

| | | | | | | |
|------------------------------------|---|------------|---------------|---|------------|-------|
| Department of Management | | | | | | |
| Degree Program | B.A. in Management | | | | | |
| Module Name | Innovation and Project Management | | | | | |
| Module Code | MGMT-M3191 | | | | | |
| Module Coordinator | | | | | | |
| Course Title | Project Management | | | | | |
| Course Code | MGMT3192 | | | | | |
| ECTS credit points | 5 | | | | | |
| Course Information | Academic Year: | | Semester: | | | |
| | Meeting day: | | Meeting time: | | | |
| | Meeting location: | | | | | |
| Instructor's Contact Information | Office: | | Phone: | | | |
| | Email: | | Office Hours: | | | |
| Student workload | Lecture | Discussion | Assignment | Home Study | Assessment | Total |
| | 48 | 20 | 17 | 35 | 15 | 135 |
| Course Objectives | After accomplishment of this course, students will be able to:- <ul style="list-style-type: none">Know basic concepts of project analysis and planning,Understand sources of project ideas and project identification,Explain feasibility study from different analyses perspective,Know mechanisms of project financing,Prepare project documentation & project appraisal,Appreciate project implementation, controlling & evaluation techniques | | | | | |
| Course Description/Course Contents | Project analysis and Management involves systematically incorporating the interests of customers, creating a disciplined way of prioritizing efforts and resolving tradeoffs, working concurrently on all aspects of the project in multifunctional teams and downstream activities. To this end, the course is designed to teach students the fundamentals of project formulations, appraisal, executive, planning and analysis of projects, the project cycle, market and demand analysis, raw material and supply study, location, site, and environmental assessment, production plan and plant capacity, technology and engineering study, financial & economic analysis , appraisal criteria, project financing, documentation, implementation monitoring and evaluation. | | | | | |
| Pre-requisites | No Prerequisite | | | | | |
| Status of the Course | Core | | | | | |
| Schedule | | | | | | |
| Week | Topics and Sub Topics | | | Course Objectives | | |
| Week 1 | UNIT 1 GENERAL INTRODUCTION | | | After completing this unit, students will be able to: | | |

| | | |
|--|---|--|
| | <ol style="list-style-type: none"> 1. Meaning and definition of project 2. Features of a project 3. Projects and Plans | <ul style="list-style-type: none"> ✓ understand the meaning and definition of project, ✓ explain the features of project, ✓ Narrate projects and plans |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students with the concept of project and features. ✓ facilitate group work ✓ Give brief lecture on features of project. ✓ Summarize discussion the lesson. | | <ul style="list-style-type: none"> ✓ Participate in group work on project plan. ✓ Attend the lecture ✓ Reflection of idea on project plan. |
| Delivery Methods | lecture, group discussion and reflection | |
| Assessment | • Quiz | 10% |
| Week 2 & 3 | UNIT 2 PROJECT CYCLE <ol style="list-style-type: none"> 1. Meaning and Definition of Project Cycle 2. World Bank Project Cycle 3. UNIDO Project Cycle | After completing this unit, students will be able to: <ul style="list-style-type: none"> ➤ Understand the meaning and definition of project cycle. ➤ explain the World Bank Project Cycle ➤ Differentiate World Bank Project Cycle and UNIDO Project Cycle. |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students with the meaning and definition of project cycle. ✓ facilitate group work ✓ Give brief lecture. ✓ summarize the lesson | | <ul style="list-style-type: none"> ✓ Participate in group work on world bank project cycle. ✓ Attend the lesson. ✓ Reflect their idea by asking questioning and answering. |
| Delivery Methods | lecture, group discussion, presentation and reflection | |
| Assessment | • Test | 5% |
| Week 4, 5, & 6 | UNIT 3 PROJECT IDENTIFICATION <ol style="list-style-type: none"> 3.1. Project Idea – meaning 3.2. Sources of Project Ideas <ol style="list-style-type: none"> 3.2.1. Macro sources 3.2.2. Micro sources | At the end of this unit, students will be able to: <ul style="list-style-type: none"> ➤ Understand the sources of project ideas. ➤ explain project ideas ➤ Differentiate between macro and micro sources of project ideas. |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS |
| <ul style="list-style-type: none"> ✓ Introduce students the meaning of project idea ✓ Facilitate group discussion on macro and micro sources of project ideas. ✓ Giving lecture. ✓ summarize the discussion and lesson | | <ul style="list-style-type: none"> ✓ Discus on project ideas. ✓ Attend the lesson. ✓ Reflection to the class. |

