

## Syllabus – Elective Course

Course title:

**Project Management for Everyone**

Credits:

6 ECTS credits

Teaching language:

English

Target students:

Undergraduate students from all study areas with an interest in studying concrete cases on how to manage a project.

Teacher in charge of the course:

Philippe Vandeville, MSc (ISEN Engineering School, *Université Catholique de Lille*)

## COURSE PRESENTATION

Prerequisite:

To take this course, the students should have successfully completed at least 2 semesters of university study and have a solid scientific and technical background. They must have some ability to work as a group and be able to communicate easily in English. The course is aimed at a mix of profiles and interests for a more diverse project management experience; there is no specific course prerequisite, but participating students must have a good general level of scientific understanding (2nd year of Bachelor or Undergraduate Studies).

Content:

The course is highly interactive and will provide students with some methodological and practical tools to manage a project during their future career in engineering or science. Students come from all over the world and form different programs in their home universities. This is one of the big strengths of this course as students will be exposed to other cultures and techniques of engineering/science but also of management and communication.

As a consequence, before the course, students will fill in a questionnaire so that the content is adapted to their previous background and experiences.

Course sessions will include:

- Project and Project Management: definitions and characteristics.

- Breaking down a project into stages (WBS)
- Scheduling (Scheduling software)
- Cost budgeting and Cost control (basis)
- Project manager competencies and skills
- Team building
- Risks & Opportunities
- Good rules in Project Management
- Project Communication
- Introduction to intercultural communication that will help the student to understand challenges and assets of working on international projects (9-hour seminar).
- Issue solving (quality methods)
- Animation of a project review
- Take stock of a project & Presentation of a project for a group
- Wrap-up and evaluation

#### Learning Outcomes:

By the end of the course, the students should be able to:

- understand the methodology of Project Management as well as various aspects and specificities of team building
- utilize the main tools in Project Management, including Clarification Note, WBS, Schedule, Budget, Risks & Opportunities Analysis, Communication Plan
- organize themselves efficiently, implementing the Methodology and those main tools, to develop a project

#### **WORKLOAD**

*French contact hours = 60 minutes (in some countries/institutions, 1 contact hour = 45-50 minutes)*

<b>Form:</b>	<b>Number of hours</b>	<b>Comments</b>
Face-to-face, in-class, on-site learning	<b>39 hours</b>	13 sessions of 3 hours
Additional field trips		
Approximate personal work / homework	15 hours	
Student total workload	54 hours	

#### **EDUCATIONAL METHODS**

Interactive lecture, discussion, presentations, sharing of experiences, group work, guided visits, on-site education

## RESOURCES

All course materials will be supplied in class.

References may be made to the following resources:

Project Management, Harold Kerzner

Project Management for dummies, Stanley E. Portny

Le kit du chef de projet, Hugues Marchat

La boîte à outils du chef de projet, J.Maes; F.Debois

Les 5 clés de succès du chef de projet, Alexis Sgaros

Le chef de projet paresseux ... mais gagnant ! M.Destors et J.Le Bissonnais

Piloter une équipe projet, Lionel Bellenger

Manuel de Gestion de projet, Philippe Vandeville

## ASSESSMENT

Form	Number	Comments
<b>Final exam (10%)</b>	1	Final <b>Multiple Choice Questions</b> (0.5 hours)
<b>Final project (50%)</b>	1	<p><b>At the start of the course</b>, students receive some instructions about a project that they have to prepare during the course. They have to group with other students and define roles between themselves.</p> <p><b>At the end of the course</b>, they will present their project results to a jury composed of the teacher (see above), other faculty members of the partner school as well staff members of partner universities. The jury will assess the results in comparison with the initial assessment but also with the other groups of the class. Quality of the project, thorough thinking on the study case and quality of the presentation will be taken into account for the grading.</p>
<b>Intermediate exam (20%)</b>	1	<p>In the middle of the course period:</p> <p>Individul exam including</p> <ul style="list-style-type: none"> <li>• course questions</li> <li>• study case</li> </ul> <p>(2 hours)</p>
<b>Others (student participation...) (20%)</b>		Attendance, participation, and contribution to group discussion

*This syllabus is based on information available at the time of publication (January 2019). Changes may occur.*

*For updated information about course content, please contact us: [esp@univ-catholille.fr](mailto:esp@univ-catholille.fr)*