



## Course syllabus

School of Business and Economics

Department of Management

1FE82U Grundläggande projektledning, 7,5 högskolepoäng

1FE82U Project Management, 7.5 credits

### **Subject Group**

Business Administration

### **Level of classification**

First Level

### **Progression**

G1N

### **Date of Ratification**

Approved 2014-05-28

Revised 2022-12-05 by School of Business and Economics. Change of department.  
The course syllabus is valid from spring semester 2023

### **Prerequisites**

No previous knowledge is required.

## Objectives

After completing the course, students should be able to:

- apply knowledge of project planning
- reflect on the temporary leadership specificity
- apply communication from a stakeholder perspective
- reflect on the project in its entirety
- reflect on project location/situation in the organization/enterprise/business
- describe the project's problems and opportunities

## Content

The course consists of four parts: planning, leadership, communication and holistic approach.

1. Project planning emanates from the sponsor and the order/request. Planning before and during the implementation enhance the anchoring of the project. Breakdown structures, PBS (product), WBS (work), OBS (organization) and CBS (cost) will be used as planning tools. Following-up on the project implies comparison with the project planning. Continuous documentation throughout the

planning, implementation and follow-up phases form the basis of control/audit and decision making.

2. The specificity of temporary leadership is dealt with. Personality is of importance for the leadership quality. Individual tests will be carried out and discussed. Conflicts are common in projects – between individuals as well as between the project and the line. Conflict management is a part of leadership.
3. Communication, its channels and opportunities are attended to on a basic level which involves communication with the project's stakeholders. Strategic communication and communication planning are two aspects of the project management of communications.
4. A holistic view of the project and its model/methodology, leadership and communication is applied. The outcome of the project, i.e. what the sponsor ordered, is the basis for the project work. The stakeholders and their importance for the project are dealt with as well as the project's goals and benefits, based on the sponsor's order. The sponsor's role is highlighted because of its importance for the project. Decision making (project and line) is critical for the outcome of the project but also for the project work. Project model, method and project tools are important assets and so are all who are involved in the project processes. A project diary is a handy tool for the project manager's documentation, reporting and management.

## Type of Instruction

Lectures, seminars and assignments.

Reflective work upon the course participants' own roles and situation during their use of project management diaries.

## Examination

The course is assessed with the grades Fail (U) or Pass (G).

During the course period the student uses a project management diary. Here reflections are noted as the course is carried out and are discussed in seminars. At the end of the course a summary of the whole course is made. Course examination is done by written examinations as well as oral examinations, both individual and group.

Students who do not achieve a satisfactory result in the examinations are permitted to make a second attempt approximately 5-8 weeks after the normal examination date. The student will have a minimum of five occasions for written exams in relation to the syllabus to which the student was accepted. Usually 3 occasions per academic year.

## Course Evaluation

A written course evaluation is carried out and compiled in a report, which is archived at the faculty. The results and possible measures taken are communicated by the course coordinator and presented to the students the next time the course is given, or in another way deemed suitable by the course coordinator. Other types of course evaluations, for example regular evaluations throughout the course or discussions with students, will be included and encouraged with the aim of ensuring continuous quality development.

## Required Reading and Additional Study Material

### Required literature

Jönsson, S. & Strannegård, L. (2010). *Ledarskapsboken*. Liber. 387 p.

Lundqvist, S. & Marcusson, L. (2012). *Planera ditt projekt*. Studentlitteratur. 291 p.

Tonnquist, B. (2012). *Projektleddning*. Sanoma Utbildning. 477 p.