| | | |
|--|--|--|
| Delivery Methods | | lecture, group discussion, presentation and reflection |
| Assessment | | 5% |
| Week 7, 8, 9 & 10 | <p style="text-align: center;">UNIT 4 PROJECT PREPARATION</p> <p>4.1. Markets and Demand Analysis</p> <p>4.2. Raw Materials and Supplies Study</p> <p>4.3. Location, Site and Environment Impact Assessment (EIA)</p> <p>4.4. Production Program and Plant Capacity</p> <p>4.5. Technology Selection</p> <p>4.6. Organizational and Human Resource</p> <p>4.7. Financial and Economic Analysis</p> <p>4.7.1. Initial investment cost</p> <p>4.7.2. Production cost</p> <p>4.7.3. Marketing cost</p> <p>4.7.4. Projection of cash flow</p> <p>4.7.5. Financial evaluation</p> <p>4.7.5.1. Net present value (NPV)</p> <p>4.7.5.2. Internal rate of return (IRR)</p> <p>4.7.5.3. Benefit cost ratio (BCR)</p> <p>4.7.5.4. Payback period (PBP)</p> <p>4.7.5.5. Accounting rate of return (ARR)</p> <p>4.7.5.6. Break – even analysis (BEA)</p> | <p>At the end of this chapter students will be able to:</p> <ul style="list-style-type: none"> ✓ Understand the process of market and demand analysis ✓ Understand the process of technical analysis ✓ Perform the process of Financial and Economic Analysis ✓ Evaluate financial feasibility of projects ✓ Conduct ecological analysis ✓ Identify the types of Financial evaluation criteria ✓ Identify the cost taken into consideration in financial analysis |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students the concept of project preparation. ✓ Facilitate group discussion on financial and economic analysis. ✓ Give brief lecture. ✓ Facilitate group work on financial evaluation. ✓ Summarize the discussion and the lesson. | | <ul style="list-style-type: none"> ✓ Discuss on financial and economic analysis. ✓ Follow lecture. ✓ Do group work on financial evaluation. ✓ Reflection to the class. |
| Delivery Methods | | lecture, group discussion, presentation and reflection |
| Assessment | <ul style="list-style-type: none"> • Group Assignment on project development • Presentation | <p>10%</p> <p>10%</p> |
| Week 11 & 12 | <p style="text-align: center;">UNIT 5 PROJECT IMPLEMENTATION, MONITORING AND EVALUATION</p> <p>5.1. Organization</p> <p>5.1.1. Line and Staff Organization</p> <p>5.1.2. Divisional Organization</p> <p>5.1.3. Matrix Organization</p> <p>5.2. Project Planning</p> <p>5.3. Project Control</p> | <p>At the end of this unit students will be able to:</p> <ul style="list-style-type: none"> ✓ Understand PROJECT IMPLEMENTATION, MONITORING AND EVALUATION ✓ explain the features of project planning and control ✓ Narrate Human Aspects of Project Management ✓ Tell Pre – requisites for |

| | | |
|--|---|--|
| | 5.4. Human Aspects of Project Management 5.5. Pre – requisites for Successful Project Implementations | Successful Project Implementations |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students with the concept of PROJECT IMPLEMENTATION, MONITORING AND EVALUATION ✓ facilitate group discussion ✓ Give brief lecture ✓ Summarize discussion and the lesson. | | <ul style="list-style-type: none"> ✓ Participate in group discussion on Human Aspects of Project Management ✓ Attend the lesson. ✓ Reflect their idea to the class |
| Delivery Methods | lecture, group discussion, reflection | |
| Assessment | • Cases | 10% |
| Week 13 & 14 | UNIT 6 SOCIAL COST BENEFIT ANALYSIS (SCBA) 6.1. Rationale for SCBA 6.2. UNIDO Approach 6.3. Net Benefit in Terms of Economic Prices 6.4. Savings Impact | At the end of this lesson students will be able to: <ul style="list-style-type: none"> ✓ Understand social cost and benefit analysis. ✓ Explain UNIDO approach and Net Benefit in Terms of Economic Prices ✓ Tell about saving impact of project. |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students the concept of social cost and benefit analysis ✓ Facilitate group discussion on Rationale for SCBA. ✓ Giving lecture. ✓ Summarize the discussion and lesson | | <ul style="list-style-type: none"> ✓ Discuss on Rationale for SCBA. ✓ Attend the lesson. ✓ Reflect their idea to the class. |
| Delivery Methods | lecture, group discussion and reflection | |
| Week 15 | UNIT 7 PROJECT FINANCING 7.1. Source of Project Finance 7.1.1. Equity 7.1.2. Loan financing 7.1.3. Leasing 7.2. Cost of Capital 7.3. Public Policy and Regulations on Financing 7.4. Financing Institutions | At the end of this lesson students will be able to: <ul style="list-style-type: none"> ✓ Enumerate Source of Project Finance ✓ Explain Cost of Capital. ✓ Tell Public Policy and Regulations on Financing. ✓ Understand the concept of financing institutions |
| ACTIVITIES | | |
| TEACHERS ACTIVITY | | STUDENTS ACTIVITY |
| <ul style="list-style-type: none"> ✓ Introduce students the concept of project financing. ✓ Facilitate group discussion on source of financing ✓ Giving lecture ✓ summarize the discussion and lesson | | <ul style="list-style-type: none"> ✓ Discuss on source of project financing. ✓ Attend the lesson. repentance ✓ Reflect their idea to the class. |

| | | |
|--|---|-------------|
| Delivery Methods | lecture, group discussion and reflection | |
| Assessment | ○ Test chapter (6&7) | |
| Course expectation: | <p>Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</p> <p>Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</p> <p>Medium: Use only English, which is the medium of instruction, especially in the class room</p> | |
| Policy | <p>Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</p> <p>Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</p> <p>Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</p> <p>Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</p> | |
| Reference: | <ul style="list-style-type: none"> ➤ Prasanna Chandra, Projects – Planning Analysis, Financing, Implementation, and Review ➤ UNIDO, A Manual for the Preparations of Industrial Feasibility Studies ➤ UNIDO, A Guide to Practical Project Appraisal ➤ Harold Kerzner, Project Management ➤ Rory Burke, Project Management ➤ Trevor Tong, Planning Projects | |
| Assessment Arrangement | Activities Points | |
| | Quizzes | 10 |
| | Individual assignments | 5 |
| | Group assignments | 10 |
| | Tests | 5 |
| | Presentations | 10 |
| | Cases | 10 |
| | Final Exam | <u>50</u> |
| | Total Points | 100% |
| <i>Final Exam: Final exam will cover ALL material.</i> | | |