

<b>Philadelphia University</b>	 <b>PHILADELPHIA UNIVERSITY</b> <small>THE WAY TO THE FUTURE</small>	<b>Approved Date:</b>
<b>Faculty: Arts</b>		<b>Issue:</b>
<b>Department:</b> Basic Human Sciences		<b>Credit Hours: 3</b>
<b>Academic Year:22-23</b>		<b>Course Syllabus</b>

### Course Information

Course No.	Course Title	Prerequisite	
<b>0330111</b>	<b>Principles of Project Management.</b>	<b>None</b>	
Course Type		Class Time	Room No.
<input type="checkbox"/> University Requirement	<input type="checkbox"/> Faculty Requirement	<b>11:15-12:30</b> Sun.- Tue.	<b>32104</b>
<input type="checkbox"/> Major Requirement Compulsory	<input checked="" type="checkbox"/> Elective		

### Instructure Information

Name	Office No.	Phone No.	Office Hours	E-mail
<b>Ahmad Moeen Alghoul</b>	<b>32404</b>	<b>0796344479</b>	Any question will be answered within 48 hours	<b>aghool@philadelphia.edu.jo</b>

### Course Delivery Method

<input type="checkbox"/> Blended	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Physical
Learning Model		
Percentage	Synchronous	Asynchronous
		<b>100%</b>

### Course Description

This course discusses the basic principles of project management, including concepts from the initiating, planning, executing, monitoring, controlling, and closing process groups.

Using some project management tools, work breakdown structure (WBS) and critical path method (CPM).

The next part of this course discusses how to use Microsoft Project (MSP). You will learn how to plan projects, assign tasks, manage resources, and make reports.

## Course Learning Outcomes

Number	Outcome	Corresponding Program Outcomes
<b>Knowledge</b>		
<b>K1</b>	Describes basic concepts in project management.	
<b>K2</b>	Be able to understand and use different project management tools	
<b>K3</b>	understands the importance of project management	
<b>K4</b>	Discusses the concept of the project life cycle	
<b>Skills</b>		
<b>S1</b>	Distinguish between different project management applications and tools used to implement scheduling, cost control and budget management, resource allocation, collaborative communication, management, and documentation	
<b>S2</b>	Group work	
<b>S3</b>	Using project management software	
<b>Competencies</b>		
<b>C1</b>	Build and manage the project using MS Project	

## Learning Resources

Course Textbook	Title	Author/s	Year/edition number	Publisher
	1-Project 2010 Bible	Elaine Marmel	first Edition,	Wiley Publishing
	2-Project Management for Dummies	Stanley E. Portnoy	6th Edition,	Wiley Publishing
Supporting References	<b>1-97 Things Every Project Manager Should Know, Barbee Davis</b> <b>2- Fundamentals of Project Management, Sixth Edition, Joseph Heagney</b> <b>3-Microsoft Project 2013 the missing manual, Bonnie Biafore</b> <b>4- PMP: project management professional exam study guide, Kim Heldman</b>			
Supporting Websites	<a href="https://www.pmi.org/learning/academic-research/project-management-curriculum-and-resources/academic-project-management-case-studies">https://www.pmi.org/learning/academic-research/project-management-curriculum-and-resources/academic-project-management-case-studies</a> <a href="https://www.lifehack.org/articles/technology/the-best-8-project-management-apps.html">https://www.lifehack.org/articles/technology/the-best-8-project-management-apps.html</a> <a href="https://www.youtube.com/watch?v=yztebYOfsHo">https://www.youtube.com/watch?v=yztebYOfsHo</a> <a href="https://www.productplan.com/glossary/pert-chart/">https://www.productplan.com/glossary/pert-chart/</a>			
Teaching Environment	<input type="checkbox"/> Classroom <input checked="" type="checkbox"/> laboratory <input type="checkbox"/> Learning Platform <input type="checkbox"/> Other			

