



**EASTERN MEDITERRANEAN UNIVERSITY**  
**SCHOOL OF COMPUTING AND TECHNOLOGY**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**COURSE POLICY SHEET**



<b>Course Title</b>	Project Management
<b>Course Code</b>	ITEC358
<b>Type</b>	Full Time
<b>Semester</b>	Fall/Spring
<b>Category</b>	AE (Area Elective)
<b>Workload</b>	180 Hours
<b>EMU Credit</b>	(3,1,0) 3
<b>Prerequisite</b>	-
<b>Language</b>	English
<b>Level</b>	B.S. Degree
<b>Teaching Format</b>	3 Hours Lecture, 1 Hour Lab Per Week
<b>ECTS Credit</b>	3
<b>Course Web Site</b>	<a href="http://staff.emu.edu.tr/cihanunal/en">http://staff.emu.edu.tr/cihanunal/en</a>

<b>Instructor(s)</b>	Cihan Ünal	<b>Office Tel</b>	+90 392 630 1663
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#### Course Description

This course aims to provide the basic concepts of management roles, responsibilities and techniques needed in project plan and management. The students who take this course will learn about expectations, limits, risks, planning, scheduling, managing resources, project control and group work. The students will also learn project management tools to implement their future projects. Theoretical knowledge and project management applications will be discussed and implemented in the lecture hours.

#### General Learning Outcomes

On successful completion of this course students should be able to:

- Understand how a project must fit with organizational objectives,
- Understand the project management knowledge areas,
- Understand the elements of project management and the responsibilities of a project manager,
- Understand the significance of a project plan,
- Understand the risks and managerial strategies,
- Understand the importance of technology used in almost every sector.

#### Teaching Methodology / Classroom Procedures

- The course has three lecture sessions.
- Lecture notes are available on the course web site.
- There is one midterm exam.
- There is one final exam.
- Midterm and final exams are written.
- There are two quizzes.
- Quizzes are written.
- There is an assignment.
- The assignment should be submitted as hard copy.
- There is no need to take plagiarism test for the assignment.
- Class attendance is compulsory.
- The student is responsible to check the course web site regularly and view the latest announcements.

### Course Materials / Main References

**Text Book:**

- Portny, S. E. (2013). Project management for dummies. John Wiley & Sons.
- Meredith, J. R., & Mantel Jr, S. J. (2011). Project management: a managerial approach. John Wiley & Sons.
- Project Management Institute. (1987). Project Management Body of Knowledge (PMBOK). Project Management Institute.

### Weekly Schedule / Summary of Topics

<b>Week 1</b>	Introduction to Project Management: Historical Background, Today's World
<b>Week 2</b>	The Key to Achieving Results: Characterizing Projects, Breaking-down Project Management, Knowing Project Manager's Role, Needs Of An Effective Project Manager
<b>Week 3</b>	Clarifying What You Are Trying To Accomplish And Why: Understanding Project Scope Statements, Understanding How Projects Meet The Expectations, Identifying Project Constraints
<b>Week 4</b>	Knowing Project's Audience: Identifying The Project's Diverse Audiences, Building an Audience List, Considering Drivers, Supporters and Observers, Confirming Audience's Authority
<b>Week 5</b>	Developing Game Plan: Dividing Work Into Manageable Pieces, Developing And Displaying Work Breakdown Structure, Identifying Risks While Detailing Work, Documenting Needs
<b>Week 6</b>	Developing Game Plan: Dividing Work Into Manageable Pieces, Developing And Displaying Work Breakdown Structure, Identifying Risks While Detailing Work, Documenting Needs (Cont.)
<b>Week 7</b>	Scheduling: Creating Network Diagram, Determining Schedule Possibilities, Forming The Project's Initial Schedule, Estimating Activity Durations, Presenting The Project's Schedule
<b>Week 8-9</b>	<b>Midterm Examinations</b>
<b>Week 10</b>	Scheduling: Creating Network Diagram, Determining Schedule Possibilities, Forming The Project's Initial Schedule, Estimating Activity Durations, Presenting The Project's Schedule (Cont.)
<b>Week 11</b>	Establishing Whom You Need, How Much, and When: Deciding Skills and Knowledge that Team Members Must Have, Accurately Planning The Project's Personnel Needs, Striking A Balance Among All The Resource Commitments
<b>Week 12</b>	Planning For Other Resources And Developing The Budget: Accounting For The Project's Non-personnel Resources, Preparing A Detailed Budget For The Project
<b>Week 13</b>	Dealing With Risk and Uncertainty: Risk And Risk Management, Risk Factors, Evaluating The Real Cost Of Risks To The Project, Developing Risk Management Strategy, Preparing Risk Management Plan
<b>Week 14</b>	Dealing With Risk and Uncertainty: Risk And Risk Management, Risk Factors, Evaluating The Real Cost Of Risks To The Project, Developing Risk Management Strategy, Preparing Risk Management Plan (Cont.)
<b>Week 15</b>	Using Technology To Up The Game: Recognizing Software's Role In Project Planning and Control, Sizing Up The Benefits And Limitations Of E-mail, Supporting Virtual Teams With Communication Technology
<b>Week 16-18</b>	<b>Final Examinations</b>

### Requirements

- One who misses an exam should provide a medical report or a valid excuse within 3 days after the missed exam.
- The make-up exam is done at the end of the term and covers all the topics.
- Students who fail to attend the lectures regularly may be given NG grade.
- Once the grades are announced, the students have only one week to do objection about their grades.
- It is the students' responsibility to follow the announcement in the course web site.

### Method of Assessment

Evaluation and Grading	Quizzes (2)	Assignment	Midterm Exam	Final Exam
Percentage	10 %	10 %	40 %	40 %

**Grading Criteria \***

<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>D-</b>	<b>F</b>
90 -100	85 - 89	80 - 84	75 - 79	70 - 74	65 - 69	60 - 64	56 - 59	53 - 55	50 - 52	40 - 49	0 - 39

\* Letter grades will be decided upon after calculating the averages at the end of the semester and distribution of the averages will play a significant role in the evaluation of the letter grades.