

Instructor Profile Highlights

Ghazala Amin

- **BS in Computer Engineering**
- **MS in Electrical Engineering and Software Management**
- **Certified Information Specialist, EDS/HP**
- **Certified Senior Project Manager, IBM Global Services**
- **PMI Certified – Project Management Professional**
- **In charge MS Project Management Program**

Profile of Ghazala Amin

Ghazala Amin is the incharge of the MS in Project Management program within the Department of Management Sciences. She joined COMSATS in 2009, as an Assistant Professor in the Department of Management Sciences. She is a PMP (Project Management Professional), IBM Certified Senior Program Manager and Certified Information specialist. She has received all her education from USA and is an Electrical engineer by profession with MS in Control Systems and Software Management.

Ghazala, helped launch the MSPM program in 2010 and has since successfully controlled and executed the administrative activities of this professional program. MSPM is an evening program for working professionals which demands attention to details along with provision of up to date subject content and faculty proficiency in project management (PM) subject areas. She has continued to train and encourage her students and alumnis to achieve PM certification resulting in several PMP and PRINCE2 certifications. Her mentoring has contributed to motivated MSPM students and alumnis.

Before coming to Pakistan and joining COMSATS, she worked as an IBM program manager, managing multi million dollar projects for Ford, General Motors etc. She has over fifteen years of Information Technology (IT) experience pertaining to Business, Project Management and Manufacturing systems. She has accomplished proficiency in all aspects of the Project Management processes (i.e. Initiating, Planning, Executing, Controlling and Closing) and has established excellent relationship with clients, vendors and project team members.

Ghazala has consistently accomplished business goals through aggressive, creative and results oriented business approach, combined with strong team motivational skills. Her teaching and mentoring experience prior to COMSATS includes assignment as an IBM Professional Development Manager, managing and mentoring upwards of 52 IBM employees with their career development plan including IBM Project Management certification.



**COMSATS Institute
of Information Technology**

Applied Project Management
MGT 461
MBA Program
Module Handbook

Ghazala Amin
Faculty of Project Management
Department of Management Sciences

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Introduction

“Project Management is universally recognized as one of the best methods to improve the working of organizations, groups and individuals, and helps them achieve their objectives in spite of the constraints of Scope, Cost, Time, Quality and Risk. Since organizations are always faced with scant resources and impossible deadlines, Project Management forces managers to focus their attention on objectives, improves efficiency and contributes to organizational success.

By enforcing time deadlines and cost budgets, Project Management makes managers accountable for their actions. Project Management trains all managers to "projectize" their activities, helping them set realistic objectives for themselves and the organization, establish realistic milestones, and motivate their teams to achieve those objectives.”

Farrukh Hassan, PMP Trainer who offers PMI training prep courses

Who should study Project Management?

- Anyone who is directly or indirectly involved in;
 - initiating, planning, implementing, monitoring, evaluating and/or controlling a project;
 - in a position which involves a substantive level of decision-making, responsibility, communication and coordination,
 - should be thoroughly familiar with all the subject areas, methodology, processes and tools and techniques of project management.

A good and common project management knowledge platform will increase the likelihood of the project attaining its goal within time and budget.

Objective

- To introduce MBA students to Project Management concepts and how Project Management has evolved into strict professional discipline over the past 3 decades.
- To encourage MBA students to think about PM experiences and how real life projects in Pakistan are being managed.
- To raise the bar of introductory PM education being offered in other programs and universities.
- This course would also introduce MBA students with basic knowledge of PM processes that would help them get an insight about various PM certification exams being offered by PMI or other PM organizations.
- It only provides the basic knowledge of various project management concepts. It gives the “what is”, the “how to implement” should be dealt with in other classes in detail.

Contacting the Module Instructor

You can contact your module instructor in the following ways:

Email: ghazala_amin@comsats.edu.pk

Cell Phone: Number XXXXXXXX

Rationale Including Aims

This module will give the program participants an overview of the subject of project management from both a holistic as well methodological perspective. Topics covered here include the origins and growing popularity of project management in private and public-sector organizations, the relevance of the project stakeholders, project organization paradigms, project portfolios and project selection models, project management methodologies, and the five project process groups which constitute the project life-cycle (project initiation, planning, implementation, closing and monitoring, evaluation and control) as seen from the perspective of the Project Management Institute's (PMI) ten defined project knowledge areas.

Prerequisites

As this is a foundation course in Project Management studies so no prior completion of course work is mandatory for studying this course. Work experience of leading or participation in project implementation and execution could help to gain the maximum benefit from this class.

After studying this course the participants should be able to understand:

Project Management Methodologies:

General introduction to basic Project Management methodologies practiced in industries and Project organizations. Basic knowledge of various project management concepts. The overview of “what is required” to effectively and efficiently manage project.

Project Organization and Integration:

Different Project Organization Structures and its implications in a Projectized vs Non-Projectized environment. Project life cycle and inter relationship of various project phases. Understand a Project Manager's role in defining a project charter; creation of a Work Breakdown Structure and development of a project plan.

Project Triple Constraints:

The project triple constraints of managing scope, cost and schedule. Constraints of project with regards to project planning, initiation, execution and monitoring processes. Project closure and its related activities.