## Meetings and Subjects Timetable

Week	Topic	Learning Method*	Task	Learning Material
1	Explain faculty vision and mission, plan, objectives, and outputs of learning material, application of quality assurance standards and accreditation policies, and the College's participation in the National Accreditation Program	Lecture and class participation		student-related accreditation policies and course syllabus
2	Project Management Basics <ul style="list-style-type: none"> <li>■ Definition of a project and its attributes</li> <li>■ Key constraints within which a project must be managed</li> <li>■ How is a project “born”?</li> <li>■ Steps involved in the project management process</li> <li>■ Benefits of project management</li> </ul>	Lecture and class participation		Chapter 1 Textbook 2
3	Project Management Basics <ul style="list-style-type: none"> <li>■ Controlling Projects</li> <li>■ Steps involved in the project management process</li> <li>■ Project Constraints</li> <li>■ Benefits of project management</li> </ul>	Lecture and class participation		Chapter 1 Textbook 2
4	Project plan and design <ul style="list-style-type: none"> <li>■ Project Life Cycle</li> <li>■ Project Initiation Phase</li> <li>■ Project Planning Phase</li> <li>■ Project Execution Phase</li> <li>■ Project controlling Phase</li> <li>■ Project Close-out Phase</li> </ul>	Lecture and class participation	Homework	Chapter 1 Textbook 2
5	Project Management Tools <ul style="list-style-type: none"> <li>■ Work Breakdown Structure (WBS)</li> <li>■ The basis for Project Schedule</li> <li>■ Purposes of Project Scheduling</li> <li>■ Project scheduling models</li> <li>■ Gantt charts</li> </ul>	Lecture and problem solving		Chapter 2 Textbook 2
6	Project Tools Critical Path Method (CPM) <ul style="list-style-type: none"> <li>■ Steps to create PERT and CPM</li> <li>■ Questions CPM</li> <li>■ Can Answer</li> <li>■ How to find Critical Path</li> </ul>	reverse learning and problem solving	Discussion Questions	Chapter 2 Textbook 2
7	Project Management Software <ul style="list-style-type: none"> <li>■ The Nature of Projects</li> <li>■ Critical path and slack</li> <li>■ Durations and milestones</li> </ul>	Lecture, Classroom Participation, and solving problems		Chapter 1 Text book1
8	Project Management Software <ul style="list-style-type: none"> <li>■ Fixed-duration tasks and resource-driven schedules</li> <li>■ Diagrams that aid project management</li> </ul>	presentations		Chapter 1 Text book1
9	Exploring the Microsoft Project Environment <ul style="list-style-type: none"> <li>■ Managing projects with project management software</li> </ul>	Case Study		Chapter 2 Text book1

	<ul style="list-style-type: none"> <li>■ How Microsoft Project can help manage your project</li> <li>■ Project Server</li> </ul>			
10	<p>Getting Your Project Going</p> <ul style="list-style-type: none"> <li>■ Using the Ribbon</li> <li>■ Quick Access Toolbar (QAT)</li> <li>■ Working with the Mini Toolbar</li> <li>■ Gantt Chart view</li> <li>■ Changing views</li> </ul>	Lecture and class participation	Group Project phase1	Chapter 2 Text book1
11	<p>Getting Your Project Going</p> <ul style="list-style-type: none"> <li>■ Gathering Information</li> <li>■ Determining detail tasks</li> <li>■ Lining up your resources</li> <li>■ Looking at dependencies</li> <li>■ Establishing Basic Project Information</li> <li>■ Setting calendar options</li> <li>■ Setting schedule options</li> <li>■ Creating a new calendar</li> </ul>	problem-solving	Attending videos	Chapter 3 Text book1
12	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Working with Tasks</li> <li>■ Entering tasks</li> <li>■ Adding detail tasks</li> <li>■ Adding tasks to the timeline</li> <li>■ Manual and automatic scheduling</li> <li>■ Saving Project Files</li> <li>■ Protecting files</li> </ul>	Lecture and class participation	Students collect explanatory videos	Chapter 3 Text book1
13	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Fixed Unit tasks</li> <li>■ Fixed Work tasks</li> <li>■ Fixed Duration tasks</li> <li>■ Effort-driven tasks</li> <li>■ Assigning Task Timing</li> <li>■ Creating milestones</li> <li>■ Using Recurring Tasks</li> </ul>	Lecture and problem solving	Homework	Chapter 4 Text book1
14	<p>Building Tasks</p> <ul style="list-style-type: none"> <li>■ Establishing Constraints and Deadline Dates</li> <li>■ Setting constraints and deadline dates</li> <li>■ Establishing Dependencies Among Tasks</li> <li>■ interactions between constraints and dependencies</li> <li>■ create dependencies</li> <li>■ Dependency types</li> </ul>	Lecture and class participation		Chapter 4 Text book1
15	<p>Creating Resources and Assigning Costs</p> <ul style="list-style-type: none"> <li>■ How the Project uses resource information to affect the schedule</li> <li>■ How Project gathers cost information</li> <li>■ Creating a Resource List</li> <li>■ Modifying Resource Information</li> <li>■ Assigning resources to tasks</li> <li>■ Assigning a budget resource</li> </ul>	Lecture and class participation	Group Project phase2 presentations	Chapter 5 Text book1
16	<b>Final Exam</b>			

