

Course syllabus «Project seminar»

Approved by
Programme Academic Council
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Number of credits	4
Contact hours	48
Self-study hours	104
Course	1
Educational format	Without use of online course

I. Goals and Results of Mastering the Discipline; Prerequisites

This course is about organizing projects, both in academia and in practice. Current marketplace demands multidisciplinary approach to problem-solving, and this is especially true in applied statistics, where all tasks are organized as project. Throughout the semester we will become familiar with the most advanced current topics, presented by guest speakers and the ANR researchers. Whether you plan to work in the corporate world, or develop your career in academia, you will be forced to generate knowledge and disseminate it to others, and doing so would require to organize individual projects, so there is no doubt that you will use the skills acquired in this course.

As a result, students should:

Know:

- topics, terminology, and principles of project management approach.
- the most recent advances in network science and applied statistics
- the requirements and guidelines of project management

Be able to:

- understand the basic steps of project organization
- develop and/or foster critical thinking skills
- to criticize constructively and determine existing issues in project management

Have:

- project planning skills
- oral presentation skills
- basic academic writing skills in both English and Russian

There are no specific course prerequisites.

The course is strongly related and complementary to other compulsory courses provided in the program and sets a crucial prerequisite for later courses and research projects as well as for the master thesis. The course gives students an important foundation to develop and conduct their own research as well as to evaluate research of others.

II. Content of the Course

SESSION ONE: What is project management?

Project management is a vast practice that includes in it various project management topics. These topics are important to understand, and you generally learn more about them with experience. There are certain topics that are more complex than others. The range from covering the type of project you are undertaking to the various specific management areas of the project itself.

SESSION TWO: Business analysis and requirements management

The session will look into finding what is missing in the required case and what is required to close the gaps.

SESSION THREE: Project management in academia

The session looks into project management in a university setting – the triangle of time, cost and quality. We'll also discuss soft skills that make academic projects more successful.

SESSION FOUR: Cost Management

This session looks at evaluating costs of different project stage, creating an appropriate budget, and following the budget closely.

SESSION FIVE: Time and schedule management

This session looks at setting realistic deadlines and assuring that the deadlines are met.

SESSION SIX: Stakeholder management

This session covers the foundation of relational approach to stakeholder management.

SESSION SEVEN: Resource management

This session will look into breaking down necessary resources, including human resources for project completion.

SESSION EIGHT – Agile project management

The agile working methodology or 'movement' allows project managers and other stakeholders to assess and examine the direction of the project during its life cycle. Sprints or iterations are regular and consistent which allow for a constant-growth model which team members follow. At the end of each sprint or iteration it is required that the project team deliver results in moving the project along.

SESSION NINE – Ethics

This session will discuss the ethical issues arising in project management and

III. Grading

Course grade will be completed as follows:

Assignments	Percent of Grade
#1: Weekly homeworks	50%
#2: In-class presentations	10%
#3: Participation and responsibility grade	20%
#4: Final Paper	20%

If the final grade is non-integer, it is rounded according to algebraic rules. If has a half (.5) at the end, we are rounding upward. Rounding of cumulative grades and other rounding issues are performed according to the HSE rules.

IV. Grading Tools

This class contains several assignments that test student knowledge and understanding throughout the course.

Weekly assignments: Homework will be assigned as needed. Usually it will consist of a short project report, or, as semester progresses, incremental improvements to your project paper. You will be notified of an upcoming homework at least a week in advance.

In-Class presentations: you are expected to do at least two presentations during the semester. The first one is presenting someone else's work: for example, I may ask you to do a short summary of a paper we will be discussing in class and present your review. The second is presenting your own project ideas, and these presentations will be scheduled towards the end of the semester.

Participation and responsibility grade: we all are expected to help each other learn. Therefore, there will be short assignments, such as providing presentations feedback to each other, that you will get points for. Usually I will grade them on "banana/non-banana" principle, unless otherwise specified. In order to participate, you have to be present in class; all points for this part of the grade are earned through in-class participation.

Final Paper: you will need to select one of the tracks, academic or practical, for your work in this seminar. Your final paper, which you submit at the end of the semester, will be either the academic or a business project proposal. The task is to show me whether you've learned how to incorporate theoretical material we cover in this seminar into your written work.

V. Resources

5.1 Main Literature

1. Silviu, Gilbert, et al. Sustainability in Project Management, Taylor & Francis Group, 2012. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=906949>.
2. Eskerod, Pernille, and Anna Lund Jepsen. Project Stakeholder Management, Taylor & Francis Group, 2013. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1094089>.
3. Cavanagh, Michael. Second Order Project Management, Routledge, 2012. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=823567>.

4. Neal, Judi, and Alan Harpham. The Spirit of Project Management, Routledge, 2012. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=922439>.
5. Harris, Elaine. Strategic Project Risk Appraisal and Management, Taylor & Francis Group, 2009. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=476364>.

5.2 Additional Literature

1. Hill, Gerard M.. The Complete Project Management Office Handbook, Auerbach Publications, 2007. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=314320>.
2. Project Management, edited by Robert J. Collins, Nova Science Publishers, Incorporated, 2011. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=3017821>.
3. HEAGNEY, Joseph. Fundamentals of Project Management, AMACOM, 2011. ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=773201>.

5.3 Software

№ п/п	Name	Access conditions
1.	MicrosoftWindows 7 Professional RUS MicrosoftWindows 10 MicrosoftWindows 8.1 Professional RUS	<i>From the university's internal network (contract)</i>
2.	Microsoft Office Professional Plus 2010	<i>From the university's internal network (contract)</i>

5.3 Material and technical support

Classrooms for lectures on the discipline provide for the use and demonstration of thematic illustrations corresponding to the program of the discipline, consisting of:

- PC with Internet access (operating system, office software, antivirus software);
- multimedia projector with remote control.