

FAR WESTERN UNIVERSITY
Faculty of Management

Course Title: **Project Management**

Total Marks: 100

Course Code: **MGT 373**

Pass Marks: 45

Nature of course: Theory

Time per period: 1 hr.

Semester: Seventh

Total periods: 45

Level: BBA

Credit hours: 3

1. Course Description

As organizations continue to look for ways to reduce costs, managers are often expected to oversee special projects in addition to their traditional responsibilities. When a project is too complex for one person to handle, the project manager is expected to lead a team of diverse employees to complete the assignment. This course will assist the project manager to break down a complex project into manageable segments, lead a diverse project team, and use effective tools to ensure that the project meets its deliverables and is completed within budget and on schedule. Over the course of the mini, students will complete a plan for an actual project, giving them valuable experience with the relevant tools and skills.

2. Course Objectives

The basic Objective of this course is to acquaint the student with the basic idea of project management. The course also aims at developing basic skills in students of project identification, planning, implementation, budgeting, time scheduling, evaluation and control. Upon completion of this course, the student will be able to:

- Understand project concept, classification, lifecycle, environment
- Implement the key steps involved in managing a project
- Organize the project into manageable components
- Successfully lead project teams and work with stakeholders
- Use effective tools to oversee and monitor complex projects
- Develop project budgets and schedules
- Bring complex projects to successful completion
- Develop a comprehensive project plan which is ready for implementation
- Analyze and apply lessons from other actual projects
- Understand the techniques of control and evaluation of project management
- know the historical overview, status, importance, practical difficulties of project management in Nepal

3. Specific Objectives and Contents

Specific Objectives	Contents
<ul style="list-style-type: none"> • Explain the concept and features of project management • Discuss the project lifecycle , project environment and project 	<p>Unit I: Concepts of project and Project Management (8)</p> <p>1.1 Concepts of project</p> <p>1.2 Features of a project</p> <p>1.3 Project life cycle</p>

<p>classification</p> <ul style="list-style-type: none"> • Explain the concept of project management, tools and techniques of project management, benefits and limitations of project management, roles and responsibility of project manager and skills requirements for a project manager 	<p>1.4 Project Environment 1.5 Project Classification 1.6 concept of Project management 1.7 Tools and techniques for project management 1.8 Benefit and limitations of project management 1.9 The project manager - roles and responsibilities of project manager. 1.10 Skills requirements for a project manager</p>
<ul style="list-style-type: none"> • Explain the concept of project planning • Discuss the activities in project planning, steps of project planning process, project specification, project formulation techniques, project formulation stages and project feasibility analysis 	<p>Unit II: Project Planning and Formulation (7) 2.1 Concept of project planning 2.2 Activities in project planning 2.3 Project planning process 2.4 Project specification 2.5 Project formulation and project formulation techniques 2.6 project formulation stages 2.7 Project feasibility analysis</p>
<ul style="list-style-type: none"> • Discuss the different structures of project organization • Explain the concept of matrix organizational structure, its advantages and limitations, project team building, team development and leadership in project environment 	<p>Unit III: Project Organization and Team Building (7) 3.1 System view of an organization 3.2 Pure functional organization 3.3 Matrix organization 3.4 Advantages and limitations of matrix organization 3.5 Project team building 3.6 Barriers to Project team development 3.7 Leadership in project environment</p>
<ul style="list-style-type: none"> • Analyze and understand the activities in project implementation, barriers to project implementation • Learn to manage the time for project activities, and time management techniques in project 	<p>Unit IV: Project Implementation and time management (5) 4.1 Concept of project implementation 4.2 Activities in project implementation 4.3 barriers to project implementation 4.4 Time management in project 4.5 Factors affecting time management 4.6 Time management techniques in project</p>
<ul style="list-style-type: none"> • Explain the concept of project monitoring, framework fo project monitoring, concept of project evaluation • Analyze and understand the different tools for project evaluation and project monitoring and evaluation in developing 	<p>Unit V: Project monitoring and evaluation (8) 5.1 Concept of project monitoring 5.2 framework for project monitoring 5.3 Concept of project evaluation 5.4 Tools for project evaluation 5.5 Project monitoring and evaluation in developing countries</p>

countries	
<ul style="list-style-type: none"> • Understand the concept and importance of control in project management process • Uearn about the project control system, prerequisites of control and the different control techniques 	Unit VI: Project controlling (5) 6.1 Concept of control 6.2 Project control system 6.3 Prerequisites of control 6.4 Project control techniques
<ul style="list-style-type: none"> • Understand the historical overview, benefits, limitations and importance of project management in Nepal, • Orient students about project management planning in Nepal and practical difficulties in project implementation in Nepal 	UNIT VII :Project management in Nepal (5) 7.1 Short historical overview of project management in Nepal 7.2 Project status in Nepal 7.3 Importance of project management in Nepal 7.4 Benefits and limitations of project management in Nepal 7.5 Project management planning in Nepal 7.6 Practical difficulties in project implementation in Nepal

Text and Reference Books

1. Project Management - Choudhary - TataMcGraw Hill Pub.
2. Project Management: The Managerial Process (Special Indian Edit.) -Clifford F Gray, Oregon State University
3. Projects : Planning, Analysis, Selection, Financing, implementation and Review - Chandra, Prasanna.
4. Harvey Maylor, Project Management, Pearson Education, 3rd edition, 2003.
5. Harold Kerzner, Project Management: A system Approach to planning, scheduling and controlling, 2nd edition, CBS Publishers and Distributors, New Delhi, 1987.
6. Agrawal, G.R.-Project Management in Nepal, M. K. Publishers and Distributers, Kathmandu.
7. Sharma, B.P. - Project Management: Planning, Analysis and Control, Ekta Books Distributors Pvt. Ltd. Kathmandu.