Faculty of Science of Public Governance
and Administration

Course Description
Elective Courses

Academic Year 2018/2019
Full time courses

Course code (filled in by the Office for Education)	
Course title	**Project Management – general principles and information systems applications**
Module title	Public Administration and Management
Level of the course	MA
Institute/Department responsible for course	Institute of E-Government
Course director	Csaba Krasznay, Ph.D.
Name of the Lecturer(s)	Csaba Krasznay, Gyula Vastag, Andras Nemeslaki, Balázs König, Attila Kiss

Number of the ECTS credits	5 Credits
Teaching methodology	The major objective of the course is to familiarize students with the principles of PM. This is done through the discussion, practice and demonstration of PM methods applied in several industries and countries. Students will be also expected to develop and enhance specific project management skills such as planning (scheduling, assigning resources, budgeting), working in teams, using advanced PM software tools and communication, and establishing effective project control. Several tools will be introduced and integrated from other core courses. Especial attention will be placed on the practice and experience with up-to date PM software application such as Microsoft Project. The coursework is supported by a MOODLE e-learning platform. (30 hours/semester)
Language of instruction	English
Prerequisite(s) for the course	Fluency in English

Semester	Both
Course description	PM attempts to integrate several knowledge areas of management; teamwork, financial planning and control, scheduling and resource allocation, information systems, communications, motivation and multicultural issues. By doing so, PM provides a methodology and toolkit for managers at all levels to cope with the strategy and operations to meet the above challenges.
Learning outcomes and course competences	• familiarity with the basic project management devices (techniques, tools, methods) • application skills of knowledge areas • acquisition and development of attitudes while preparing, presenting and discussing group assignments • software, and team working skills

Weekly content of course	1. Definition of Projects and Project Management
	2. Project Initiation and Stakeholder Management
	3. Objective/Scope setting and connection to Quality Management
	4. Project Selection and Evaluation
	5. Project deliverables Responsibility Assignment and Estimation
	6. Schedule development
	7. Schedule Development and uncertainty
	8. Resource Allocation Budget Development
	9. Wrapping up the plan Risk Assessment and Mitigation
	10. Project Tracking, Monitoring and Information Systems
	11. Project Control
	12. Conflict Resolution, Influencing, Motivation
	13. Closure or Termination of projects. Critical Success Factors in PM
	14. Summary and Conclusion
	15. Consultation
Assessment methods and criteria	Written tests (40%), Group project (40%), class participation (20%)
Grading	five scale grading
Compulsory or recommended reading materials	**Compulsory reading materials:** Jeffery Pinto: Project Management, Achieving Competitive Advantage Global Edition 3rd Edition, Pearson Publishing, 2012. ISBN13: 9780273767428, ISBN10: 0273767429 **Supplementary reading materials:** PMI: PMBOK Guide), Akadémia Kiadó Budapest, 2009, ISBN 978 963 05 8401 8 Notes of the course instructor in English and in Hungarian
Office hours/contact details	Specified in every semester, krasznay.csaba@uni-nke.hu