# *37E01500 PROJECT MANAGEMENT AND CONSULTING PRACTICE, 6 ECTS*

# SYLLABUS

| Instructor’s contact information | Course information |
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| Matti Rossi, professor  matti.rossi@aalto.fi  Chydenia, Room H5.18  Office Hours on agreement via email  http://people.aalto.fi//matti\_rossi | M.Sc.(Econ), Information and Service Management program, common advanced studies, CEMS course.  Level of the course: Advanced studies  2019, Period V  Language of Instruction: English  <https://mycourses.aalto.fi/course/view.php?id=20065&section=2>  Teaching Assistant: Elena Mazurova, ([elena.mazurova@aalto.fi](mailto:elena.mazurova@aalto.fi)), |

1. OVERVIEW

This course is suitable for master students at any stage of their studies. It provides working knowledge of project management and consulting practices from both theoretical and practical perspective for the participant. Roughly 50 % of the lectures deal with issues in project management and 50% about consulting. The project management part deals with advanced issues of project work. The students are expected to actively participate in classes and consulting case assignments during the course.

Contents of the course:

1. Introduction to project management
2. Project selection and initiation
3. Project planning and creating a WBS
4. Executing and controlling projects
5. Project quality and risk management
6. Introduction to consulting practice
7. Problem solving process, consulting ethics
8. Expectation management and disaster recovery
9. Special consulting topics (2 guest lectures)
10. PREREQUISITES

No prerequisites.

1. LEARNING OUTCOMES

The course provides working knowledge of project management and consulting practices for students. After the course students have theoretical and practical knowledge of consulting and project management and key tools and techniques used in project management.

1. ASSESSMENT AND GRADING
2. Lectures 9\*2 hours + workshop 4 = 22 hours
3. Final group project deliverable (50% of the grade).
4. Learning diary (50% of the grade)
5. ASSIGNMENT AND LEARNING DIARY

The assignment is a combined project management and consulting assignment. Project management assignments include a project plan, consulting assignment report and a self-analysis of the project. The assignment is to be returned by 10.6.2019 at noon trough MyCourses.

The learning diary consists of weekly 1-2 page reflections on what has been learned last week. The diary must be returned by noon on each Monday during the course. The learning diary entries should contain:

* Key issues for the week
* Reflections on learning that week
* The progress of your project that week
* The issues with your project and group work that week

How to write a good diary entry, see for example:

<https://mycourses.aalto.fi/mod/resource/view.php?id=440349>

1. COURSE MATERIAL

All course materials on the course home pages in MyCourses.

Optional course book: Schwalbe, K (2013) Revised An Introduction to Project Management, Fourth Edition.

1. PRELIMINARY SCHEDULE – LECTURES AND EXERCISES

| # | Date | Topic |
| --- | --- | --- |
| L1 | Mon 15.4. (15-17) TU1 | Course essentials and Introduction / Matti Rossi |
| L2 | Wed 17.4. (15-17) T2 | Project selection and initiation / Matti Rossi |
| L3 | Wed 24.4. (15-17) | Project planning and creating a WBS / Matti Rossi |
| L4 | Mon 29.4. (15-17) | Executing and controlling projects / Matti Rossi |
| L5 | Mon 6.5. (15-17) | Introduction to consulting practice / Matti Rossi |
| L6 | Wed 8.5. (15-17) | Project quality and risk management / Jari Ruokolainen |
| L7 | Mon 13.5. (15-17) | Being a successful consultant / Sami Relander? |
| L8 | Wed 15.5. (15-17) | Consulting examples / Jari Ruokolainen |
| L9 | Mon 20.5. (15-17) | Expectation Management / Matti Rossi |
| L10 | Wed 22.5. (15-17) | Wrap-up, Individual practice presentations |

| # | Date |  |
| --- | --- | --- |
| E1 | Thu 18.4.  H1 (10-12) and  H2 (13 - 15) R102 | Project assignment |
| E2 | Thu 25.4  H1 (10-12) and  H2 (13 - 15) R102 | Project charter |
| E3 | Thu 2.5.  H1 (10-12) and  H2 (13 - 15) R102 | Students do the exercises independently. |
| E4 | Thu 9.5.  H1 (10-12) and  H2 (13 - 15) R102 | Students do the exercises independently. |
| E5 | Thu 16.5.  H1 (10-12) and  H2 (13 - 15) R102 | Students do the exercises independently. |
| E6 | Thu 24.5.  H1 (10-12) and  H2 (13 - 15) R102 | Presentations of consulting case progress by groups. |

1. COURSE WORKLOAD

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| Classroom hours (including workshop) | 22 h |
| Class preparation | 40 h |
| Assignments | 60 h |
| Learning diary | 36 h |
| Total | 160 h (6 op) |

1. ETHICAL RULES

Aalto University Code of Academic Integrity and Handling Thereof:

https://into.aalto.fi/pages/viewpage.action?pageId=3772443

1. OTHER ISSUES

* Registration to course: Via WebOodi
* Course policies: Due to the large amount of students, the assignment deadlines are strict.