**Sokhumi State University**

***SYLLABUS***

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| ***Name of the course*** | **Project Management** |
| ***Status of the course*** | Master programme  **“Intercultural Communications”;** II semester, compulsory |
| ***ECTS*** | **6 ECTS,** total – 150 h., 3 h. a week ( lectures – 30 h., group work – 15 h., midterm review – 2 h., midterm exam – 1 h., final exam – 2 h.), total contact hours – 50 h., independent work – 100 h., that can be also divided into hours: searching different kind of information, article, book – 50 h., oral and written assignment – 25 h., preparation of midterm and final exam – 25 h. |
| ***Course identification/form*** | Lectures /seminars |
| ***Lecturers*** | Larisa Takaladze, Associate Professor at Sokhumi State University,  Telephone number: +995 577-17-07-18  e-mail: larok2706@rambler.ru  Consultation days: Mon-Fri 11:00 – 13:00 |
| ***Course Learning Objectives*** | The objectives of the course are to:   * Define and explain project management and project leadership. * Understand and apply the sequential steps of the project management framework. * Understand the importance and function of project management and apply the project process of initiating, planning, executing, controlling and closing the project. * Define the roles of the project manager, the project team member and effectively communicate with the project team, clients and customer (sponsor) * Apply knowledge and skills to manage the project scope, project time and work flow, project cost and budgets, project resources, project quality, project human resource requirements, project communication (reports, meetings, correspondence, etc.) project changes and project risk management. * Understand the critical people skills needed to lead projects. Prepare a project charter. |
| ***Course Content*** | ***See the attachment*** |
| ***Required and additional literature*** | * შ. ძნელაძე, ი. მშვენიერაძე „პროექტების მართვის სისტემა - Project 2000“, თბილისი, 2002. * Гордон Уэбстер «Планирование и управление проектами для менеджеров», М. 2006. * Сабине Пайне «Проектный менеджмент», М. 2005. |
| ***Course Outcomes*** | Students will learn how to:   * Plan a project to ensure successful delivery and stakeholder satisfaction. * Apply best practices to plan and run projects using a 8-step project management process. * Implement risk management techniques and mitigation strategies. * Estimate and schedule task work and duration with confidence. * Implement monitoring tools and controls to keep fully in command of the project. * Recognize and practice the leadership skills needed to run a motivated team. |
| ***Teaching and Learning Methods*** | The following methods are used:   * explanation methods; * case study * demonstration method; * analysis method; * writing method; * verbal method, discussion/debates. * practical methods. |
| ***Grading system*** | Students are assessed in accordance with the grading system of maximum 100 points. The grading system covers the following competences:   * **attendance - 0 - 10 points;** * **midterm review - 0 - 20 points;** * **midterm exam – 0 - 30 points;** * **final exam - 0 - 40 points**   **Total - 0-100 points.**  Grading system is of the following type:     |  |  | | --- | --- | | **Points** | **Assessement** | | 91-100 | ( A ) excellent | | 81-90 | ( B ) very good | | 71-80 | ( C ) good | | 61-70 | ( D ) satisfactory | | 51-60 | ( E ) passing | | **41-50** | **(FX)** failed; student has to work harder to has the right to retake the final exam once | | **0-40** | **(F)** failed; the work done by the student is not sufficient, course has to be retaken. | |

***Attachment***

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| **№** | **Lectures** |
| I-II  week | **Lecture – 4 h.**  Project management basics; Project Management and strategic planning process  **Group work – 2 h.** |
| III-IV week | **Lecture – 4 h.**  Development of project plan (plan structure)  **Group work – 2 h.** |
| IV-V week | **Lecture – 4 h.**  Project definition (plan, objectives, results, etc)  **Group work – 2 h.** |
| VI week | **Lecture – 2 h.**  Scheduling (scheduling operations, duration of operations, critical way, project plan reduction)  **Group work – 1 h.** |
| VII-IX week | **Lecture – 4 h.**  Resources management (forming of the project team, number of specialists for the implementation of the project, reduction of specialists number, arranging trainings for staff  **Group work – 2 h.** |
| X - XI week | **Lecture – 4 h.**  Risk management (risk identification, risk events matrix, risk management strategy)  **Group work – 2 h.** |
| XII  week | **Midterm exam - 1 h.** |
| XIII-XIV week | **Lecture – 4 h.**  Budget and costs of the project  Project monitoring  **Group work – 2 h.** |
| XV-XVI  week | **Lecture – 4 h.**  Project control  **Group work – 2 h.** |
| XVII week | **Midterm review – 2 h.** |
| XVIII - XX week | **Final exam and re-examination** (if necessary) |