



Aalto University
School of Business

37E01500 Project Management and Consulting Practice

Course welcome and essentials

*Matti Rossi, professor
Noora Pinjamaa, course assistant, doctoral student
Dept. of Information and Service Economy*

Contents

- Learning objectives and outcomes
- Contents of the course
- Course essentials
- Completing the course
- Evaluation
- General schedule
- Detailed information: lectures, exercises, exams
- Course materials



Aalto University
School of Business

ISE/MM
17 April 2019
2

Learning objectives of the course

- Explain and use the general project management concepts and methodologies
- Ability to deploy project management methodologies to simple projects (e.g. build, execute and control a project plan)
- Understand the impact that people have on the success of a project
- Understand the general aspects of consulting practice and how it is to work as a consultant
- Have knowledge of management and controlling of projects in consulting environment

Contents of the course 1

Project management

- Introduction to project management and concepts
- Project selection, initiation and target setting
- Project planning and creating a WBS (schedule, resource planning, critical path method)
- Executing and controlling projects
- Project quality and risk management, project closing

Contents of the course 2

Consulting practice

- Introduction to consulting work
- Consulting workshops including several consulting tasks
- Special consulting topics, such as problem solving process, consulting ethics, or expectation management and disaster recovery

Course essentials

- **Registration via WebOodi**
- **Teaching period V 2019**
- **Instructor**
 - Matti Rossi, matti.rossi@aalto.fi
- **Course assistant**
 - Elena Mazurova, elena.mazurova@aalto.fi
- **All course information, materials and the latest course news will be stored on the course home page in MyCourses**

Lectures

#	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) T2	Project planning and creating a WBS / Matti Rossi
L4	Mon 29.4. (15-17) TU1	Executing and controlling projects / Matti Rossi
L5	Mon 6.5. (15-17) TU1	Project quality and risk management / Matti Rossi
L6	Wed 8.5. (15-17) T2	Introduction to consulting practice / Matti Rossi
L7	Mon 13.5. (15-17) TU1	Being a successful consultant / TBA
L8	Wed 15.5. (15-17) T2	Ethical issues in consulting / Matti Rossi
L9	Mon 20.5. (15-17) TU1	Expectation Management / Sami Relander
L10	Wed 22.5. (15-17) T2	Student presentations

Exercises

An integrative consulting project exercise

- Consists of parts that are related to the lectures
- Instructions will be at the course webpage in MyCourses
- Choose your team of 2-4 persons
- Return the exercise by using "Exercise return" in MyCourses at the latest on Mon 10.6.2019 at 12.00
- Late delivery -3 points per day

Exercises (cont.)

Alternative exercise for project management

- **If you have experience of a major IT service development project, where you have been for example a project manager or steering board member, you can do instead**
 - Make a short report on your experience
 - Give a 30 minute presentation for other students about your experience (20 min presentation, 10 min Q&A)

Contact instructors immediately if you plan to make an alternative exercise!

Exercises (cont.)

Alternative exercise for consulting practice

- **If you have experience of a major consulting project, where you have been a project manager or steering board member, you can do instead**
 - Make a short report on your experience
 - Give a 30 minute presentation for other students about your experience (20 min presentation, 10 min Q&A)

Contact instructors immediately if you plan to make an alternative exercise!

Exercises C-332

#	Date	Topic	Target schedule
E1	Thu 18.4. H1 (10-12) and H2 (13 - 15) R102	Groups and initial assignment, NOTE: Both groups at 10.15!	Forming groups
E2	Thu 25.4 H1 (10-12) and H2 (13 - 15) R102	Short introduction to MS Project 2013 Students do the exercises independently.	PM exercises: 1. Project charter /Word
E3	Thu 2.5. H1 (10-12) and H2 (13 - 15) R102	Students do the exercises independently. NOTE: Both groups at R101C-332	PM exercises: 2. WBS, 3. Gantt chart, Network diagram, Tracking Gantt
E4	Thu 9.5. H1 (10-12) and H2 (13 - 15) R102	Students do the exercises independently.	PM exercises: 4. Cost management and EVA analysis
E5	Thu 16.5. H1 (10-12) and H2 (13 - 15) R102	Presentations of exercise status	Finalizing of all exercises if needed

Learning Diary

- The course is graded through a learning diary
- To facilitate learning and project goal setting the learning diary entries will be returned every Monday before the start of the class
- The diary entries will be returned through MyCourses

Writing a learning diary entry

The diary should be concise, written in parts each week

The length of each entry is 1-2 pages

Parts 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://www.utu.fi/en/units/soc/units/conthist/studying/methods/learning-diary-instruction/Pages/home.aspx>

Assessment and grading of learning diary (50% of total grade)

Each learning diary is graded individually by teachers, and all entries need to be submitted in order to get a grade. Below are *some guidelines* to give some idea what is required for grade for each entry. 10 % extra points for last diary for returned course feedback.

Grade	The learning diary shows . . .
4-5	deep learning on the topics and the "big picture"; personal touch and applications, various perspectives.
3	wider learning and reflection; relations between topics, and personal context, applications.
2	some learning of the topics; personal perspective and reflection.
1	little or no reflection; descriptive "report"; misunderstood central concepts.
0	No understanding of the topic; no effort put in the work.

Assessment and grading of consulting assignment (50% of total grade)

The group will get one grade for the returned project report

Grade	The learning diary shows . . .
5	All parts of project plan clear in the report, consulting assignment thoughtful and gives useful insights
4	All parts of project plan clear in the report, consulting assignment well executed
3	Project plan done well and consulting assignment contains own ideas and analysis
2	All parts of the project plan available, routine analysis of the consulting assignment
1	Missing parts of the project plan, no reflection, poor analysis of the consulting assignment
0	Not returned, or missing large sections

A

Course material

- All course communication, materials and exercises as well as submitting of exercises on the course home pages in MyCourses

Course material (cont.)

- **Optional course book**

Schwalbe, K (2013)

Revised An Introduction to Project Management, Fourth Edition: With Brief Guides to Microsoft Project 2013 and AtTask



Course material (cont.)

- **Additional reading: MyCourses "Course material", "Additional reading"**

- **For example:**

- *Artto K., Martinsuo M., Kujala J., (2011). Project business. Helsinki, Finland, available at http://pbgroup.tkk.fi/en/the_book_and_the_glossary/, (ISBN 978-952-92-8535-8)*
- *Project Management Institute (2008), A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 4th Edition, Project Management Institute.*
- *Pinto, J.K. (2010), Project Management – Achieving Competitive Advantage, Pearson*

Software and collaboration tools used during this course

- **MyCourses** for all course materials and course communication
- **Exercises**
 - Word for Project Plan
 - Microsoft Project 2019 for the rest of exercises
 - Schwalbe, K (2013) *Revised An Introduction to Project Management, Fourth Edition: With Brief Guides to Microsoft Project 2013 and AtTask, Attachment A*
 - <http://office.microsoft.com/en-us/support/training-courses-for-project-2013-HA104032117.aspx>
 - MS Project 2019 demo in the first exercise session
 - Further training: <https://project-management.com/top-10-best-microsoft-project-tutorials/>

Frequently asked questions

Question	Answer
Is the participation into the lectures mandatory?	No
Can I do the exercises myself?	Yes
Are all the course materials in MyCourses?	Yes
Are the exercises, which I did last year still valid?	Yes