

<b>INSTITUTION</b>	NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS					
<b>SCHOOL</b>	SCHOOL OF SCIENCE					
<b>DEPARTMENT</b>	INFORMATICS AND TELECOMMUNICATIONS					
<b>COURSE LEVEL</b>	UNDERGRADUATE					
<b>COURSE TITLE</b>	<b>Project Management and Techniques for Presenting and Writing Scientific Reports</b>					
<b>COURSE CODE</b>	ΓΠ05	<b>Semester</b>	8	<b>ECTS</b>	2	
<b>TEACHING HOURS per week</b>	<b>THEORY</b>	2	<b>SEMINAR.</b>		<b>LABORATORY</b>	
<b>COURSE TYPE</b>	Compulsory(YM) General education (ΓΠ)					
<b>URL</b>	<a href="https://eclass.uoa.gr/courses/D82/">https://eclass.uoa.gr/courses/D82/</a>					
<b>EXPECTED PRIOR KNOWLEDGE/ PREREQUISITES AND PREPARATION:</b>	-					
<b>TEACHING AND EXAMINATIONS LANGUAGE:</b>	GREEK					
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS</b>	NO					

#### COURSE CONTENT

The course includes the main body of knowledge and skills in Project Management and covers the following topics: Introduction to Management-Management of Projects - Basic Concepts. Life Cycle, Phases and Key Elements in Project Management. Environment of projects, stakeholders, roles and responsibilities. Organizational structures in the execution of projects. Selection of projects - selection methods (cost benefit analysis, repayment period of invested funds, return on investment, net present value). Structural analysis of projects. Time scheduling, programming methods. Programming and resource allocation, resource types. Economic approach of projects - costing. Risk and uncertainty management (risk identification, valuation, management plan). Monitoring and control of projects, techniques and control content. Evaluation of projects.

#### STUDENT LEARNING OBJECTIVES

Teaching-Learning Goals-Expected Learning Outcomes  
Upon successful completion of the course the student will be able to:

- Describe the basic concepts of project management, as well as the individual phases of their life cycle.
- Identify ways of organization - organizational structures for the execution of projects, their advantages and disadvantages.
- Recognize and apply selection and evaluation methods for projects.
- Apply timing methods.
- Draft the budget of the projects.
- Calculate the cost of the projects.
- Record and estimate the risks of the projects.
- Identify and implement project tracking techniques with respect to their basic dimensions.
- Evaluate the results of the implementation of the projects.
- Prepare a project case study on objectives, organization, analysis of work structure and work packages, scheduling and costing.

TEACHING AND LEARNING METHODS - ASSESSMENT											
<b>TEACHING METHOD</b>	In Class (Face to Face)										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	<ul style="list-style-type: none"> <li>• Use ICT in Teaching.</li> <li>• Support the learning process through the course's website. Notes and educational material, etc.</li> <li>• Useful links from Greek and European websites related to European Union policies, financial tools and programs.</li> </ul>										
<b>TEACHING ORGANIZATION</b> <i>Describe in detail the way and methods of teaching:</i> Enhanced Lectures, Online Lectures, Seminars, Tutorial, Laboratory, Laboratory Exercise, Study & analysis of literature, Practice (Positioning), Interactive teaching, Developing a project, Individual / group work Telework (reference to tools)etc. <i>Details of the student's study hours for each learning activity and hours of non-guided study are shown to ensure that the total workload at the semester corresponds to the ECTS</i>	Lectures are supported by slide show. Emphasis is given to case studies and time planning applications. <table border="1" data-bbox="771 1270 1416 1474"> <thead> <tr> <th>Activity</th> <th>Student Workload (hours)</th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td>26</td> </tr> <tr> <td>Case Studies</td> <td>8</td> </tr> <tr> <td>Independent Study</td> <td>16</td> </tr> <tr> <td><b>Total Course</b></td> <td><b>50</b></td> </tr> </tbody> </table>	Activity	Student Workload (hours)	Lectures	26	Case Studies	8	Independent Study	16	<b>Total Course</b>	<b>50</b>
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### ASSESSMENT OF STUDENTS

*Description of the assessment process*

*Assessment Methods, Formative or Concluding, Multiple Choice Test, Quick Response Questions, Test Development Questions, Problem Solving, Written Work, Report / Report, Oral Examination, Public Presentation, Laboratory Work, Other / Other Fully defined evaluation criteria are mentioned and if and where they are accessible to students.*

Written final Examination which includes the following:

- Multiple choice questions
- Evaluation of theory
- Solving problems with quantitative data

### LITERATURE AND STUDY MATERIALS / READING LIST

- Burke, R, .Management – Project Management. Planning and Control Techniques. Kritiki Publications, 2002.
- Dimitriadis, A ,. Management - Project Management. New Technologies Publications, 2004.
- Polyzos, S, management and management of projects. Kritiki Publications, 2011.
- Maylor, H ,. Project management. Klidarithmos Publications, 2005.
- Verzuh, E,. Introduction to Project Management. Stamoulis Publications, 2002.
- Course notes.