# SFU 2989 Project Management and team work

**Programme**
Bachelor in Banking and Finance (SF)

**Responsible for the course**
Erling S Andersen, Geir Thompson

**Department**
Department of Leadership and Organizational Behaviour

**Term**
According to study plan

**ECTS Credits**
15

**Language of instruction**
Norwegian

**Introduction**
The course can substitute for BIK 6600 and BIK 6601 and is together with BIK 6510 considered equal to the Project Management Bachelor programme, which can be part of the degree of Bachelor of Management.

**Learning outcome**
**Aquired knowledge**
By the end of course the student will have developed the following knowledge outcomes:
• have basic knowledge of vital topics and problems within project management, concerning management, planning, organizing, execution, control, and termination of project
• have knowledge of basic concepts within the subject
• have the ability to keep oneself updated on vital knowledge within the subject
• have basic knowledge of situational leadership theory and self-management and important motivational theories

**Aquired skills**
By the end of the course the student should have developed the following skill outcomes:
• be able to draw up mission and goals for a project
• be able to use a milestone plan to plan a project
• be able to organize a project by the help of responsibility chartsand the assignment of roles, responsibilities and authorities
• be able to write a discursive text on a project
• be able to use techniques for team development
• be able to use intervention techniques

**Reflection**
By the end of the course the student should have developed the following value/attitudes outcomes:
• be able to communicate with others on professional matters withing the subject of project management
• be able to contribute to the development of good practice within the field by exchanging viewpoints and experiences
• have an understanding of the complexity of project work and own contribution
• have an understanding of the importance of team development

**Prerequisites**
There are no formal prerequisites.

**Compulsory reading**
**Books:**
Andersen, Erling S. og Eva Schwencke. 2012. Prosjektarbeid : en veiledning for studenter. 4. utg. NKI-Forlaget
Andersen, Erling S., Kristoffer Grude og Tor Haug. 2009. Målrettet prosjektstyring. 6. utg. NKI-forlaget
Andreassen, Kjell Schou og Cato Wadel. 1989. Ledelse, teamarbeid og teamutvikling i fotball og arbeidsliv. SEEK

Berg, Morten Emil, Øyvind Martinsen og Geir Thompson. 1998. Ledelse, kompetanse og omstilling. Universitetsforlaget
Jessen, Svein Arne. 2008. Prosjektledelse trinn for trinn : en håndbok i ledelse av små og mellomstore prosjekter (SMPer). 2. utg. Universitetsforlaget

## Recommended reading
### Books:
Eriksen, Thomas Hylland ... [et al.], red. 2003. Selvledelse : menneskelig kapital i det nye arbeidslivet. Gyldendal akademisk

## Course outline
### The project concept, global planning and leadership strategies
- The most important characteristics of a project
- The project life cycle
- Requirements of project objectives
- Global planning and organizing
- Strategies for project managers
- The concept of situational leadership theory and self-management
- Important motivational theories

### Project planning, implementation and techniques for building good project teams
- The development of good project teams
- Insight into group dynamics
- Network planning
- Project control, control principles and control mechanism
- Analyses of changes to projects and cost/benefit analyses
- Reporting and communication in projects

### Project organizing, international project management, intervention techniques and process control
- The relationships between the project and the base organization
- Different kinds of project organizations
- Responsibility and authority of the different roles of project work
- Trends of the finance industry, strategies for leadership and the consequences for the role as project manager
- Intervention techniques to succeed with team development processes
- The use of intervention techniques

## Computer-based tools
No specified computer-based tools are required.

## Learning process and workload
The study period is as a norm one semester. Four teaching sessions consisting of two days each are offered. In addition to lectures group discussions will be used for dialogue and further exploration of certain subjects.

There are four written deliveries during the course, including a project assignment. Three of these deliveries are part of the work on the project assignment. In addition there will be two supervisions with the teacher over the phone.

The sudents are supposed to work on their project assignment throughout the whole course period. The project assignment is an important part of the learning process, where the students can make use of what they learn during the programme. The students should select a topic from their own organization, and they should discuss how the project work is conducted, including organizing the project, the relationship between the managers and project participants, the role of the project manager, project risks, etc. The project assignment would be an important tool to improve project work in the organization. The sudents will get an introduction to relevant tools and techniques, which they can use in their thesis work. In addition they will be offered supervision with the teacher. The project assignment can be done individually or in group of two or three students.

Recommended workload in hours

| Activity | Hours |
|---|---|
| Participation at lectures (four gatherings of two days) | 64 |
| Working with project assignment incl. three written hand-ins and guidence | 131 |
| Work on litterature and preparations for the gatherings | 200 |
| Exam | 5 |
| **Total recommended time use** | **400** |

## Use of hours

**Examination**
5 hours written exam, to be taken individually.

**Examination code(s)**
SFU 29891 - written exam, counts for 100% to get grades for course SFU 2989 Project Management and teamwork, 15 study points.

**Examination support materials**
No aids are allowed.

**Re-sit examination**
Makeup exam at the next ordinary exam.

**Additional information**