial management; Understand changes. 	University lecture	1 interactive university lecture
7	<p>Microsoft Office Project:</p> <ul style="list-style-type: none"> Understand specific tools of Microsoft Office Project. Develop project tasks in Microsoft Office Project 	University lecture	1 interactive university lecture
8	<p>Project procurement:</p> <ul style="list-style-type: none"> Develop documentation for contracts; Understand auction mechanism; Understand supplier's selecting; Understand the role of negotiations. 	University lecture	1 interactive university lecture
9	<p>Risks Management:</p> <ul style="list-style-type: none"> Identify risks; Implement risk control measures; Measures taken to minimize risks. 	University lecture	1 interactive university lecture

10	<p>Project team:</p> <ul style="list-style-type: none"> • Select and recrute project team members ; • Plan working methods for the project team; • Distribution / delegation and monitoring performance. • Project Meetings; • Providing feedback to project team members. 	University lecture	1 interactive university lecture
11	<p>Communication Management:</p> <ul style="list-style-type: none"> • Establish communication requirements; • Ensure communication with all stakeholders; • Monitoring and reporting of project progress. 	University lecture	1 interactive university lecture
12	<p>Quality Management:</p> <ul style="list-style-type: none"> • Identification project quality requirements; • Develop procedures for planning, tracking and quality control; • ISO standards. 	University lecture	1 interactive university lecture

Bibliography	<ol style="list-style-type: none"> 1. Chatfield, C. and Johnson, T. (2007), <i>Microsoft Office Project 2007 Step by Step</i>, Microsoft Press, Redmond, Whashington, ISBN 978-0-7356-2305-7 2. Lock D. (2000), <i>Management de proiect</i>, Editura CODECS, Bucureşti. 3. Microsoft Corporation (2000), <i>Microsoft Project 2000 Installation Kit</i>. 4. Mocanu, M., Schuster, C., (2001), <i>Managementul proiectelor, Cale spre creterea competitivitatii</i>, Editura ALL BECK, Bucuresti. 5. Mulcahy, R. (2009), <i>CAPM Exam Prep 2nd Edition</i>, RMC Publications Inc., ISBN 978-1-932735-20-8, Internet: http://www.rmcpjproject.com 6. Mulcahy, R. (2009), <i>PMP Exam Prep 6th Edition</i>, RMC Publications Inc., ISBN 978-1-932735-18-5, Internet: http://www.rmcpjproject.com 7. Project Management Institute (2008), <i>A Guide to the Project Management Body of Knowledge (PMBOK® Guide)</i>, 4th Edition, Project Management Institute, Inc., 14 Campus Boulevard, Newtown Square, Pennsylvania, 19073-3299 USA. ISBN 978-1-933890-51-7, Internet: www.PMI.org/Marketplace.
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8.2. Seminar/laboratory		Teaching Method	Remarks
1	Learn to identify problems and optimize project solutions. Learn to prepare project proposals in accordance with requirements.	Case studies	1 seminar
2	Understand the strategic objectives and operational objectives of the project development. Understand and preparation of project specifications; understanding the role of checklists (1).	Case studies	1 seminar
3	Understand the checklists (2). Understanding the difference between planning and programming.	Case studies	1 seminar
4	Acquire notions about ordering activities and key events of the project in a detailed plan. Develop the ability to estimate and manage project resources. Learn estimation techniques.	Case studies	1 seminar
5	Acquire notions about the preparation of documents with technical details. Understand the advantages of synchronization with the available resources. Understand how to elaborate the project budget.	Case studies	1 seminar
6	Acquire notions about the financial management of the project. Understanding the causes and implications of changes.	Case studies	1 seminar

7	Microsoft Office Project	Case studies	1 seminar
8	Understand project elements arising from the contractual provisions. Knowledge and understanding of the principles of tenders and selection of suppliers. Learning to negotiate with suppliers.	Case studies	1 seminar
9	Understand how to identify risks. Implementing risk control measures. Control measures taken to minimize risks.	Case studies	1 seminar
10	Knowledge of conditions for the selection and recruitment of project team members. Ability to develop plans and methods of work with the project team. Getting skills with the division of tasks and performance monitoring. Determine which tasks can be delegated. Project organization and management meetings. Providing feedback to project team members.	Case studies	1 seminar
11	Identification and communication requirements within the organization. Ensure communication with all stakeholders in the project. Providing a system for monitoring and reporting project progress.	Case studies	1 seminar
12	Identify quality requirements of the project. Establish procedures for planning, tracking and quality control. Quality assessment and project results.	Case studies	1 seminar

Bibliography	<ol style="list-style-type: none"> 1. Chatfield, C. and Johnson, T. (2007), <i>Microsoft Office Project 2007 Step by Step</i>, Microsoft Press, Redmond, Whashington, ISBN 978-0-7356-2305-7 2. Lock D. (2000), <i>Management de proiect</i>, Editura CODECS, București. 3. Microsoft Corporation (2000), <i>Microsoft Project 2000 Installation Kit</i>. 4. Mocanu, M., Schuster, C., (2001), <i>Managementul proiectelor, Cale spre creterea competitivitatii</i>, Editura ALL BECK, Bucuresti. 5. Mulcahy, R. (2009), <i>CAPM Exam Prep 2nd Edition</i>, RMC Publications Inc., ISBN 978-1-932735-20-8, Internet: http://www.rmcproject.com 6. Mulcahy, R. (2009), <i>PMP Exam Prep 6th Edition</i>, RMC Publications Inc., ISBN 978-1-932735-18-5, Internet: http://www.rmcproject.com 7. Project Management Institute (2008), <i>A Guide to the Project Management Body of Knowledge (PMBOK® Guide)</i>, 4th Edition, Project Management Institute, Inc., 14 Campus Boulevard, Newtown Square, Pennsylvania, 19073-3299 USA. ISBN 978-1-933890-51-7, Internet: www.PMI.org/Marketplace.
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9. Corroborating the content of the course with the expectations of the epistemic community, professional associations and representative employers within the field of the program

Course content is consistent with what is taught in other universities in Romania and abroad.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation method	10.3 Percentage in the final grade
10.4. Course + Seminar	Ability to apply the Project Management skills in practice	PROJECT: • Description in Microsoft Word • Programming Project Resources in Microsoft Office Project • Budget in Microsoft Excel	100%
10.5. Minimum Performance Standard			
<ul style="list-style-type: none"> • Knowledge of fundamental specific concepts of project management; • Ability to schedule project resources in Microsoft Office Project. 			

Date

Course coordinator
Liciniu A. Kovács

Seminar coordinator
Liciniu A. Kovács

Date of approval

Head of department

