

COURSE OUTLINE

1. GENERAL INFORMATION

SCHOOL	MARITIME AND INDUSTRIAL STUDIES		
DEPARTMENT	INDUSTRIAL MANAGEMENT AND TECHNOLOGY		
LEVEL OF STUDY	POSTGRADUATE		
COURSE UNIT CODE	Δ-ΠΕΕ200	SEMESTER OF STUDY	2 nd
COURSE TITLE	PROJECT PLANNING AND CONTROL		
INDEPENDENT TEACHING ACTIVITIES <i>in case in which credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>	WEEKLY TEACHING HOURS	CREDITS	
	3	6	
<i>Add rows if necessary. The organization of teaching and the teaching methods used are described in detail at section 4.</i>			
COURSE TYPE <i>general background, special background, specialized general knowledge, skills development</i>	Specialized general knowledge		
PREREQUISITE COURSES:			
LANGUAGE OF INSTRUCTION and EXAMINATION/ASSESSMENT:	Greek & English		
THE COURSE IS OFFERED TO ERASMUS STUDENTS			
COURSE WEBSITE (URL)			

2. LEARNING OUTCOMES

<p>LEARNING OUTCOMES <i>The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail. It is necessary to consult:</i></p> <p>APPENDIX A</p> <ul style="list-style-type: none"> • <i>Description of the level of learning outcomes for each qualifications' cycle, according to the European Higher Education Area's Qualification Framework.</i> • <i>Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and APPENDIX B</i> • <i>Guidelines for writing Learning Outcomes</i> 										
<p>This course accompanies and complements the "Project Management" course through the instruction of the MS Project 2013, 2016 & 2019 software. The working environment, the options and adaptations of the software are presented. Moreover, the main actions that one has to apply to properly model a project, such as, plan breakdown, scheduling and financial planning, optimization, tracking, and reporting, are all covered in this course. The main aim of the course is to present a methodological framework to select, develop, execute and track projects and to learn through practical examples, one of the most popular PM information systems.</p> <p>Upon completion of the course the students will be able to:</p> <ul style="list-style-type: none"> • Properly organize their work using efficient project management techniques • Optimize their project plans in terms of schedule, cost, and resources • Organize efficient communication structures and produce competent and rigorous reports • Monitor and control the physical and economic progress of the project • Track and evaluate the project health 										
<p>General Competences <i>Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aims</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case</i></td> <td style="width: 50%; border: none;"><i>Project planning and management</i></td> </tr> <tr> <td style="border: none;"><i>Adapting to new situations</i></td> <td style="border: none;"><i>Respect for difference and multiculturalism</i></td> </tr> <tr> <td style="border: none;"><i>Decision-making</i></td> <td style="border: none;"><i>Environmental awareness</i></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><i>Social, professional and ethical responsibility and sensitivity to gender issues</i></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><i>Critical consciousness, criticism and self-criticism</i></td> </tr> </table>	<i>Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case</i>	<i>Project planning and management</i>	<i>Adapting to new situations</i>	<i>Respect for difference and multiculturalism</i>	<i>Decision-making</i>	<i>Environmental awareness</i>		<i>Social, professional and ethical responsibility and sensitivity to gender issues</i>		<i>Critical consciousness, criticism and self-criticism</i>
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<i>Decision-making</i>	<i>Environmental awareness</i>									
	<i>Social, professional and ethical responsibility and sensitivity to gender issues</i>									
	<i>Critical consciousness, criticism and self-criticism</i>									

<i>Independent work</i> <i>Team work</i> <i>Working in an international environment</i> <i>Working in an interdisciplinary environment</i> <i>Introduction of innovative research</i>	<i>Development of free, creative and inductive thinking</i>
<p>The general competences that the student should have acquired and that the course is aimed at are:</p> <ul style="list-style-type: none"> • <i>Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case</i> • <i>Adapting to new situations</i> • <i>Decision-making</i> • <i>Independent work</i> • <i>Team work</i> • <i>Working in an interdisciplinary environment</i> • <i>Project planning and management</i> • <i>Social, professional and ethical responsibility and sensitivity to gender issues</i> • <i>Critical consciousness, criticism and self-criticism</i> • <i>Development of free, creative and inductive thinking</i> 	

