

CORPORATE EDUCATION CENTRE (CEC)

COURSE OUTLINE



A Great Place to Learn.

PROGRAMME: MBA
DURATION: 5:30 pm to 8:00 pm
DAY(S): Monday
MODE: Part-Time
COMPONENT: Delivering Successful Projects
LECTURER: Annmarie Dookie
CAMPUS: Champs Fleurs

Contract Hours: 35
Actual Hours: 35

Lecture Number	Lecture Day & Date	Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Mon January 13, 2025	5:30-8:00pm	2.5	2.50	Projects and Project Mgt The Project Manager	Lt/Online	The characteristics of project; PLC; The characteristics of project management; Determinants of project success; The history and future trends of project management; and Sustainability in project management. The role of the project manager; The skills required by the project manager; The way project managers lead projects and achieve cross-functional cooperation; The ethical conduct of project practitioners; and The concept of the project sponsor.	Module 1 - Projects and Project Mgt Module 2 - The Project Manager			Module 2 - The Project Manager Module 3 - From Strategy to Project
2	Mon January 20, 2025	5:30-8:00pm	2.5	5.00	From Strategy to Project	Lt/Online	Project conceptualisation and the organisational context it is set in; Establishing project goals; Projects selection; Projects, programmes and portfolios; Project conceptual development and authorisation.	Module 3 - From Strategy to Project			Module 4 - HR - structuring and managing project Teams
3	January 27, 2025	5:30-8:00pm	2.5	7.50	Human Resource – structuring and managing project Teams	Lt/Online	Project structures; Projects and organisational culture; The project team – characteristics, reasons for failure, stages in group development, virtual teams; The Project Management Office (PMO); Stakeholder management.	Module 4 - HR - structuring and managing project Teams			Module 5 - Risk Management
4	Mon February 3, 2025	5:30-8:00pm	2.5	10.00	Risk Mgt	Lt/Online	Introduction to risk; Decisions and risk; Risks and contracts. Developing and using a risk management system	Module 5 - Risk Mgt			Module 6 - Time Management
5	Mon February 10, 2025	5:30-8:00pm	3.0	13.00	Time Mgt	Lt/Online	Concept of planning in projects; Use of work breakdown structure and work logic evaluation; Key scheduling terminology; Scheduling process; Precedence diagrams; Deterministic and probabilistic duration estimating;	Module 6 - Time Mgt			Module 6 - Time Management
6	Mon February 17, 2025	5:30-8:00pm	2.5	15.50	Time Mgt	Lt/Online	Calculation of CPM and PERT networks; Trade-off and rescheduling using crashing technique; Acceleration when damages are involved; Demonstration of project management tools, such as MS-Project; and The use of Agile approach in time and overall project management.	Module 6 - Time Mgt			Module 6 - Time Management
7	Mon February 24, 2025	5:30-8:00pm	2.5	18.00	Time Mgt	Lt/Online	CPM and PERT Practice Questions	Module 6 - Time Mgt			Module 7 - Financial and Cost Mgt
March 3, 2025 CARNIVAL MONDAY NO CLASS											
8	Mon March 10, 2025	5:30-8:00pm	2.5	20.50	Financial and Cost Mgt	Lt/Online	Cost types and headings; Cost estimation; Budgeting; Project cost control;	Module 7 - Financial and Cost Mgt			Module 7 - Financial and Cost Mgt
9	Mon March 17, 2025	5:30-8:00pm	2.5	23.00	Financial and Cost Mgt	Lt/Online	Earned value analysis; and Project performance monitoring and reporting.	Module 7 - Financial and Cost Mgt			Module 8 - Quality and Performance Management
10	Mon March 24, 2025	5:30-8:00pm	3.0	26.00	Quality and Performance Mgt	Lt/Online	Concept of quality and standard; Cost and value of quality; Concept of quality management; Quality management system; and Quality tools and techniques.	Module 8 - Quality and Performance Mgt			Module 9 - Project Closure and Evaluation
March 31, 2025 HOLIDAY NO CLASS											

11	Mon	April 7, 2025	5:30-8:00pm	3.0	29.00	Project Closure and Evaluation	Lt/Online	Types of project closure; Benefits realisation; and Project evaluation and final report.	Module 9 - Project Closure and Evaluation			Past papers
	Mon	April 14, 2025	5:30-8:00pm	3.0	32.00	Review	Lt/Online	Review - Past Paper Questions	Past papers			
12		April 21, 2025						HOLIDAY NO CLASS				
13	Mon	April 28, 2025	5:30-8:00pm	3.0	35.00	Review	Lt/Online	Review - Past Paper Questions	Past papers			

Key / Legend

Lt = Lecture T=Tutorial EP = Exam Prep



Lecturer Signature

14-Oct-2024

Date Submitted

Course Administrator Signature

_____ Date received

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.
Date syllabus last modified: Jan 3, 2012

_____ Unit Manager Signature

_____ Date received

_____ Quality Assurance Manager Signature

_____ Date received

_____ Executive Director Signature

_____ Date received

