



SYLLABUS “PROJECTS MANAGEMENT”

Basic details of the subject:	
Faculty:	Faculty of Economics
Course:	Project Management
Program:	Business Administration
Level:	Bachelor
Status:	Obligative
Academic year:	2022/23
No. of lectures:	2+2
ECTS:	5
Time/ location:	Faculty of Economics
Professor:	Prof. Asoc. Dr. Nerimane Bajraktari
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Course description:	<p>The course of the project "Project Management" will help prepare qualified experts to draft a project plan in the field of business to be the most productive activity. Furthermore, this course aims to help students to gain knowledge of what the project plan expresses, the detailed index of a detailed plan, content, current situations, objectives, management (firm data), customers, competition, risks, market analysis, SWOT analysis, prices and profit , sales tactics, distribution, advertising & promotion, public relations, business relations, manufacturing, financial design, examples and tasks etc.</p>
Course Aims:	<p>Upon successful completion of the course, students will develop the skills and will be able to recognize the complex examinations of all stages of the project:</p> <ul style="list-style-type: none">- Planning- Budgeting- Scheduling- Resource allocation- Review of some reasonable stages such as: implementation, evaluation and content
Learning Outcomes:	<p>By the end of this course, students should be able to:</p> <ul style="list-style-type: none">• Discuss effective project management practices and skills and how projects should be properly managed.• Describe the different phases of the project life cycle and plan appropriate activities for each phase of the project life cycle.• Develop and evaluate Work Breakdown Structures (WBS).

	<ul style="list-style-type: none">• Understand how project budgets are developed within an organization and know how to prepare and revise budgets and cost estimates.• Identify network techniques that are commonly used to project scheduling and be able to calculate and evaluate critical paths and dates on network diagrams.• Estimate and assign resources to project activities and know how to level resources and address resource problems by prioritizing project activities.• Develop a comprehensive project plan, including baselines and subsidiary plans.		
Student's workload for the subject			
Activities	Hours	Days/weeks	Total
Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Practice work	1	3	3
Contact with lecturer/consultations	1	15	15
Field exercises	1	3	3
Mid-terms, seminars	2	2	4
Homework	1	13	13
Individual time spent studying (at the library or home)	1	15	15
Final preparation for the exam	1	10	10
Projects, presentations, etc.	2	1	2
Total			125 hours (5 ECTS)
Teaching Methodology:	Lectures, exercises, discussions, consultations, course projects, homework, midterm exam (colloquium), exams.		
Evaluation Criteria:	Regular and active attendance: 10%, Midterm exam (colloquium): 20%, Course project: 10%, Final exam: 60%.		
Literature			
Main Literature:	1.Dr .Elez Osmani,Dr.Bledar Striniqi,Dr.Dorjan Deltina:Drejtimi –Operimi i projekteve,-Project mengment,Shkoder 2006. Vllatko Mileta: Menagjimi i projekteve. 2.Enterprise Project – Quality Management: Guide Lines to Quality in Project Management http//ansi.org		

	<p>3. <i>Ekonomia dhe Ndërmarrësia, DANIDA@MASHT, 2013, Prishtinë, Kosovë.</i></p> <p>4. <i>Ndërmarrësi, DANIDA & MASHT, 2011, Prishtinë, Kosovë.</i></p>
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Teaching Plan:		
Weeks	Lecture/Topic	Excercises
<i>First week:</i>	Syllabus introduction	Distribution of the semestral project topics.
<i>Second week:</i>	The world of project management	Quizzes and case studies related to the topic of the first week lecture.
<i>Third week:</i>	Human resource management for project management	Quizzes and case studies related to the topic of the second week lecture.
<i>Fourth week:</i>	Forms of project organization	Quizzes and case studies related to the topic of the third week lecture.
<i>Fifth week:</i>	Analysis of project plans.	Quizzes and case studies related to the topic of the fourth week lecture.
<i>Sixth week:</i>	Project Planning	Quizzes and case studies related to the topic of the fifth week lecture.
<i>Seventh week:</i>	Project monitoring and control	Quizzes and case studies related to the topic of the sixth week lecture.
<i>Eighth week:</i>	Midterm exam	Quizzes and case studies related to the topic of the third week lecture.
<i>Ninth week:</i>	Project Quality Management.	Quizzes and case studies related to the topic of the third week lecture.
<i>Tenth week:</i>	Manage communication in the project	Quizzes and case studies related to the topic of the third week lecture.
<i>Eleventh week:</i>	Project Investment Management.	Quizzes and case studies related to the topic of the third week lecture.
<i>Twelfth week:</i>	Project risk management.	Quizzes and case studies related to the topic of the third week lecture.
<i>Thirteenth week:</i>	Budget projects	Quizzes and case studies related to the topic of the third week lecture.
<i>Fourteenth week:</i>	Project Operation	Quizzes and case studies related to the topic of the third week lecture.
<i>Fifteenth week:</i>	Presentation of the semester projects.	Quizzes and case studies related to the topic of the third week lecture.



Academic Policies

- Absence will affect the final grade. The policy is straightforward: If you are absent or negligent, you are responsible for what you have missed.
- Students are required to respect the schedule of lectures and be attentive during the lessons.
- It is mandatory to have books, when in lessons.
- Students must be active and cooperative because the book assigned for the course requires interactive learning and as such seeks continuous collaboration and interaction between teachers, students, books, and technology equipments.
- The cooperative environment during the lectures and exercises is primary demand in achieving the objectives and goals set forth in this syllabus.
- No usage of phones during the classes and tests/final exam.
- Finally yet importantly, full respect for universally recognized academic policies and standards (The Bologna System).