

Identification	Subject (code, title, credits)	MGT 460– Project Management – 6 credits
	Department	Economics and Management
	Program (undergraduate, graduate)	Undergraduate
	Term	Spring 2023
	Instructor	Anar Imamverdiyev
	E-mail:	Anar.imamverdiyev@khazar.org
	Classroom/hours	Saturday 11:00 – 14:15 Khazar University
	Office hours	
Prerequisites	MGT 310 Management and Organization	
Language	English	
Compulsory/Elective	Required	
Required Textbooks and Course Materials	<p><u>Core Textbook:</u></p> <p>PMP On-Demand Course Manual Based on the PMBOK® Guide Sixth Edition. year - 2017</p> <p>Lecture slides and case studies will be provided by the instructor. Unless otherwise specified, students are expected to study related textbook chapters prior to class. Various methods of teaching will be employed to encourage active involvement of students and make learning process successful. Lectures by external guest speaker(s) may also take place.</p>	
Course Website	<p>This course combines traditional face-to-face classes with online learning. For support learning following websites can be used:</p> <p>https://books.google.co.uk</p>	
Course Outline	<p>This course covers the essential concepts and skills needed to make effective contributions and have an impact on the successful accomplishment of projects. Project management principles and techniques are presented with an emphasis on how they are applied to real world examples. Topics include the project management life cycle and process; techniques for planning, scheduling, budgeting, and controlling project performance; project manager responsibilities and skills; project team development and effectiveness; project communication; and organizational structures.</p>	
Course Objectives	<p>The main objective of this course is to lay the foundation for a solid understanding of project management concepts and principles and to familiarize students with the complexity and challenge of managing projects with tight schedules and limited resources. Students will gain a sound understanding of project management concepts and principles by applying relevant tools and techniques and by making extensive use of case studies to assimilate that knowledge.</p>	

Learning Outcomes	At the end of this course, students should be able to: <ul style="list-style-type: none"> • Describe the project life cycle • Discuss the project management process • Prepare a request for proposal • Develop a project proposal • Develop a work breakdown structure • Estimate resources, durations, and costs for activities • Develop a project schedule • Describe the project control process • Develop a project budget • Explain how to manage changes • Develop risk register • Explain how teams are assigned and formed • Discuss and apply techniques to enhance verbal and written communication • Conduct a post-project evaluation and discuss the value and use of lessons learned 		
Teaching methods	Lecture		X
	Group Discussion		X
	Experiential Exercise		X
	Case analysis		X
Evaluation	Methods	Date / deadlines	Percentage (%)
	Midterm Exam		30
	Quiz		20
	Class activity		5
	Participation		5
	Final Exam		40
	Total		100
Policy	<p>Attendance: Students exceeding the 25% absence limit will not be allowed to participate in the final exam.</p> <p>Quiz: The quiz might be made of multiple-choice questions, true/false questions and open questions. The questions will cover the subjects learned until each preceding class.</p> <p>Late Submission Policy: Assignments should be submitted electronically <u>at the due date</u> mentioned in the course schedule or <u>in due period</u> assigned by the professor. Later submission will result in a grade of zero.</p> <p>Make-up exam: If an exam is missed for any reason with prior permission from the professor via an email, a make-up exam will be given the week following the exam but with a penalty of 20% of the total possible points.</p> <p>Cheating / Plagiarism: Cheating or other plagiarism during the Quizzes, Midterm and Final exams will lead to paper cancellation. In this case, the student will automatically get zero (0), without any considerations.</p>		

Tentative Schedule			
Week	Date (2022)	Topics	Textbook/Assignments
1		The Basics of Project Management part 1	Page 38-111
2		The Basics of Project Management part 2	Page 38-111
3		Project Integration Management	Page 111-142
4		Project Scope Management- Quiz 1	Page 142-174
5		Project Schedule Management part 1	Page 179-249
6		Project Schedule Management part 2	Page 179-249
7		Project Cost Management	Page 256-310
8		Midterm Exam - Project Quality Management	Page 317-355
9		Project Resources Management	Page 355-401
10		Project Communication Management	Page 401-427
11		Project Risk Management part 1	Page 427-477
12		Project Risk Management part 2- Quiz 2	Page 427-477
13		Project Procurement Management	Page 484-512
14		Stakeholder Management	Page 512-531
15		Professional Responsibility	Page 531-545
		Final Exam	