| **1. Course title:** Project Planning and Project Management | | | | |
| --- | --- | --- | --- | --- |
| **2. Code:** | | **3. Type (lecture, seminar, laboratory):** lecture | | |
| **4. Total of contact hours:** 26 hours | | **5. Number of credits (ECTS):** 3 | | |
| **6. Pre-requisites (max. 3):** none | | | | |
| **7. Announced:** ☐ autumn semester, ☒ spring semester, ☐ both semesters | | | | |
| **8. Limit for participants:** no | | | | |
| **10. Instructor-in-charge (faculty, institute and department):**  Péter REMÉNYI, PhD (FS, Institute of Geography, Department of Political Geography, Development and Regional Studies) | | | | |
| **11. Instructor(s) and percentage:** | | Péter REMÉNYI | | 100 % |
|  | |  |
|  | |  |
|  | |  |
| **12. Language:** English | | | | |
| **13. Course objectives and learning outcomes:**  Aim of the course is to introduce the project as an approach, as a method of organizing work, its theoretical principles as well as its planning and implementation practices to the students.  On successful completion of this course students are expected to be familiar with the theoretical operation of projects (the project cycle), the basic means and ends of project planning, the basics of project development, evaluation and financing and have an understanding of the specific vocabulary of the subject.  Subject-specific skills:  On successful completion of the course students are expected to be  able to plan, create and evaluate project-processes.  ready to interpret and analyse project plans,  able to join to the planning process and execution and could plan some separated processes individually.  able to work in teams, and to think systematically. | | | | |
| **14. Course outline / Milestones**  Week 1 Introduction, concept and types of projects. Project cycle  Week 2 Project initiation, SWOT-analysis  Week 3 Goal setting. Hierarchy of goals, problem tree/goal tree  Week 4 Project planning – work breakdown structure (WBS), resource planning  Week 5 Project planning – the logframe matrix, risk analysis  Week 6 time-planning – critical path method (CPM) and the gantt-diagram  Week 7 Project execution, closing, evaluation and follow up.  Week 8 SWOT presentation  Week 9 problem tree/goal tree presentation  Week 10 wbs, resources presentation  Week 11 logframe matrix, risk analysis presentation  Week 12 time planning presentation  Week 13 evaluation | | | | |
| **15. Mid-semester works**  students present their project from step to step beginning at the 8th week following the logic of the classes of the first seven weeks. | | | | |
| **16. Summative assessment, formative assessment**  students are graded according to their mid semester works with a scale of 1-5. | | | | |
| **17. Reading assignments:**   1. Eric Verzuh 2011: The Fast Forward MBA in Project Management. Wiley. 2. <http://www.projectmanagement-training.net/book/index.html>. A guide to the project management body of knowledge. publ. by Project Management Institute, 521 p. 2013 | | | | |
| **18. Recommended texts:** | | | | |
| **Date** | 13 November, 2017 | **Prepared** |  | |
| Péter REMÉNYI PhD  instructor-in-charge | |
| **Endorsed** | | |  | |
| András TRÓCSÁNYI PhD leader of the program | |