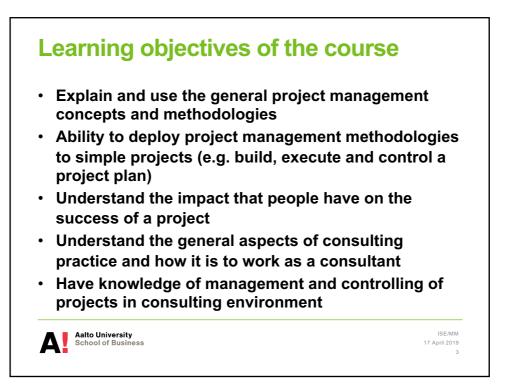


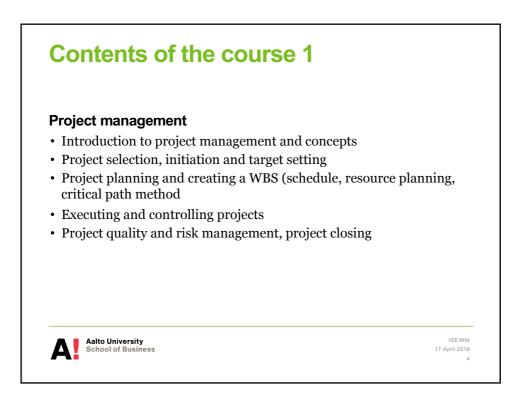
Contents

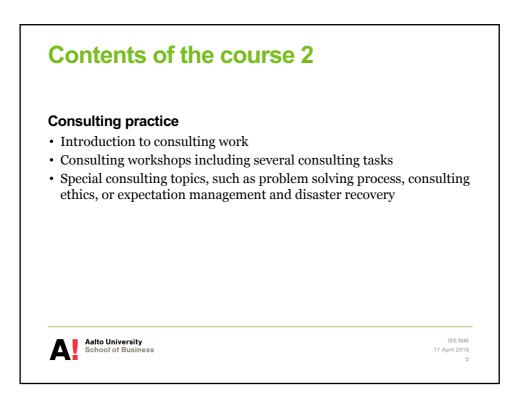
- Learning objectives and outcomes
- Contents of the course
- Course essentials
- Completing the course
- Evaluation
- General schedule
- Detailed information: lectures, exercises, exams
- Course materials

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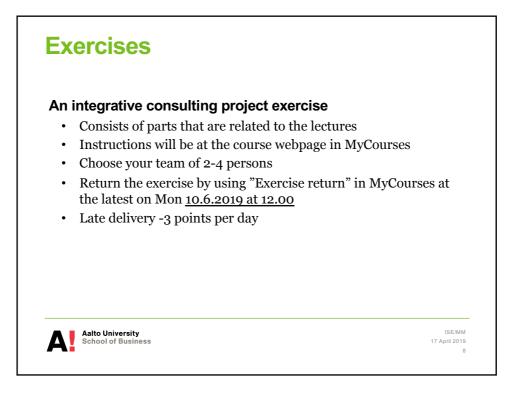


