

Project management CM

Course title - Intitulé du cours	Project management CM
Level / Semester - Niveau /semestre	M1 / Semestre 1
School - Composante	TSE
Teacher - Enseignant responsable	VERON Jean-François
Other teacher(s) - Autre(s) enseignant(s)	Claire VAUFREY
Other teacher(s) - Autre(s) enseignant(s)	Nicolas BOUTEILLER
Lecture Hours - Volume Horaire CM	15
TA Hours - Volume horaire TD	
TP Hours - Volume horaire TP	
Course Language - Langue du cours	Anglais
TA and/or TP Language - Langue des TD et/ou TP	

Teaching staff contacts - Coordonnées de l'équipe pédagogique :

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For any question regarding Project management methodology, it is requested to students to ask questions during the course, so that all participants can beneficiate of the answer. For any specific matter, a first contact can be done at the end of the course or by email. According to the subject, a face to face meeting can be set up.

Course's Objectives - Objectifs du cours :

This course focuses on project management methodology that will increase each participant's ability to initiate and manage projects in the most effective way. They will learn about key project management phases and will have the opportunity to apply this to a case study, which will be used as a connected thread during all the modules. Beside the methodological approach, participants will be able to identify the necessary skills and behavior a project manager needs to succeed. Upon completion of the course, the learners should be able to: - Master Project management concepts & definitions. - Identify each phase of a project lifecycle. - Set up tools for monitoring and controlling a project - Produce a project proposal.

Prerequisites - Pré requis :

As this course is focused on Project Management fundamentals, there are not any specific skills required.

Practical information about the sessions - Modalités pratiques de gestion du cours :

Attendance: All students must be active participants in class activities. An active presence may be shown through participation in, and contributions to discussions. Regular attendance and assignment

submissions are essential for success. Regular “check-ins” are required and counted toward the course grade. Late Work: Projects and assignments must be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value if submitted after the posted due date/time. Further, late project submissions may be rejected at the instructor’s discretion. Honesty Policy: Project Management Basics course does not tolerate plagiarism. All works submitted for credit must be original works created by the scholar uniquely for the class. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation. Web resources for additional reference regarding what constitutes plagiarism and how to avoid it: <http://www.plagiarism.org/>

Grading system - Modalités d’évaluation :

It is required to participate in discussion in class and provide the project deliverables specified at the beginning of the training. It is also required to submit a paper in the form of an executive project management “high level” report (project plan). The goal is to produce a report addressing project management activities and tasks that will be handled by the team that participants will lead. In this paper, they will apply a range of project management principles and methodologies presented throughout the course. It is required to provide an intermediate delivery of the project plan at course 5 Final project (project plan and project deliverables) : 75% Attendance and participation: 25% In each module participants will have the opportunity participate in class discussions. These discussions provide an opportunity to interact with classmates. During this aspect of the course, participants respond to problematic that assist in developing ideas, share those ideas with classmates. Discussion interactions promote development of a community of learners, critical thinking, and exploratory learning.

Bibliography/references - Bibliographie/références :

PMI, a Guide to the Project Management Body of Knowledge PMBok, 6th edition Other references provided during the course.

Planning:

Course 1 (generalities):

- Understand what a project, a program, an operation is.
- Know what project management and associated phases mean
- Understand the project’s paradox o Identify the characteristics of a project life cycle
- Read and understand main features of project’s case study

Course 2 (starting a project):

- Know how to start a project
- Identify when preliminaries studies are necessary
- Perform a SWOT analysis of your university on the project’s case study
- Identify the different items of a project charter
- Know how to formulate SMART objectives with key success indicators
- Understand how to identify and communicate with stakeholders
- Know how to organize the first project’s meeting
- Build the project charter of the case study

Course 3 (planning a project part 1):

- Know how to plan a project
- Identify the different items of a project plan
- Know how to deal with user requirements
- Understand the differences between milestones and deliverables
- Identify limits, requirements, milestones and deliverables on the case study

Course 4 (planning a project part 2):

- Understand how to elaborate a work breakdown structure of your project
- Know how to perform activities identification, characterization and dependencies
- Know how to build a Gantt chart o Build the schedule of the case study

Course 5 (using a project management tool) :

- Use of “project libre” to make a Gantt chart

Course 6 (managing risks):

- Know how to identify risks in a project
- Know how to analyze risks
- Know how to reduce risks
- Apply this knowledge on the case study

Course 7 (managing the team):

- Know what are the qualities of a project manager
- Understand the different kinds of personalities in a team
- Know how to conduct a feedback

Course 8 (executing, monitoring and controlling the project):

- Know how to pilot the execution
- Know how to manage communication with stakeholders
- Know how to manage project procurement
- Apply this knowledge on the case study by identifying and subcontracting part of the project's work to other teams

Course 9 (preparing the final presentation):

- Assembly the different parts of the project, review the project's presentation

Course 10 (presenting the project to the classroom):

- Split the speaking time between teams
- Do the presentation
- Make a return on experience