

American University of Central Asia
Course Information
School of Economics and Business Administration
Fall 2017

Course Title: Project management
Course Code: MBA 548.1
Course Coordinator: Adilet Sulaimanov
Course Duration: 15 weeks
No. of Credit Units: 3
Class meeting: Saturday 12.25pm-13.40pm
Mode:
Contact: (+996) 770-999-200
Appointments/Hours

1. Abstract:

Project management can be defined as the planning, monitoring and control of all aspects of a project and the motivation of all those involved in it, in order to achieve the project objectives within agreed criteria of time, cost and performance. To achieve this, a number of methods, procedures and techniques have been developed, which together with the general management and people skills, enable the project manager to meet the set criteria of time cost and performance/quality in the most effective way. The project manager is the individual who has the responsibility, authority and accountability assigned to him or her to achieve safely the project objectives within agreed time, cost and performance/quality criteria.

2. Course Aims:

This project management course will provide students with the skills they need to plan and manage successfully, whether they are introducing a new product or service, implementing the latest initiative etc. Using a realistic case study, they will learn how to balance time, cost, quality and scope, and work through the stages of project initiation, planning, scheduling and reporting.

3. Learning Outcomes:

At the completion of this project management course, students should be able to:

- Use a structured approach, prepare a project plan, incorporate appropriate plans, understand schedules, and understand specific outputs and deliverables for each step of the plan.

- Define the scope of a project and identify means of controlling changes to the scope.
- Describe the sources of project risks, and a management approach to the control of these risks.
- Describe project quality objectives and identify appropriate controls to ensure quality outcomes are achieved.
- Describe processes that can be used to develop ongoing stakeholder commitment to a project, and to manage issues arising from the project's dependence on external groups.
- Incorporate techniques which ensure commitment to project completion from a project team in a matrix management organization.
- Describe methods for timely and accurate reporting of progress against plan.

4. Assessment Tasks/Activities

This course will be taught using a combination of lecture, discussion, and dialogue around cases, with emphasis on active learning. The case method provides a pragmatic framework for the learning process. Cases will base on local market and current situations. A case is a comprehensive exposition of a real managerial situation describing a set of problems and requiring a plan of action. Its success depends heavily on student preparation and active participation in class discussions.

The sessions will be participatory. All assignments need to be turned in on-time.

Calculation of Course Grade Student evaluation will use all of the following: group project, class participation, quiz and other evaluative exercises designed to ensure the course objectives are met.

The Course Grade will be weighted as follows:

- Class participation: 40%
- Group-project: 40%
- Quiz (Exam) : 20%

Details on the assignments will be distributed separately.

The class will divide into teams to complete major portions of this class.

- **Attendance and Class Participation (40%)**

Students are obliged to attend each lecture and corresponding seminar class. The unexcused absence from class will result in 5 point deduction from the total attendance and class participation score. The excused absence means **Official Certificate** submitted with valid date and stamp. Students, who actively participate in class may earn up to 5 bonus points. Students who will be absent more than 30% of classes will be automatically assigned grade "F".

***It is very important and critical to prepare reading materials before coming to class. The class is very interactive and requires basic understanding of course materials. Therefore, each student is responsible for preparation of reading assignments before lectures and seminars each week. Please, read, reflect and contribute frequently to class discussions.**

- **Group Project (40%)**

In the beginning of semester students will receive instructions along with assessment criteria for the group project. Students have to make written report and presentation before _____, 2017. Schedule will be discussed with students. Before that students should:

1. Divide into groups of 4-5 people
2. Choose group leader & select group name
3. Group leader should send an email to instructor (_____@auca.kg) mentioning name of students in the group by __pm, _____, 2017 (Friday).

The Project name will be " _____ " for each group. After third session - the students will be assigned projects. Each group will meet instructors beyond the class hours to define customized project for each group.

Using the frameworks, each group will have to detect one or more opportunities, discuss viability and develop business plan for at-least one opportunity. Preferably, they should send the plans to various entrepreneurship competitions.

Two-way group communication with instructor via email should be carried out by the group leader, who will summarize questions, comments, remarks from ALL group members and request for individual group meeting.

- **Quiz (20%)**

Quiz is a closed-book in-class exam scheduled for _____, 2017 (Tuesday). Quiz includes one-half of course materials discussed before the date of examination. The quiz consists of multiple choice and essay questions.

5. Course Policies:

Course instructor reserves the right to modify any and all portions of this syllabus at any time during the period of the course. Any modifications will be communicated in writing to students.

6. Submission of Assignments:

Written assignments are to be completed in APA style Format in class on the date they are due. Late submission will account for 2 of achieved grade.

7. Academic Integrity

- I. *The use of cell phones (talking, texting, etc.) during class is strictly prohibited. Students violating this policy will be given one (1) warning. A second violation of this policy will result in the student being counted absent for the class.*
- II. *The use of any other electronic devices (SUCH AS LAPTOP, IPADS) during class for any purpose not related to the furtherance of the class objectives is strictly prohibited. Students violating this policy will be given one (1) warning. A second violation of this policy will result in the student being counted absent for the class.*

- III. *Students are expected to follow the AUCA ACADEMIC HONESTY code. All types of plagiarism are strictly prohibited. If a student fails to observe this requirement, the instructor may assign an "F" for the work or an "F" for the whole class, depending on the type of assignment and relevant circumstances. Students are expected to read and follow the section on the Student Academic Dishonesty of the AUCA Code of Student Rights, Responsibilities and Conduct. ALSO ENSURE YOUR STUDENTS UNDERTSTAND THE CLEAR DIFFERENCE BETWEEN OUTRIGHT PLAGARISM, RE-PHARASE AND PARAPHRASING AS THERE IS A THIN RED LINE BETWEEN THEM; AT LEAST TAKE 10 MINS OF CLASS TIME EXPLAINING THE DIFFERENCE AS IT GOES A LONG WAY FROM ISSUES THAT CAN COME UP LATER ON DURING ASSIGNMENT MARKING AND STUDENTS COULD SAY THEY DID NOT KNOW THE DIFFERENCE NOR THE LECTURER DID NOT EXPLAIN IN CLASS*

