



APPLIES TO ACADEMIC YEAR 2016/2017

## **ELE 3709 Project Management**

### **Programme**

Elective, Exchange Program

### **Responsible for the course**

Jan Terje Karlsen

### **Department**

Department of Leadership and Organizational Behaviour

### **Term**

According to study plan

### **ECTS Credits**

7,5

### **Language of instruction**

English

### **Introduction**

The course will give an introduction to project management. The students will be given an understanding of what a project is and a foundation for planning, organizing and controlling projects. The course will further develop the students' knowledge about the problems of project work and will, by the help of theory and practical examples, show how to plan, organize, manage and control a project to achieve the goals set.

### **Please note!**

This course overlaps with a group of subjects in the Norwegian course "Prosjektledelse" (7,5 credits) and the specialization course "Project Management" (15 credits). Consequently a combination of these courses can not be approved in a Bachelor's degree.

### **Learning outcome**

#### **Acquired knowledge**

During the course student shall:

- Obtain knowledge about how to start, plan, organize, manage risk, manage stakeholders, follow up, and terminate a project.
- Understand the role of projects in developing a private or public organization.
- Be familiar with project management language, processes, techniques and methods.
- Understand that there are many different types of projects, which may be treated differently.

#### **Acquired skills**

After completed course students:

- Will be able to use several project management tools and techniques, for example: milestone planning, network planning, risk analysis and stakeholder analysis.
- Will be able to take an active part in projects.

### **Reflection**

The students should be able to reflect on the ethical problems associated with the organization of projects. Further the students will be able to understand what it means to participate in a project team and show respect for other team members' knowledge, opinions, roles and personality.

### **Prerequisites**

Completed 1st year of bachelor's programme or equivalent.

### **Compulsory reading**

#### **Books:**

Andersen, Erling S., Kristoffer V. Grude, Tor Haug. 2009. Goal directed project management : effective techniques and strategies. 4th ed. Kogan Page

#### **Collection of articles:**

Karlsen, J.T. Collection of articles for ELE 3709 Project Management. Handelshøyskolen BI. Will be composed later

### **Recommended reading**

#### **Books:**

Jessen, Svein Arne. 2010. Project leadership - step by step. BookBoon.com. Can be downloaded free from <http://bookboon.com>

### Course outline

- What is a project and project work
- Strategy and project management
- Selection and defining the project
- Time planning
- Cost and quality planning
- Organizational structures and teamwork
- Risk management
- Project leadership and management
- Stakeholder management
- Project control
- Scope management
- Contract administration
- Project completion and success evaluation

### Computer-based tools

The students will use Microsoft Project

### Learning process and workload

The course consists of lectures, casestudies, discussions and self-tuition. Reading the syllabus and taking part in casestudies and discussions are mandatory.

Recommended workload in hours

| Activities                           | Hours      |
|--------------------------------------|------------|
| Lectures                             | 30         |
| Reading literature                   | 100        |
| Case studies, exercises              | 60         |
| Work on Microsoft Project            | 10         |
| <b>Total recommended use of time</b> | <b>200</b> |

### Use of hours

30 hours - Lectures

12 hours - Case discussion and feedback, administration

3 hours - Guidance in Microsoft Project

45 hours total

### Examination

A four-hour individual written examination concludes the course.

### Examination code(s)

ELE 37091 - Written exam, counts for 100% towards the total grade in the course ELE 3709 Project Management Basic, 7,5 credits.

### Examination support materials

BI approved exam calculator. Examination support materials at written examinations are explained under examination information in the student portal @bi. Please note use of calculator and dictionary in the section on support materials ([https://at.bi.no/EN/Pages/Exa\\_Hjelpemidler-til-eksamen.aspx](https://at.bi.no/EN/Pages/Exa_Hjelpemidler-til-eksamen.aspx)).

### Re-sit examination

For electives re-sit is normally offered at the next scheduled course. If an elective is discontinued or is not initiated in the semester it is offered, re-sit will be offered in the electives ordinary semester.

### Additional information