Tempus Project *University of Kragujevac*

WBCVMnet

WBC Virtual Manufacturing Network
Fostering an Integration of the Knowledge Triangle

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European Commission
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Name	**Project management**		
Code	CTC-KG-04		
ECTS	2		
Location	CTC Kragujevac, University of Kragujevac, Faculty of Mechanical Engineering, Sestre Janjić 6, 34000 Kragujevac, Serbia		
Trainer/s	Prof. Dr Dragan Adamović, Prof. Dr Vesna Mandić (CVs is in addendum)		
Purpose			
Recommended entry level	7th level of professional qualification		
Special requirements			
Duration	20 hours		
General objectives	Providing review of basic principles and concepts in project management, both theoretical foundation and skills in using of appropriate tools for project management, emphasizing knowledge and best practices applied in project management. This course deals with various project management roles and their environment, the design life cycle and various techniques of work, planning and monitoring and evaluation to achieve the goals of the project.		
Topics	1. Introduction to project management 2. Project life cycle and organization 3. Project management processes for a project 4. Project integration management 5. Target oriented project management 6. Time management 7. Cost management 8. Project quality management 9. Human resource management 10. Communication management 11. Risk management 12. Procurement management		
Specific learning outcomes in topics	**Topic 1: Introduction to project management**	**Number of hours**	**2**
	Trainees should be able to: • Define what a project is • Define characteristics of the project • Define what project management is • Explain the need for project management • Explain the role of system analysis and system management in the life cycle of the project		
	Topic 2: Project life cycle and organization	**Number of hours**	**2**
	Trainees should be able to: • Define the phases in a project life cycle • Identify the stakeholders of a project • Explain the roles and responsibilities of project team members • Examine organizational influences to a project		
	Topic 3: Project management processes for a project	**Number of hours**	**1**
	Trainees should be able to: • Describe the structure of the project management process • Identify and describe the project management process groups • Analyze the the interactions of the process groups		
	Topic 4: Project integration management	**Number of hours**	**2**
	Trainees should be able to: • Define and outline project charter development • Describe the process of developing project management plan • Understand the ways of project monitoring • Perform project closure		

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Topic 5: Target oriented project management	Number of hours	2
Trainees should be able to:		

- Understand the role of the logical framework
- Access to the logical framework „step by step" to create a target oriented project
- To produce a logical framework for a specific project

Topic 6: Time management	Number of hours	2
Trainees should be able to:		

- Describe the process of activity definition
- Understand the order of activities
- Explain the proces of activity resource estimation
- Estimate the project activity duration
- How to improve time management
- Develop a project plan using appropriate software

Topic 7: Cost management	Number of hours	2
Trainees should be able to:		

- Estimate project cost
- Plan budget and cash flow
- Manage financial data and control costs
- Make financial report

Topic 8: Project quality management	Number of hours	2
Trainees should be able to:		

- Design a system for monitoring project
- Make progress reports
- Evaluate project
- Application of appropriate tools to perform quality control of project

Topic 9: Human resource management	Number of hours	1
Trainees should be able to:		

- Explain human resource planning
- Describe the process of acquiring project team
- Understand the role of managers and project team members
- Apply tools and techniques to develop project team

Topic 10: Communication management	Number of hours	1
Trainees should be able to:		

- Identify stakeholders
- Explain communications planning
- Describe the techniques used in information distribution
- Choose optimal way to communicate
- Understand the problems that arise in the process reporting

Topic 11: Risk management	Number of hours	1
Trainees should be able to:		

- Explain risk management planning
- Describe the techniques for risk identification
- Describe methods of qualitative risk analysis
- Perform qualitative risk analysis
- Understand risk response planning
- Discuss the strategy of risk monitoring and control

Topic 12: Procurement management	Number of hours	2
Trainees should be able to:		

- Explain plan procurements
- Understand the process of conducting procurements
- Make contract of procurement
- Describe the process of execution of the contract

Portfolio assessment	Trainer evaluates level of succes in overcoming the training of each student, through assessments exercises and testing. **Rating exercise:** Exercise trainer defined on the basis of which can be implemented to assess the degree of learning outcomes. The exercises can be performed individually or in team, in groups of 2-5 trainees.

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Examination: Test is defined by trainer on basis of examination which can assess the cognitive skills and their application. For this purpose it is necessary to respond to a range of questions. Answers to questions are provided in writing and orally, in a conversation with trainer evaluator.

Evaluation: Meet   50 - 64%
                    Successful   65 - 79%
                    Excellent   80 - 100%

Performance criteria and the percentage of representation of these techniques in the evaluation module will be given later.