# Project and Information Management

## Prof. Alessandro Amadei

***Text under revision. Not yet approved by academic staff.***

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to introduce students to the management of projects, information technologies, and communication, which can be considered the key elements to foster innovation within companies.

Furthermore, the course aims to explore the most relevant variables that must be taken into account when managing this kind of projects and help students get a better understanding of the needs of the different business functions in order to turn them into competitive advantages and ICT-based innovations.

***COURSE CONTENT***

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| **Modules** | **Setting** | **Specific Learning Objectives** | **Activities** | **Types of study material** |
| **Module 1**  Introduction to Project Management | Classroom | * Course overview * Definition of Project Management * Definition of the project: different types, main features and classifications * Identifying the organizations that carry out their activities through projects * Identifying the characteristics of the Project Manager * Identifying the key interlocutors in the project – Customers and Stakeholders * Identifying key elements to start (the project) | * Start of Module 1 * Lecture * Introduction to online activity | Slides  1.01 – Objectives of the Project Management  1.02 – Description  1.03 – What is a project?  1.04 – Characteristics  1.05 – The added value  1.06 – Internal and external, small and big projects  1.07 – Organizational governance and project levels  1.08 – Portfolio, Programme and Project Management  1.09 – Milestones  1.10 – Decisional process and mandate  1.11 – Interdisciplinarity and alignment with strategies  1.12 – Organizational models  1.13 – Functional organization  1.14 – Matrix organization  1.15 – Project organization  1.16 – The Project Manager  1.17 – PM characteristics  1.18 – Consultants and executors |
| page3image13505408Online | * page3image13519680Introduction to Project Management | * Video lessons * Practical webinar on elements presented in module 1 * Live feedback – in-depth analysis of topics presented in the practical webinar | Video lessons  1.1 – Introduction to Project Management  1.2 – What is a project?  1.3 – Classification of projects  1.4 – Project organization  1.5 – The Project Manager  1.6 – Customers and Stakeholders  1.7 – How to start |
| Classroom | * In-depth analysis and conclusions | * Lectures * Summary of main concepts * Debriefing of online activity * End of Module 1 | Slides  1.19 – Important factors  1.20 – Customers and Stakeholders  1.21 – The starting point  1.22 – Questions to be asked in advance  1.23 – Negotiation of objectives  1.24 – Constraints and assumptions  1.25 – Planning and communicating  1.26 – Brainstorming and Benchmarking |

***READING LIST***

*Project Management: la metodologia dei 12 step*, Ed. Hoepli, Bove.

K.C. Laudon-J.P. Laudon-V. Morabito-F. Pennarola,*Management dei Sistemi Informativi. Fondamenti,* Ed. Pearson, Prentice Hall.

***TEACHING METHOD***

Frontal lectures and online activities to be carried out individually or in groups.

In case of remote teaching, students will be asked to watch the recordings of the lectures, study the teaching materialand carry out the activities proposed by the lecturer.

Attending webinars is higly recommended.

***ASSESSMENT METHOD AND CRITERIA***

A. *Ongoing assessment*

Students who opt for ongoing assessment will be assessed by means of two tests during the course and one final test. Specifically:

* 50% of the overall assessment will be based on the two tests during the course, they will be as follows:
  1. A written test on the first three modules, to be taken individually, either in person or remotely, during the lecture indicated on Blackboard ( 20% of the final mark);
  2. A group assignment on modules 1-5 (30% of the final mark);
* The final test, which counts for 50% of the final mark, is on the whole course (modules 1-6) and will be an oral test during term time, during one of the three scheduled examination calls.

Furthermore, please note:

* if the student is absent or fails the individual test, they may try again only once, by means of the final test (during one of the three subsequent examination calls during the same term as the course); during the second attempt, candidates will answer questions in a written test on the first two modules; if the candidates successfully pass this test, they will continue with the final test in oral form during the same call; on the other hand,if the candidates fail, they will have to sit the final summative assessment examination (sub B);
* the Faculty will decide the composition of the groups for the assignment ;
* candidates must pass the group assignment (no second attempts will be allowed due to absence or fails); should they fail, candidates will have to sit the final summative assessment examination (sub B);
* the final test will only take place during one of the three examination calls immediately after the conclusion of the course, and candidates must pass;
* candidates cannot refuse the mark awarded for the ongoing group assessment and/or the final test, it it is a pass mark or ask to retake the test. Should they refuse the mark, candidates may retake the summative assessment examination during one of the subsequent examination calls;
* viceversa, it is always possible to pass from ongoing assessment to summative assessment, and refuse a mark awarded for the summative assessment examination (and repeat the summative assessment examination).

B. *Final summative assessment*

An oral examination, which may be preceded by a written etst on the same day as the oral and corrected, when possible, during the same examination call; candidates who pass the written test will be eligible for the oral test.

***NOTES AND PREREQUISITES***

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.