

## Environmental Management and Sustainable Development Program

# Syllabus

# Project Management and Strategic Planning

**Spring 2019**

*Code: ENV 212; ID 4355*

*Language: Eng*

*Credits: 6*

**Instructor:** Johannes Chudoba, Assistant Professor, MPA, mag. phil.

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Seminar sessions twice a week: **Tuesday 15:35-16.50; Thursday 15:35-16.50, Room: 304**

### **Course Description**

This seminar is an introduction to the theory and practice of strategic planning and project management.

It is designed to equip students with the essentials for designing; finding funding for; implementing; and reporting on projects.

The primary goals of this course are for students to develop an understanding of strategic planning and management, and to be able to apply the process by developing a strategic plan for an organization.

A collaborative learning approach is stressed and students work in a group on a strategic plan project for a specific organization and participate in discussions regarding the strategic planning process. At completion of this course, students will be able to:

- Articulate and apply strategic planning and management tools.
- Identify the steps of the strategic planning and management processes.
- Develop a personal strategic plan.
- Facilitate the development of a strategic plan for an organization.
- Develop an implementation plan to achieve the strategic goals.

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**Rationale for the course**

The course is intended for students from different departments, with different levels of previous knowledge. Students are expected to improve their critical thinking ability, learn to evaluate different information sources and to formulate their own opinions. Most importantly, this seminar is about *learning to learn*, *learning to manage*, and *managing (learning) processes*.

**Methodology**

An interactive seminar method will be used, with students fully engaged and involved in developing all aspects of the topic.

After the first introductory session, four roles will be assigned to different students in each session:

- a) Reporter: Summarizes the key points covered in the previous session;
- b) Note taker: Takes notes to prepare to be the reporter in the next session;
- c) Reader: Provides a brief summary of an assigned piece of reading;
- d) Presenter: Prepares and presents a brief (no more than 10 slides) presentation on the current sessions topic.

With 28 sessions, if there are 14 students, each student can expect to be assigned each role twice.

At the end of each lecture the questions are discussed and several relevant topics for independent studying during the seminars will be offered to students.

Students will make 20-minutes presentations (both individual and group presentations) on these topics. Majority of assignments will be intended to facilitate the work in groups.

**Evaluation and Assessment**

The students' performance is assessed on the basis of their participation during the lectures, including the familiarity with the reading material, note-taking, making assignments, oral presentations and written exams. Students are expected to pass all the above in order to obtain a credit for the semester.

**Examination**

The students will take two exams: the first one is a mid-term test and the second one is a final. Exam questions are compiled from the questions discussed during the lectures.

**Grading scheme**

All grades will be awarded in accordance with the scheme given below.

Mid-term test and final examination 20 and 30, total 50; class work 50 (presentations 10; note taking / reporting 10, summaries 10, contributions to discussions and assignments 10).

Minus 5 for each failure to attend without prior excuse.

A+ 100-97; A 96- 94; A- 93-90;

B+ 89-86; B 85-83; B- 82-80;

C+ 79-76; C 75-83; C- 72-70;

D+ 69-66; D 65-63; D-62-60

**Attendance**

Attendance of all students will be monitored. Students are expected to attend all seminars. Attendance is regarded as a part of the course. This is for the benefit of the students and helps to ensure that they are coping with the work and managing to comprehend all the information and complete all the tasks given to them. Students must come to class on time not to disturb others, being more than 10 minutes late is counted as an absence.

**Documentation of reasons for absence**

Any valid reasons for absence should be reported to the Instructor as soon as possible, IN ADVANCE.

**Reading material**

The course materials are available on e-course and in the AUCA library:

Achieving problem free project management	Love, Sydney F.	Book
CD-ROM [computer file] : Project management the managerial process	Gray, Clifford F.	Electronic resource
Essentials of strategic project management	Callahan, Kevin R.	Book
Introduction to project management	Schwalbe, Kathy	Book
An introduction to project management, fourth edition	Schwalbe, Kathy	Book
The Methodology of Project Management Education	Epstein, Daniel V.	AUCA Digital Resource
The Oxford handbook of project management	edited by Peter W.G. Morris, Jeffrey K. Pinto and Jonas Söderlund.	e-Book
Project management a managerial approach	Meredith, Jack R.	Book
Project management : a managerial approach	Meredith, Jack R.	Book
Project management competence building key skills for individuals, teams, and organizations	Frame, J. Davidson	Textbook
Project management in practice	Samuel J. Mantel ... [et al.].	Book
The project management pocketbook		Textbook
Project management the managerial process	Gray, Clifford F.	Textbook
Project planning and management: an integrated approach		Book
Project portfolio management a practical guide to selecting projects, managing portfolios, and maximizing benefits	Levine, Harvey A.	Book
WebPath Express Results on "Project management"	Follett Software Company.	
Corporate strategic planning	Capon, Noel	Book
Strategic planning for public and nonprofit organizations A guide to strengthening and sustaining organizational achievement	Bryson, John M.	Book
Strategic planning for success aligning people, performance, and payoffs	Roger Kaufman .. [et.al.]	Book
WebPath Express Results on "Strategic planning"	Follett Software Company.	

**Lectures Timeline:**

#	Date	Title	Comment
1	15-Jan	Intro 1	Introductions
2	17-Jan	Intro 1	Overview
3	22-Jan	1 Programming: Theory	
4	24-Jan	1 Programming: Practice	
5	29-Jan	2 Identification: Theory	
6	31-Jan	2 Identification: Practice	
7	05-Feb	3 Formulation: Theory	
8	07-Feb	3 Formulation: Practice	
9	12-Feb	4 Implementation: Theory	
10	14-Feb	4 Implementation: Practice	
11	19-Feb	5 Monitoring: Theory	
12	21-Feb	5 Monitoring: Practice	
13	26-Feb	6 Evaluation: Theory	
14	28-Feb	6 Evaluation: Practice	
15	05-Mar	Mid-term prep	
16	07-Mar	MIDTERM	
17	12-Mar	MT Review	
18	14-Mar	Recap	
	19-Mar		Spring
	21-Mar		Break
19	26-Mar	Project 1	
20	28-Mar	Project 2	
21	02-Apr	Lessons learned	
22	04-Apr	Project 3	
23	09-Apr	Project 4	
24	11-Apr	Lessons learned	
25	16-Apr	Project 5	
26	18-Apr	Project 6	
27	23-Apr	Lessons learned	
28	25-Apr	Recap	
29	30-Apr	Review	
30	02-May	Conclusion	