- IV. *You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a diskette, or a hard copy.*

- V. *CLASS ATTENDANCE AND HOW YOU GOING TO TREAT THIS IN YOUR SUBJECT IS IMPORTANT. GENERAL GUIDE IS TO STATE CLEARLY THAT INCONISISTENT ATTENDANCE WILL BE PENALISED; IF YOU ARE MISSING APPROXIMATELY 30% OF CLASS (5 OUT OF 16 WEEKS SCHEDULE) STUDENTS WILL BE DEDUCTED 2 MARKS FROM THEIR ATTENDANCE; AND THAT WILL GRADUALLY INCREASE ON A SLIDING SCALE; CLASS ATTENDANCE MUST BE SIGNED OFF ONLY AT THE END OF CLASS;*

WILL LEAVE THIS TO INDIVIDUAL PREFERENCE BUT FOLLOWING WHAT I HAVE SUGGESTED WOULD SUFFICE AS IT FOLLOWS POLICIES AT AUCA AND CLEARLY); STUDENTS HAVE TO PRESENT Medical cert and provide authentication from Auca medical office.

8. GRADING CRITERIA [YOU CAN KEEP IT THE WAY IT IS AS THIS IS WHAT AUCA PRACTISES]

A 100-93%	B- 82-80%	D+ 69-67%
A- 92-90%	C+ 79-77%	D 66-61%
B+ 89-87%	C 76-73%	D- 62-60%
B 86-83%	C- 72-70%	Failing Grade: below 60%

9. Explanation of Grades Obtained [THIS IS GOOD TO HAVE AS IT CLEARLY PROVIDES SOME SHIELD AGAINST STUDENT ARGUING ABOUT MARKS]

- A** Student demonstrates exceptional understanding and able to critique existing literature and shows good abilities to derive policy implications; Performs well in every aspect of class participation and submits final paper of Journal quality.
- B** Ability to think conceptually and to perform in class participations, and in final paper. Student is able to form plausible arguments and provides reasonable conclusions.
- C** Marginal ability to analyze material presented in lectures and readings. While the student has attended class and involved in discussions, performance is merely class average.
- D** Limited ability to analyze material presented in lectures and readings. While the student has attended class and involved in discussions, performance has been below class average.
- F** Poor learning or lack of effort, the student has failed to demonstrate even a minimal capacity to analyze concepts and theories. Misses most classes and performed very poorly in, or even failed to participate in class discussions. The final paper, if submitted, has been of a poor standard or plagiarized.

10. Tentative Course Schedule: *May change to accommodate guest presenters & student needs*

Topics	Readings to be discussed	Homework Assignment	Other
Week 1 Topics/Major Concepts covered	Introduction of Project Management		
Week 2 Elements of project management	General Phases of project management		
Week 3 New Initiatives from Ideas to Implementation	Detailed Phases of project management. Initiation phase		
Week 4 Approving concept. Selecting and “onboarding” teams members to the project.	“Contracting” teams members for each role in project. Brain-storming process. Definition phase.		
Week 5 “Develop” stage Preparing Projects for Launch	How to implement? Everything that will be needed to implement the project is arranged		
Week 6 “Close” stage Project implementation	Construction of the actual project result The project takes shape		
Week 7 Preparing Projects for Launch. Engaging Students Interactively	Follow-up phase. It concerns when and where the project ends		
Week 8	Listening and asking		

Success stories Guest lecture	questions for real local example.		
Week 9 Working with today's diverse students Case Studying	Making students own cases. Creating teams and starting projects		
Week 10 Working with today's diverse students Case Preparing	Students work through phases of project management		
Week 11 Case Study presentations	Generating presentations		
Week 12 Presentations and Wrap-up	Demonstrating results		
Week 13 How do you know they are learning? Tests, assignments, quizzes, etc.	Discussing presentations. Final grades.		
Week 14 "Limitless" Motivating Students	Motivation lecture. A lot of short local examples.		

11: Readings

- Camille Fournier (2017) *The Manager's Path: A Guide for Tech Leaders Navigating Growth and Change*. Sebastopol, California: O'Reilly Media. (p.244)
- Joseph Heagney (2017) *Fundamentals of Project Management 4th Edition*. New York, NY: AMACOM Books (p.223)
- Data Archiving and Networked Services (2006) *Project Management Handbook*. The Hague, Netherlands: DANS
- Billingham, V. (2008), *Project Management: How to Plan and Deliver a Successful Project (Studymates)*, 3rd edn, The Project Management Excellence Centre Inc.
- Lock, D. (2007). *Project Management*, 9th edn, MPG Books Ltd.
- Project Management Institute Global Standard (2008), *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 4th edn, Project Management Institute.

12. Online Resources:

- <https://www.forbes.com/sites/elanagross/2017/06/12/how-to-take-calculated-risks-to-advance-your-career/#345e51662b9c>
- <https://www.forbes.com/sites/lisaroepe/2017/06/12/how-to-thrive-while-working-at-a-large-corporation/#734e06cf6891>
- <http://www.cyclingnews.com/news/oleg-tinkov-the-final-interview/>
- https://www.ted.com/talks/elon_musk_the_future_we_re_building_and_boring