

<b>Course Basic Data</b>	
<b>Academic units:</b>	<b>Faculty of Applied Arts</b>
<b>Course title:</b>	<b>Project Management</b>
<b>Level:</b>	<b>Bachelor</b>
<b>Course status:</b>	<b>Mandatory</b>
<b>Year of study:</b>	<b>3</b>
<b>Number of hours per week:</b>	<b>3</b>
<b>Value in credits- ECTS:</b>	<b>6</b>
<b>Course leader:</b>	<b>Dr.sc. Arta Jashari-Goga</b>
<b>Contacting details:</b>	<b><a href="mailto:arta.jashari@ushaf.net">arta.jashari@ushaf.net</a></b>
<b>Course description</b>	This module will elaborate the key concepts of Project Management, with the emphasis on: Basics of project management; Characteristics of the project; Classification of projects; Initiation of the project; Project Strategic Management; Project organization; Risk management during project organization; Responsibility for Project Risks; Project Scheduling - Time Reduction; Project Procurement Management; Cost Estimation & Budgeting Process; Procurement Management; Project Monitoring & Control.
<b>Course aims:</b>	Providing basic knowledge on project management, the student gains sufficient skills to manage various projects in industry, from the phase of concept idea, then on the project selection criteria, project organization, the phase of implementation, phase of project control and phase of project completion.
<b>Learning outcomes:</b>	Upon completion of this course, the student will be able to:

<p>(a) Knowledge;</p> <p>(b) Ability/ Skills and;</p> <p>(c) Competences</p>	<ul style="list-style-type: none"> <li>• Have a vision for creating an idea and selecting it properly in the project,</li> <li>• Know about the basic features of each project,</li> <li>• Understand the criteria for project selection and implement them during project planning,</li> <li>• Have knowledge of the life cycle of the project.</li> <li>• Have knowledge about the strategy of project implementation,</li> <li>• Possessing this knowledge, the student will be able to successfully manage the projects from the idea development to the completion of the projects.</li> </ul>
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<b>Contribution in Student's learning ( should correspond with Students learning outcomes</b>			
<b>Activity</b>	<b>Hour</b>	<b>Day/week</b>	<b>Total</b>
Lectures	3	15	45
Theory/Lab exercises			
Practical work			
Contact hours/consultation with lecturer	2	2	4
Exercises in the field	2	7	14
Test, seminars	2	4	8
Homework	4	15	60
Student's independent study time (library or home)	1	7	7
Final preparation for exams	1	7	7
Time spent during assessment (tests, quizzes, final exam)			
Project, presentation ect.	2	3	6
<b>Total</b>			<b>151</b>

<b>Methodology of teaching (and learning)</b>	<p>Teaching will take place through lectures, practical assignments, individual and group interpretations, seminars, periodic self-assessments, etc. All this will be realized in the theoretical and practical aspect by presenting the materials in audiovisual form through electronic technology with Windows Office programs. In theoretical terms, general scientific knowledge based on contemporary literature will be provided. The practical part will be realized mainly through concrete examples from the literature and from the practical knowledge of private and public manufacturing enterprises and non-profit organizations. In this way, the creation of interactive professor-student and student-student relations will be aimed.</p>
<b>Assessment (Eligibility Criteria):</b>	<p><b>Methods</b></p> <p>Attendance and discussion of case studies 10 points  Presentation of the seminar paper: 10 points  Knowledge test: 80 Points  Total: 100 points</p> <p>Evaluation of the final exam, which is evaluated with 80% of success, with a further grading system final with the other criteria mentioned above.</p>
<b>Literture</b>	
<b>Basic literature:</b>	1. Panariti S. "Menaxhimi i Projeteve", 2007 Tirane.

<b>Additional literature:</b>	<ol style="list-style-type: none"> <li>1. Jack R. Meredith &amp; Sameul J. Mantel- “Project Management” a Managerial Approach, English Edition, 2009, 2012, 2014.</li> <li>2. M. Mustafa-“ Menaxhimi i projekteve dhe investimeve”, Riinvest 2008.</li> </ol>
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<b>Lectures timeline</b>	
<b>Week</b>	<b>Lectures to be held:</b>
<b>First week:</b>	Why Project Management, What Represents Project
<b>Second week:</b>	Organization Strategy & Project Selection,
<b>Third week:</b>	The structure of the project organization,
<b>Fourth week:</b>	Leadership & Project Manager,
<b>Fifth week:</b>	The project group,
<b>Sixth week:</b>	Goal Management - Clear Project Determination,
<b>Seventh week:</b>	Project Scheduling - Reduced Timeline
<b>Eighth week:</b>	Project Risk Management
<b>Ninth week:</b>	Conflict Management & Negotiation,
<b>Tenth week:</b>	Project Procurement Management,
<b>Eleventh week:</b>	Cost Estimate & Budgeting Process,
<b>Twelfth week:</b>	Pricing Policies and Strategies
<b>Thirteenth week:</b>	Types of prices; Pricing targets; Factors affecting prices and Methods of price formation
<b>Fourteenth week:</b>	Project Monitoring & Project, Evaluation & Completion of the Project
<b>Fifteenth week:</b>	Presentation from case studies

<b>Academic Policies and Code of Conduct:</b>
Regular attendance, keeping calm and active engagement in dialogue during lectures and exercises is mandatory