Course Basic Data	
Academic units:	**Faculty of Applied Arts**
Course title:	**Project Management**
Level:	**Bachelor**
Course status:	**Mandatory**
Year of study:	**3**
Number of hours per week:	**3**
Value in credits– ECTS:	**6**
Course description	The course provides basic knowledge on project management, covering the project cycle from idea development and initiation, to planning, organization, implementation, monitoring and closure. Students are introduced to setting objectives, team organization, time, resource, budget and risk management, as well as project communication and presentation. Through examples and practical work, the knowledge is applied to projects in the fields of graphic design, multimedia and creative industries.
Course aims:	The aim of the course is to equip students with basic knowledge and skills for planning, organizing and managing projects, from idea development to implementation and completion. Students are trained to define objectives, activities, deadlines, resources and budget, identify risks and monitor project implementation, with a focus on projects in the field of graphic design and multimedia.
Learning outcomes:	After completing the course, the student will be able to:

(a) Knowledge; **(b) Ability / Skills and;** **(c) Competences**	• Explain the main concepts and phases of project management; • Develop an idea and structure it in the form of a project; • Determine the objectives, activities, deadlines and resources necessary for the implementation of the project; • Organize the work and roles within the project team; • Develop a basic plan of the project's time and budget; • Identify and assess the main risks during the implementation of the project; • Monitor and evaluate the implementation of the project; • Design and present a project from the field of graphic design, multimedia or creative industries.

Contribution in Student's learning (should correspond with Students learning outcomes

Activity	**Hour**	**Day/week**	**Total**
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 preperation for exams	1	6	6
Time spent during assessment (tests, quizzes, final exam)			
Project, presentation ect.	2	3	6
Total			**150**

Methodology of teaching (and learning)	Teaching is carried out through interactive lectures, discussions, case study analysis and practical exercises. Students develop a project individually or in groups, implementing the management phases from conception and planning to budgeting, implementation, monitoring and presentation. The learning process includes consultations, presentations and analysis of projects, with examples oriented towards graphic design, multimedia and creative industries.
Assessment Methods (Eligibility Criteria):	• Activity and Engagement in Learning... ……**max 10 points** (%), • Design/presentation of the seminar paper project…….**max 20 points** (%), • Final Exam .....**max 70 points** (%) Students must pass 50% of all evaluation criteria.
Concretization tools – IT	Use of classic and electronic whiteboards, Internet, Wi-Fi, computer, projector, PowerPoint, etc.
The ratio between the theoretical and practical part of the study	70% - Theories 30% - Apprenticeships
Literture	
Basic literature:	1. Panariti S. "Project Management", 2007 Tirana.
Additional literature:	1. Jack R. Meredith & Sameul J. Mantel-"Project Management" a Managerial Approach, Englidh Edittion,2009,2012,2014. 2. M. Mustafa-"Project and Investment Management", Riinvest 2008.
Lectures timeline	

Week	Lectures to be held:
First week:	Introduction to project management – concept, characteristics and types of projects; projects in design and multimedia
Second week:	Project initiation and selection – idea development, goal and objectives.
Third week:	Project planning and organization – structure, activities and resources.
Fourth week:	Project manager and leadership – roles, responsibilities and decision-making.
Fifth week:	Project team – team organization, role division, and collaboration.
Sixth week:	Goal and objective management – defining project outcomes and products.
Seventh week:	Time management – planning activities, deadlines and scheduling.
Eighth week:	Risk management – identification, analysis and treatment of risks
Ninth week:	Communication, conflict and negotiation in the project.
Tenth week:	Resource and procurement management – materials, services and collaborators.
Eleventh week:	Cost management and project budgeting.
Twelfth week:	Pricing and estimating creative services – determining the cost and bid of the project.
Therteenth week:	Project management in graphic and multimedia design – the brief, the client, the creative process and delivery.
Fourteenth week:	Monitoring, control and completion of the project – evaluation of results and documentation.
Fifteenth week:	Presentation of student projects – presentation, analysis and evaluation.

Academic Policies and Code of Conduct:
Students must be regular and active in lectures and exercises, complete and submit assignments and projects within the specified deadlines, and respect the principles of academic integrity. Individual and group work must be carried out responsibly, respecting the roles of team members, professional communication, and individual contribution to the project.