



## SYLLABUS

### *Project management*

Academic year 2025-2026

#### 1. Information regarding the programme

1.1. Higher education institution	Babeș-Bolyai University
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	Procurement and Supply chain management
1.7. Form of education	Full time

#### 2. Information regarding the discipline

2.1. Name of the discipline		Project Management					Discipline code		IME0100		
2.2. Course coordinator			Assistant Professor Andreea-A. Șeulean, PhD								
2.3. Seminar coordinator			Assistant Professor Andreea-A. Șeulean, PhD								
2.4. Year of study		II	2.5. Semester		4	2.6. Type of evaluation		E	2.7. Discipline regime		Elective

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

3.1. Hours per week	3	of which: 3.2 course	2	3.3 seminar/laboratory	1
3.4. Total hours in the curriculum	36	of which: 3.5 course	24	3.6 seminar/laborator	12
<b>Time allotment for individual study (ID) and self-study activities (SA)</b>					<b>hours</b>
Learning using manual, course support, bibliography, course notes (SA)					12
Additional documentation (in libraries, on electronic platforms, field documentation)					16
Preparation for seminars/labs, homework, papers, portfolios and essays					24
Tutorship					8
Evaluations					2
Other activities:					2
<b>3.7. Total individual study hours</b>	<b>64</b>				
<b>3.8. Total hours per semester</b>	<b>100</b>				
<b>3.9. Number of ECTS credits</b>	<b>4</b>				

#### 4. Prerequisites (if necessary)

4.1. curriculum	Not applicable.
4.2. competencies	Not applicable.

#### 5. Conditions (if necessary)



5.1. for the course	Room equipped with video-projector, computer.
5.2. for the seminar /lab activities	Room equipped with video-projector, computer.

## 6. Specific competencies acquired

Professional/essential competencies	<ul style="list-style-type: none"><li>• apply change management</li><li>• identify process improvements</li><li>• consider economic criteria in decision making</li><li>• assess risk factors</li><li>• mitigate waste of resources</li><li>• liaise with logistics management teams</li><li>• plan schedule</li><li>• perform data analysis</li><li>• identify process improvements</li><li>• perform project management</li></ul>
Transversal competencies	<ul style="list-style-type: none"><li>• assume responsibility</li><li>• apply ethical and sustainable thinking</li><li>• think analytically</li><li>• teamwork</li><li>• think critically</li></ul>

## 7. Objectives of the discipline (outcome of the acquired competencies)

7.1 General objective of the discipline	<ul style="list-style-type: none"><li>• Developing the competencies and skills necessary for planning, organizing, implementing, and efficiently monitoring projects in various fields.</li></ul>
7.2 Specific objective of the discipline	<ul style="list-style-type: none"><li>• Acquiring fundamental knowledge about the methods, techniques, and tools used in project management, including resource planning, risk management, and cost estimation.</li><li>• Applying project management principles and best practices in case studies and real-world scenarios, using specific software and methodologies to optimize processes and ensure successful project delivery.</li></ul>

## 8. Content

8.1 Course	Teaching methods	Remarks
The purpose of the project, definitions of terms used in project management.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture
Objectives, activities, and expected results.	Interactive lecture — Use of multimedia materials   Exemplification	2 lectures
Activity planning and common methods used in project planning.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture
Identifying and estimating necessary resources, creating expense budgets.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture
Developing procurement procedures for project resources.	Interactive lecture — Use of multimedia materials   Exemplification	2 lectures
Risk factor management.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture



