

Course Specification Document

Title	Introduction to Organization and Project Management
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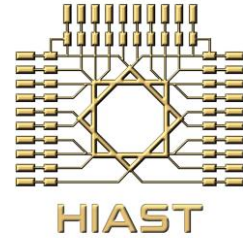
Credits	2 ECTS
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Aims	<p>This course aims to highlight the importance of management in practical life within organizations and to demonstrate what this requires in terms of distinctive practical thinking to understand reality and then intervene in it, according to the goals, structure, and work environment of the organization in order to enable it to achieve its objectives. It also aims to introduce the student to the basic concepts, methodologies, methods, and tools used in project management through two frameworks: the first represents the project life cycle, while the second represents the knowledge areas in project management.</p>
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Intended learning outcomes

On successful completion of this course, the student will be able to:

- Recognize the concept of organizations and some of their important properties through what has been presented by various streams of economic and management, in order to apply the appropriate ones in administrative applications.
- Understand the importance of the institutional environment and its surroundings in the administrative work and the impact of this environment on the decisions of the organization.
- Know the importance of defining the objectives of organizations their forms, specifications and their necessity for administrative work.
- Familiarize himself with some management principles.
- Recognize the role and functions of a manager in managing organizational affairs.
- Understand the basic concepts related to the project, program, portfolio, project management, time and cost.
- Recognize the basics of project management, including planning, implementation, monitoring, and closure.
- Identify the knowledge areas in project management.
- Enhance the use of the management science foundations and apply them realistically in the world of organizations.
- Design the project breakdown structure and define the relationships between its activities.
- Use different estimation methods for time and cost.
- Draw the project network diagram.
- Use project management software.



Syllabus

- **The concept of the organization:** Aspects and characteristics highlighted by economists when dealing with organizations, other theories about organizations from practical and realistic perspectives, as well as the properties of organizations.
- **The objectives of organizations:** Types of organizations, their nature, characteristics and the specifications of good objectives.
- **The environment of organizations and their surroundings:** Its elements and components, its effects, nature, and classification.
- **The functions and tasks of a manager, their interplay, interconnections and integration:** The Planning, organizing, activating and administrative control functions (What are they, what roles do they fulfill and what questions do they aim to answer).
- **Schools of management:** Highlighting the trends in management though (Management Theories and Schools).
- **What is the project:** Characteristics of the project, its difference from production systems and its difference from programs and activity portfolios.
- **What is project management:** Factors for project success and failure, project management foundations, determining project priorities.
- **Project selection:** Feasibility analysis, selection decision models, financial models.
- **Project life cycle:** Project phases, knowledge areas in project management.
- **Project definition:** Project charter and scope, work breakdown structure (WBS).
- **Time planning in the project:** Sequencing activities, estimating the duration of activities, drawing a network diagram, PERT method and CPM method.
- **Project resource planning:** Resource allocation and leveling.
- **Cost management in the project:** Estimating, monitoring and controlling costs.
- **Project monitoring and control:** Time and cost analysis.