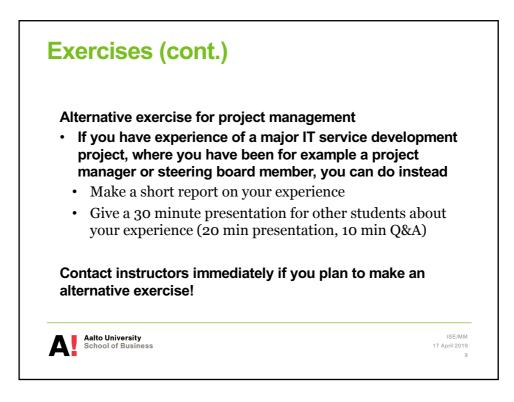


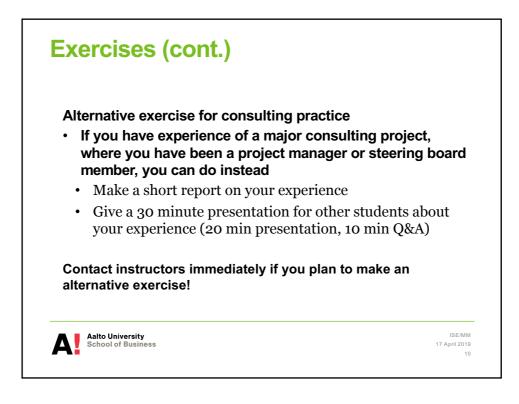




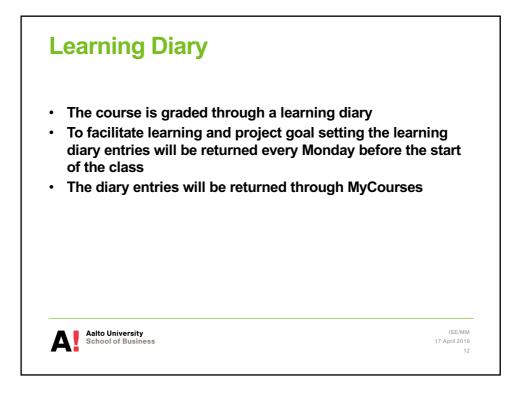
#	Date	Торіс
L1	Mon 15.4. (15-17) TU1	Course essentials and Introduction / Matti Rossi
L2	Wed 17.4. (15-17) T2	Project selection and initiation / Matti Rossi
L3	Wed 24.4. (15-17) T2	Project planning and creating a WBS / Matti Rossi
L4	Mon 29.4. (15-17) TU1	Executing and controlling projects / Matti Rossi
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
Λ	Aalto University School of Business	ISE/MM 17 April 2019







E	ixercises (2-332	
#	Date	Торіс	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
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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: <u>https://www.utu.fi/en/units/soc/units/conthist/studying/methods</u>/ learning-diary-instruction/Pages/home.aspx

ISE/MM

17 April 2019 13

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

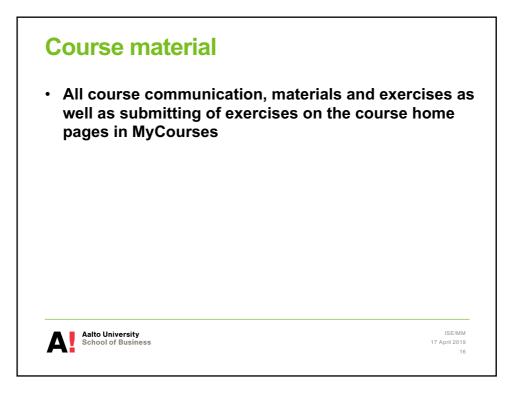
Each learning diary is graded individually by teachers, and all entries need to be submitted in order to get a grade. Below are *some guidelines* to give some idea what is required for grade for each entry. 10 % extra points for last diary for returned course feedback.

	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.
A	1	little or no reflection; descriptive "report"; misunderstood central concepts.
	0	No understanding of the topic; no effort put in the work.

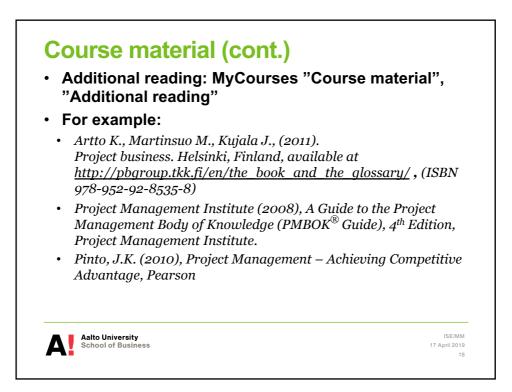
Assessment and grading of consulting assignment (50% of total grade)

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



Course material (cont.) REVISED AN Optional course book INTRODUCTION MANAGEME *Schwalbe*, *K* (2013) Editic Revised An Introduction to Project Management, Fourth Edition: With Brief Guides to Microsoft Project 2013 and AtTask KATHY SCHWALBE Aalto University School of Business Δ 17 April 2019



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

ISE/MM

17 April 2019 19

- MS Project 2019 demo in the first exercise session
- Further training: <u>https://project-management.com/top-10-best-microsoft-project-tutorials/</u>

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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