AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Project Management and Planning						
Course Code		LBT235		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	3	Workload	75 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The course aims to provide the students with the knowledge and experience in writing projects. Topics to be considered when writing a project, project type selection and finding the idea of the project are included in the scope of the course. At the end of this course, it is aimed that the students take information about the selection of projects, finding resources for these projects and writing the projects.						
Course Content		The aim of this course is to provide the students with the knowledge and experience in project writing. Topics to be considered when writing a project, project type selection and finding the idea of the project are included in the scope of the course. At the end of this course, students are expected to learn about the selection of projects, finding resources for these projects and writing the projects.						
Work Placement		N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Lec. Fulya KAYA APAK						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Aydın Bodur, Mühendisler İçin Proje Yönetimi, Nobel Yayınevi,2011
2	How to Make Your Science Project Scientific" Tom Moorman 2002 JASSEY BASS
3	http://www.tubitak.gov.tr/sites/default/files/proje_yazma_egitimi-1._bolum.pdf
4	http://www.tubitak.gov.tr/sites/default/files/proje_yazma_egitimi-2._bolum.pdf

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction of the course, general information about the projects
	Preparation Work	Preparing material which about topic
2	Theoretical	Finding project idea
	Preparation Work	Preparing material which about topic
3	Theoretical	Projects in contemporary organizations
	Preparation Work	Preparing material which about topic
4	Theoretical	Strategic management and project selection
	Preparation Work	Preparing material which about topic
5	Theoretical	The project manager and other positions
	Preparation Work	Preparing material which about topic
6	Theoretical	The project in the organizational structure
	Preparation Work	Preparing material which about topic
7	Theoretical	Project activity and risk planning
	Preparation Work	Preparing material which about topic
8	Intermediate Exam	Midterm
9	Theoretical	Budgeting and scheduling
	Preparation Work	Preparing material which about topic
10	Theoretical	Resource allocation
	Preparation Work	Preparing material which about topic
11	Theoretical	Monitoring and information systems
	Preparation Work	Preparing material which about topic
12	Theoretical	Project control
	Preparation Work	Preparing material which about topic
13	Theoretical	Project writing applications

13	Preparation Work	Preparing material which about topic
14	Theoretical	Project writing applications
	Preparation Work	Preparing material which about topic
15	Theoretical	Project presentations
	Preparation Work	Preparing material which about topic
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Individual Work	14	0	2	28
Midterm Examination	1	8	1	9
Final Examination	1	9	1	10
			Total Workload (Hours)	75
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Students shall increase their communication skills and knowledge about the course by evaluation methods such as report writing, team work or oral presentations.
2	The students can apply solutions and methods that are introduced in Project Management Knowledge Areas.
3	The methods that are used in project time management will be introduced.
4	The information that is related to how time management is performed, monitored and controlled will be provided.
5	The software that is used in project time management will be introduced.

Programme Outcomes (Laboratory Technology)

1	To be able to comprehend social, cultural and social responsibilities, to be able to follow national and international contemporary problems and developments
2	Atatürk is bound to Atatürk nationalism in the direction of principles and reforms; Adopting the national, moral, spiritual and cultural values of the Turkish people, open to universal and contemporary developments, the Turkish language is a rich, rooted and productive language; Have a love of language and a consciousness; To have the ability to use as much of a foreign language as he would need to read, taste and habit and professionally.
3	To be able to recognize the basic hardware units and operating systems of a computer, having information about internet usage and preparing documents, spreadsheets and presentations on computer by using office programs.
4	Acquires theoretical and practical knowledge at the basic level in mathematics, science and vocational field.
5	With the knowledge of laboratory technology in the field, he knows and analyzes problems, brings interpretation of data and suggests solutions.
6	In laboratories, according to the prepared business plan and program, necessary work can be done to obtain the desired quality products.
7	To have professional and ethical responsibility in business life.
8	Development and change are open, follow scientific social and cultural innovations, and develop themselves constantly.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	4	4	4	4	4
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	5	5	5	4	4
P5	4	4	4	4	4
P6	4	4	4	4	4
P7	4	4	4	4	4
P8	5	5	5	5	5