3. COURSE CONTENT

<p>The course covers all the aspects of project planning and control using the MS Project 2013, 2016 & 2019 software. It examines the implementation of proper, coherent and functional project plans and presents techniques and key instructions to avoid common pitfalls. Every practical session is linked to theoretical topics presented in the “Project Management” course.</p> <p>Familiarization with the software gives the ability to apply the knowledge in the job market. The entirety of the course is strongly oriented to practice and is thus enriched with actual case studies and representative examples from Greek and international projects.</p> <p>A combination of teaching and learning methods is employed, aiming to the active involvement of the students and the practical application of the sessions, such as lectures using audio-visual equipment, analysis and discussion of case studies, etc. In addition, students are called to carry out a rigorous team project based on a pragmatic industrial project.</p> <p>The tentative course schedule is given below:</p>	
Week	Topic
1	Introduction – Basic Concepts
2	Organizational Structures – PM Processes – Quantitative Methods for Project Selection and Evaluation
3	Activity Analysis – Resources – Scope Management – WBS
4	Activity Duration and Cost Estimation – Methods for Project Network Analysis and Development – Scheduling
5	PM Software (MS Project) – Part A’
6	Schedule Crashing – Cost/Duration Curve – Gantt Charts – Resource Planning – PERT Analysis
7	Financial Planning – Project Control – Project Cost Analysis Techniques
8	PM Software (MS Project) – Part B’
9	Project Quality Management & Project Human Resource Management
10	Risk Management
11	Final Exam

4. TEACHING METHODS - ASSESSMENT

TEACHING MODE <i>Face-to-face, in-class lecturing, on distance teaching and distance learning etc.</i>	Weekly lectures using instructor presentations and use of the MS Project software in PCs. At the end of each session, a discussion and overview is performed. The course also contains various case study presentations.		
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY <i>Use of ICT in Teaching, Laboratory Education, Communication with students</i>	Teaching: Lectures with audiovisual media, support of the learning process through the eclass platform. Laboratory Education: Use of MS Project Communication with students: Face-to-face at office hours, email, eclass		
COURSE DESIGN		<i>Activity / Method</i>	<i>Semester Workload</i>

<p>Description of teaching techniques, practices and methods: Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, clinical practice, Art Workshop, Interactive teaching, Educational visits, project, Essay writing, Artistic creativity, etc. The study hours for each learning activity as well as the hours of non- directed study are given according to the principles of the ECTS</p>	Lectures	30
	Team Project	45
	Self-study of lecture material	70
	Exams (written)	3
	Counselling	2
	Course Total	150
<p>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS Detailed description of the evaluation procedures: Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice questionnaires, short- answer questions, open-ended questions, problem solving, written work, Essay/report, oral exam, public presentation, laboratory work, art interpretation, other.....etc</p> <p>Evaluation criteria are specifically defined and given as well as if and where they are reported and accessible to students.</p>	<p>Language of exams: Greek</p> <p>Assessment Methods: The final grade of the course is as follows:</p> <ul style="list-style-type: none"> • Team project (25%) • Final exam with approximately fifty multiple-choice questions (65%) • Class participation during lectures (10%) <p>In case of failure, in the September re-sits, the grade of the course is formed based on the above scale.</p> <p>The evaluation of students with special learning difficulties in writing and reading (as certified and qualified by a competent institution) is performed according to the relevant procedure decided by the Department Assembly.</p> <p>The project topic is presented at the 8th week of classes. Teams are composed of 4-5 students. The project is carried out within a 48-hour (continuous) frame and is evaluated through the presentation of individual deliverables.</p> <p>The evaluation criteria are posted on eclass at the beginning of the semester. The course material, along with articles, audiovisual material, useful information, case studies and exercises, are posted on the eclass platform throughout the semester.</p> <p>Notification of the Assessment Criteria: The evaluation criteria are made known during the first lecture and are clearly stated on the course website and/or eclass. Students have the opportunity to receive explanations about the grade they received.</p>	

5. SUGGESTED BIBLIOGRAPHY

<p>- Recommended literature (available at the Library of the University of Piraeus)</p> <ul style="list-style-type: none"> • Rodolfo Ambriz, and John White. <i>Dynamic Scheduling® with Microsoft® Project 2010: The Book By and For Professionals</i>. J. Ross Publications, May 2011. • Sham Dayal. <i>Earned Value Management Using Microsoft® Office Project: A Guide for Managing Any Size Project Effectively</i>. J. Ross Publications, September 2008. • Hagit Landman. <i>Enterprise Project Management Using Microsoft® Office Project Server 2007: Best Practices for Implementing an EPM Solution</i>. J. Ross Publications, July 2008. <p>Scientific and technical articles, audiovisual material and links to quick videos, video for MS project basic operations, and instructor transparencies will be provided. The entirety of the teaching material, along with the solutions of the lab exercises and the mock tests will be posted in the course web site.</p>
