



Master of Science in European Project and Public Management

## Course Syllabus

### Title of the Course

### Applied IT for European Project Management

1<sup>st</sup> Semester of the programme

### ECTS and Contact Hours

ECTS: 3

Course units total: 22,5

Presence Units: 15

E-Learning Units: 7,5

Workload estimate based on ECTS = 75 hours

[1 ECTS = approx. 25 hrs. of student work, that includes course work, e-learning, self-study, homework, assignments, research, writing papers, learning for exams, etc.]

### Lecturer

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### Short Description of the Course

The implementation and completion of EU projects requires the creation of a variety of documents: deliverables, interim and final reports, financial statements, project planning charts, as well as time planning, team management, online collaboration, and cost tracking. With the multitude of software offerings today, it is often difficult to choose the correct product for efficient Project Management, especially in today's dispersed and online environment. This course will review the traditional PM tools used in European Projects, but focus on aspects of utilizing Online Tools, what they offer, what to look for, and how to choose the best fit for your project and your consortiums needs.

### Learning Outcomes

Upon successful completion of this course students will:

- Understand the basic software needed to complete European Projects
- Have an awareness of the PM offerings available, their features and facilities
- Have the ability and tools to choose PM software for specific Project needs
- Understand the shortfalls, the costs involved, and the basic use of PM software tools
- Have an awareness of the security issues when using online tools for Team Projects

### Course Contents

Review traditional PM software as needed for European Project Management:

- Project Management programs, such as MS Project and similar tools
- Gantt chart, Netplans, Pert charts and Critical Path Analysis
- Spreadsheets, their use and requirements
- PDF EC templates, team use, and versions of PDF's

Explore new and Online PM software as applicable to Consortium Project Management:

- Discuss All-in-One Project Management systems such as BaseCamp, Trello, Zoho Project
- Compare All-in-One features such as Gantt charts with traditional programs
- Review Online collaboration systems such as TeamBox, Asana, ConceptBoard, and others
- Discuss mobile features of new PM software and the related security issues
- Create a decision based matrix to assist in the choice and evaluation of PM tools and systems

Evaluate software useful for any project or management of remote teams:

- Using Dropbox and alternative cloud-based file sharing products
- Google Hangouts, pros and cons of utilizing them and alternatives
- Wiki based tools for online documentation
- Tips and Techniques of Acrobat Pro for PDFs in a secure environment
- Discussion on data security, online repositories, and mobile access

## Teaching Methods

The face-to-face segment of the course will involve presentations of relevant theoretical contents, Project Management tools and techniques, important aspects in security, and how to choose tools relevant for the project. This class is run as a workshop with all participants actively working towards the stated objectives. Methodology of work is combination of independent and group work in class, and online.

The course will also involve E-Learning assignments (in total 7,5 units) designed to develop practical know how in students. Course participants are required in the e-learning assignments to perform individual reading, research, analysis and writing of short reports or text components, and participate in on-line discussions.

## Evaluation Criteria

• <b>Classroom Participation</b>	–	<b>40%</b>
• <b>E-Learning Assignments</b>	–	<b>30%</b>
• <b>Final Project</b>	–	<b>30%</b>
• <b><u>TOTAL</u></b>	–	<b><u>100%</u></b>

## Late Submissions of Assignments, Papers, or other course requirements

Late submission of assignments, papers and other course requirements as stated in the syllabus leads to a deduction of points according to the following calculation scheme: Per week of delay 5% of the points awarded to the specific course requirement are deducted from the points awarded.

### Example:

Assignment A:  
Maximum Points 100  
Achieved Points 80  
Delay 2 weeks: -10%  
Final points: 72

## The grading scale applied in this course is the following:

(1)	Excellent	100 – 93 %
(2)	Good	92 – 85 %
(3)	Satisfactory	84 – 71 %
(4)	Sufficient	70 – 61 %
(5)	Failed	60 – 0%