

Tárgytematika / Course Description**Project Autumn****AJNM_BMTA041****Tárgyfelelős neve /****Teacher's name:** Dr. Buruzs Adrienn**Félév / Semester:** 2018/19/1**Beszámolási forma /****Assesment:** Folyamatos számonkérés**Tárgy heti óraszám /****Teaching hours(week):** 0/2/2**Tárgy féléves óraszám /****Teaching hours(sem.):** 0/0/0**OKTATÁS CÉLJA / AIM OF THE COURSE**

The aim of the course is to enable students to develop their strategic thinking during designing and implementing projects as well as using project management tools. In addition, they should be able to work together in a team while working on a practical task applying the knowledge acquired in professional subjects. In the frame of the course, students are working on the solution of real project tasks. The task of student groups is to develop the project plan and make the project successful. At the end of the semester, project teams prepare a written report and an oral presentation on the results of the project.

Aim of course

The aim of the course is to enable students to work together in a team working on practical tasks applying the knowledge gained in professional subjects:

- successful application of the project management toolkit;
- successful communication with industrial/external professionals;
- gaining experience in collecting and analysing reliable sources;
- reaching a solution via debate to the problems raised;
- the solution is documented in an engineering way;
- be able to defend and argue their rights.

EXPECTATIONS TO THE TEAM and individual students

- Be able to work independently and in team as well.
- Master the basics of project management and the required soft-skills competences (preparing PowerPoint presentation, making an oral presentation, writing a thesis, communicational and behavioural rules, etc.) during the course.
- Work together in a team in order to contribute to teamwork with his/her individual performance while working on the project task.
- Each student has his/her own responsibility, an independent part of the project.
- Attend each classes, regularly (8 occasions) consult the tutor and ask for feedback.
- Invest student's hours corresponding to the credit points of the subject.
- Apply the project management toolkit.
- Ready to participate in project discussions.
- Prepare professional presentations and writing materials.

- Possess professional appearance and behaviour.
 - Be accurate and precise.
 - Participate as a whole team.
 - Keep deadlines.
 - Self-managing team.
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TANTÁRGY TARTALMA / DESCRIPTION

1. **Lecture:** Concept of the project. The success of project management. Project expectations and goals. Scope of the project and products to be delivered in the project.
Task: Presentation of project tasks. Formation of project teams, election of project leader.
2. **Lecture:** Stakeholders. Risk and opportunity management. Quality management of projects. Time planning, life cycles and project phases.
3. **Lecture:** Organization of the project. Teamwork. Problem solving. Communication.
Task: Presentation of the project plan (10 point)
4. **Lecture:** Management of resources. Cost and finance management of the project. Purchasing and contract management.
Task: Work breakdown structure, Gantt diagram and budget plan (15 points)
5. **Lecture:** Management of project changes. Project management and reporting. Information and documentation management.
Task: Stakeholder-analysis, communication plan (10 points)
6. **Lecture:** Starting of projects. Closing of projects. Systems in the project.
7. Interim report on the first phase of the project (baseline, definition of problem, progress) (15 points)
8. **Lecture:** Guidelines on preparing ppt presentations
9. **Lecture:** Guidelines on making lectures.
10. **Lecture:** Guidelines on writing the study
11. **Lecture:** Problem solving. Research methodology.
12. Consultation
13. Presentation of work. (15 point)
14. Final assessment, submission of the report (30 point)

It is obligatory to consult 8 times with the project owner/client, which must be confirmed by signing a consultation letter. The project team and the sponsor jointly determine the number, time and place of the meetings. Team members also meet regularly. All discussions should be recorded.

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Participation on lectures and consultations is mandatory.

The evaluation of the semester work is based on: submission of documents by deadlines, the mid-term report and the final documentation of the project and the final presentation.

The points earned by the group are distributed by the team leader. A group receives a score multiplied by the number of members of the group, which is shared by the group leader, which must be sent in writing to the lecturer also by signing the group members.

Requirements for obtaining a signature: submission and presentation of the tasks scheduled in the subject program by deadline.

Requirements for obtaining a signature: submission and presentation of all documentations and tasks as

scheduled in the course description. In case of not submitting any of the required documents will result in the denial of signature (for all team members). Result of late delivery (max. 3 days) is the withdrawal of points.

Points to obtain:

- Project plan **10 point**
- Work breakdown structure, Gantt diagram and budget plan **15 point**
- Stakeholder-analysis, communication plan **10 point**
- Interim report **15 point**
- Presentation of work **15 point**
- Submission of the report **30 point**
- Self-assessment by team members **15 point**
- Individual work (portfolio) **20 point**
- In total: **130 point**

Final evaluation:	
0-49%	1
50-64%	2
65-79%	3
80-89%	4
90-100%	5

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

- Lecture notes
- NCB IPMA Competence Guidelines Version 3.0
- Knowledge of professional subjects