Team formation and management.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture
The communication process within the project team.	Interactive lecture — Use of multimedia materials   Exemplification	2 lectures
Project control and monitoring.	Interactive lecture — Use of multimedia materials   Exemplification	1 lecture
<b>Bibliography</b> 1. Project Management Institute (PMI). (2008). A Guide to the Project Management Body of Knowledge (PMBOK Guide) (4th ed.). Project Management Institute. 2. Kerzner, H. (2022). Project Management: A Systems Approach to Planning, Scheduling, and Controlling (13th Edition). Wiley. 3. Kory Kogon, Suzette Blakemore, James Wood (2018), Managerul neoficial de proiect, Editura ALL. 4. Laufer, A., Hoffman, E. J., Russell, J. S., & Cameron, S. W. (2015). What Successful Project Managers Do. MIT Sloan Management Review, Spring: 43-51. 5. Meredith, J. R., & Mantel, S. J. (2019). Project Management: A Managerial Approach (10th Edition). Wiley 6. Schwalbe, K. (2021). Information Technology Project Management (9th Edition). Cengage Learning		
8.2 Seminar / laboratory	Teaching methods	Remarks
Introduction to Project Management: the project life cycle, roles and responsibilities of the project manager.	Analysis of project characteristics	1 seminar
Project Initiation – Defining Objectives and Stakeholders	Creating a stakeholder matrix for a proposed project.	1 seminar
Requirements Management and Defining Deliverables	Collecting and managing requirements, Work Breakdown Structure (WBS)	1 seminar
Project Planning – Gantt Chart and PERT Diagram	Practical activity – creating a Gantt Chart for a project	1 seminar
Resources and Cost Management	Calculating project costs using estimation techniques (Analog, Bottom-Up)	1 seminar
Risk Management in Projects	Identifying, analyzing, and developing response strategies for risks. Creating a risk matrix for a project.	1 seminar
Quality Management and Project Control	Creating a quality assurance plan for a project.	1 seminar
Communication and Team Management in Projects	Effective communication techniques – simulating a project status meeting.	1 seminar
Agile Methodologies and Change Management	Comparing Waterfall vs. Agile methodologies, Scrum, Kanban, managing changes in projects.	1 seminar
Monitoring and Evaluating Project Performance	Case study of a failed project and identifying the causes of failure.	1seminars
Project Presentation	Creating a final project report	1seminars
<b>Bibliography</b> 1. Project Management Institute (PMI). (2008). A Guide to the Project Management Body of Knowledge (PMBOK Guide) (4th ed.). Project Management Institute. 2. Kerzner, H. (2022). Project Management: A Systems Approach to Planning, Scheduling, and Controlling (13th Edition). Wiley. 3. Kory Kogon, Suzette Blakemore, James Wood (2018), Managerul neoficial de proiect, Editura ALL. 4. Laufer, A., Hoffman, E. J., Russell, J. S., & Cameron, S. W. (2015). What Successful Project Managers Do. MIT Sloan Management Review, Spring: 43-51. 5. Meredith, J. R., & Mantel, S. J. (2019). Project Management: A Managerial Approach (10th Edition). Wiley 6. Schwalbe, K. (2021). Information Technology Project Management (9th Edition). Cengage Learning		



### 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

- The discipline content is consistent with what is being taught in other universities at home and abroad. In order to adapt it to the labour market requirements, there were held meetings with business representatives.

### 10. Evaluation

Activity type	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	<ul style="list-style-type: none"> <li>Ability to apply acquired knowledge</li> <li>Logical coherence</li> <li>Mastery of specialized terminology</li> </ul>	Preparation and presentation of a project	60%
10.5 Seminar/laboratory	<ul style="list-style-type: none"> <li>Interest in individual preparation, seriousness in problem-solving.</li> <li>Correct use of learned concepts.</li> </ul>	Practical activities	40%
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> <li>Knowledge of the fundamental concepts taught.</li> <li>Correct use and application of specialized concepts.</li> <li>The evaluation method remains the same for resit exams.</li> <li>To calculate the final grade by summing the points obtained throughout the semester, it is necessary to achieve at least 50% of the points allocated to the written exam.</li> </ul>			

### 11. Labels ODD (Sustainable Development Goals)

	Eticheta generală pentru Dezvoltare durabilă

Date:  
25.02.2025

Signature of course coordinator  
Prof. Adina Negrușă, PhD

Signature of seminar coordinator  
Prof. Adina Negrușă, PhD

Date of approval:  
27.02.2025

Signature of the head of department  
Assoc. Prof. Mariu Bota, PhD