\*Includes lecture, flipped Class, project-based learning, problem solving-based learning, collaboration learning.

## Course Contributing to Learner Skill Development

Using Technology
1-Using databases or search engines to obtain data on small and medium projects at global, international, and local levels. 2- Using project management software (Microsoft Project)
Communication Skills
Prepare presentations and videos on selected topics of the material.
Application of Concept Learnt
Microsoft Project Management application.

## Assessment Methods and Grade Distribution

Assessment Methods	Grade	Assessment Time (Week No.)	Course Outcomes to be Assessed
<b>Mid Term Exam</b>	<b>% 30</b>	Eighth week	<b>K1, K2, K3</b>
<b>Term Works*</b>	<b>% 30</b>	All semester Discussion questions (4 points) Tools assignment (5 points) Group project (18 points) Quiz (3 points)	<b>K2</b>  <b>K2, S1</b> <b>C1</b>
<b>Final Exam</b>	<b>% 40</b>	Sixteenth week	<b>K1, K2, K3, K4</b>
<b>Total</b>	<b>%100</b>		

\* Include quizzes, in-class and out of class assignments, presentations, reports, videotaped assignment, group, or individual project

## Alignment of Course Outcomes with Learning and Assessment Methods

Number	Learning Outcomes	Learning Method*	Assessment Method**
<b>Knowledge</b>			
<b>K1</b>	Project definition, characteristics, and limitations Project plan and project life cycle Project stages: initiation planning and execution	Lecture and class participation	Exams
<b>K2</b>	Work Breakdown Structure (WBS) Project schedule, templates, and Gantt charts.	Lecture and class participation	Exams assignments
<b>K3</b>	Steps to create a PERT and CPM	problem-solving based learning	Exams assignments
<b>K4</b>	Microsoft Project Environment Project server	Lectures, seminars project-based learning	Exams projects
<b>Skills</b>			
<b>S1</b>	Applying Microsoft Project Management application.	Learn by solving problems. Projects	Group Project
<b>Competencies</b>			
<b>C1</b>	Using Microsoft Project Management application.	participatory learning	Group Project

\*Include lecture, flipped class, project-based learning, problem solving based learning, collaboration learning.

\*\* Include quizzes, in-class and out-of-class assignments, presentations, reports, videotaped assignments, group, or individual projects.

## Course Polices

Policy	Policy Requirements
<b>Passing Grade</b>	The minimum pass for the course is (50%) and the minimum final mark is (35%).
<b>Missing Exams</b>	<ul style="list-style-type: none"> <li>• Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark.</li> <li>• Anyone absents from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse's disappearance, and in this case, the subject teacher must hold a compensation exam for the student.</li> <li>• Anyone absents from a final exam with a sick excuse, or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.</li> </ul>
<b>Attendance</b>	The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it.
<b>Academic Integrity</b>	Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights.

**Program Learning Outcomes to be Assessed in this Course**

<b>Number</b>	<b>Learning Outcome</b>	<b>Course Title</b>	<b>Assessment Method</b>	<b>Targeted Performance level</b>

**Description of Program learning Outcomes Assessment Method**

<b>Number</b>	<b>Detailed Description of Assessment</b>

**Assessment Rubric of the Program Learning Outcomes**

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