Understanding Project Management Knowledge areas:

Major components and knowledge areas of project management. PMI (Project Management Institute) methodology and their ten knowledge areas for project management. These include; Project Integration Management; Project Scope Management; Project Cost management; Project Time Management; Project Quality Management; Project Procurement Management; Project Risk management; Project Communication management; Project Stakeholder Management and Project Human Resource Management.

Teaching Methodology

It is important to me that each of you is successful in this course. The topic as well as the concepts will be discussed during the lecture. During the semester, student should be involved in the activities of reviewing management theories, their applications, and attempting of quizzes, assignments, the midterm and final exam. The assessment and evaluation of the students will be based on the below stated areas.

- Individual reading and study, together with lectures.
- Interaction with professionals and communication skills to understand various concepts.
- understanding and completing their assignment.

Assessment Scheme

1 st sessional exam after 04 weeks	10%
2 nd sessional exam after 08 weeks	15%
Assignments/case study/Quizzes	25%
Terminal Examination after 16 week	50%

Reading Materials

- Study Notes and presentations
- Dr. Harold Kerzner's book
 - Project Management-A Systems Approach To Planning, Scheduling and Controlling
- The Wisdom of teams, Katzenbach and Smith
- The 7 Habits of Highly Effective People by Stephen R. Covey

Course Requirements and Expectations

Grades: Letter grades will be assigned based on the university's standard grading scale.

Academic Dishonesty

Academic dishonesty is an offence that will not be tolerated in any form. Any student who is involved in any such activity will be penalised to the fullest extent possible allowed by university regulations. If you have any doubts about whether an action constitutes academic dishonesty, before consult with your instructor before taking the action.

Plagiarism and Cheating: the presentation by a student as his or her own work but is actually stolen from some one else. Whenever a student submits a piece of writing claiming it to be his own authorship, it is generally understood that all the ideas, opinions, facts, figures, conclusions, revisions, words are the student's original work, unless he/she has explicitly indicated otherwise using citations, footnotes, attribution in the text, and/or used quotation marks.

The use of unauthorised material during an **examination** in order to secure or give help will not be tolerated. Academic dishonesty also encompasses unauthorised copying and distribution of examinations, assignments, reports, projects or term papers or the presentation of unacknowledged material as if it were the student's own work. A person failing to acknowledge and recognise the contribution of the original author will be held responsible under academic deception. Such action will necessitate measures to discipline the student under the University's academic dishonesty policy.

Hi level Module Contents

Project Management- Introduction

Project Oriented Industries

What kind of Project Manager are you?

Project Management Discipline

Stake Holder Communication

Project Manager: a coach and mentor

Project Management Processes

PM Framework and Integration

What is a Project, Program?

What is a Project Management, Project Portfolio?

Project Management context; Project Stakeholders, sponsors

Performing organization

Project life cycle and phases

Project Management Office

Project Management Processes and interactions

Major Project Management Standards (Conventional Types and Customized)

The Project Management Body of Knowledge (PMI Standards)

Project Organization and Integration

Project Parameter: Goal, topics, examples

Project Organization Structure (projectized, non-projectized)

Functional, matrix, projectized

Project Manager Role and responsibilities

Define project plan, charter, WBS.

Project Management Employment opportunities

Project Management Professional associations

Project Management Literature

Project Management Training resources

Project Management Education

Project Initiation Phase

Project Planning Phase

Project Execution and Implementation Phase

Project Monitoring and Control Phase

Project Closure Phase

Lecture Listing

1.Profile_Ghazala_Amin
 Lec#1-Advanced PM_Course outline
 Lec#2_Advanced PM_Introduction
 Lec#3_Advanced PM_Introduction
 Lec#4-Advanced PM_PM Processes
 Lec#5-Advanced PM_PM Processes
 Lec#6-Advanced PM_Project Integration
 Lec#7-Advanced PM_Project Integration
 Lec#8_Advanced PM_General Info
 Lec#9_Advanced PM_General Info
 Lec#9-Multiple Choice Questions
 Lec#9-Project Charter_Example
 Lec#9-Project Proposal
 Lec#10_Advanced PM-Project Planning
 Lec#11_Advanced PM- Project Planning Tools
 Lec#12-Advanced PM_Troubled Projects
 Lec#12-Saving%20Troubled%20Projects
 Lec#13_Advanced PM- Scope Mgmt
 Lec#14_Advanced PM- Scope Mgmt
 Lec#15_Advanced PM- HR Mgmt
 Lec#16_Advanced PM- HR Mgmt
 Lec#17_Advanced PM- PM Skills
 Lec#18_Advanced PM- Conflicts
 Lec#18_What it Takes to Be a Better Project Manager
 Lec#19_Advanced PM_Communication Mgmt
 Lec#20_Advanced PM_Communication Mgmt
 Lec#21_Advanced PM-Cost Management
 Lec#22_Advanced PM_Project Plan documents
 Lec#23_Advanced PM-Time Mgmt
 Lec#24_Advanced PM_Execution&Control
 Lec#25_Advanced PM_Quality Mgmt
 Lec#26_Advanced PM_Quality Mgmt
 Lec#27-PMI's Procurement Management Processes
 Lec#28-PMI's Procurement Management Processes
 Lec#29_Advanced PM_Risk Mgmt
 Lec#30_Advanced PM_Risk Mgmt
 Lec#31_Advanced PM_ReviewI
 Lec#32_Advanced PM_ReviewII