

**Kingdom of Saudi Arabia**

**Al Baha University**

**Faculty of Administrative & Financial Sciences**

**Business Administration**

**COURSE SPECIFICATION**

**Management of Small and Medium Projects**

**16011511**

**2015**

# Course Specification

<b>Institution:</b>	Al-Baha University
<b>College/Department:</b>	Faculty of Administrative and Financial Sciences Business Administration Dept

## A. Course Identification and General Information

<b>1. Course title :</b>	Management of Small and Medium Projects 16011511
<b>2. Credit hours:</b>	3
<b>3. Program(s) in which the course is offered:</b>	Business Administration
<b>4. Name of faculty member responsible for the course:</b>	Dr. Shaik Ajmal Hussain
<b>5. Level/year at which this course is offered:</b>	5 <sup>th</sup> level/3 <sup>rd</sup> Year
<b>6. Pre-requisites for this course (if any):</b>	Project Management
<b>7. Co-requisites for this course (if any)</b>	
<b>8. Location if not on main campus</b>	

## B. Objectives

### 1. Summary of the main learning outcomes for students enrolled in the course.

This course is a general introduction to Management for Small and Medium projects as an information development and communication function that supports economic-decision making. Students will become familiarized with fundamental of small and medium business management concepts, terms, and procedures, particularly related to project management. Issues such as start-up decisions, financing, marketing, staff management, operations, administration and strategic planning will be addressed. Students will learn how to analyze business problems and create the startup documentation needed to obtain financing.

### 2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field)

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, and performance. Methodology will be selected to best meet student needs.

## C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

### 1. Topics to be Covered

Topic	No of Weeks	Contact hours
Course Introduction: Defining Project, The Triple Constraints, Exploring the Project Life Cycle and Linking Quality to Profit	2	6
Initiating Project: Project Purpose, Evaluating and Selecting Project, Creating Project Statement of Work, Procurement ,Choosing Contract Type	2	6
Planning and Managing Project Cost	2	6
Scheduling and Controlling the Project work	2	6
Project Leadership and Team Building	2	6
Managing Project Risk	1	3

Communicating With project Stakeholders	2	6
Closing a Project	2	6

**2. Course components (total contact hours per semester):**

Lecture: 45	Tutorial: Varies	Practical/Fieldwork/Internship: None	Other: None
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**3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week)**

4-6 hours week per semester

**4. Development of Learning Outcomes in Domains of Learning**

**For each of the domains of learning shown below indicate:**

- **A brief summary of the knowledge or skill the course is intended to develop;**
- **A description of the teaching strategies to be used in the course to develop that knowledge or skill;**
- **The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.**

**a. Knowledge**

**(i) Description of the knowledge to be acquired**

Upon completion of course, students will be able to understand how small and medium projects operates and the part project managers play in that system; understand the steps in starting a small and medium projects, how to plan and manage a profitable project, understand the common problems and pitfalls of small and medium project; understand the importance of effective scheduling and controlling of small and medium project; understand management of work flow and how to close a project.

**(ii) Teaching strategies to be used to develop that knowledge**

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for

directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.

**(iii) Methods of assessment of knowledge acquired**

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**b. Cognitive Skills**

**(i) Cognitive skills to be developed**

Upon completion of course, students will be able to thoroughly explain what small and medium project management is all about and how to approach it successfully; discuss basic project success criteria and common reasons for Small and Medium Project failure; appraise students' own skills, abilities and values to determine optimal fit in the global business environment; analyze and evaluate performance in a given business situation; propose and evaluate the viability of a business opportunity.

**(ii) Teaching strategies to be used to develop these cognitive skills**

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation. Lectures will provide the framework for directing independent student learning activity and skills development. As such, students will be presented with relevant information, tasks and source material in lectures that will enable self-directed learning.

**(iii) Methods of assessment of students cognitive skills**

The student is required to respond to topic-related discussion questions after every chapter. These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered. Although a specific length is not mandated, responses should be well thought out and add value to the class discussion.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**c. Interpersonal Skills and Responsibility**

**(i) Description of the interpersonal skills and capacity to carry responsibility to be developed**

Students will integrate processes of thinking, communication, leadership, and management in order to apply interpersonal relationships knowledge and skills. Students will also learn to evaluate effectiveness of communication processes, demonstrate leadership that encourages participation and respect for the ideas, perspectives, and contributions of group members; apply management, decision-making, and problem solving processes to accomplish tasks and fulfill responsibilities; examine interrelationships among thinking, communication, leadership, and management processes to address individual, family, community, and workplace issues. Students will develop and demonstrate ethical behavior that is appropriate for the business professional in today's society.

**(ii) Teaching strategies to be used to develop these skills and abilities**

The basic instructional method will consist of interactive lecture, class discussion, and hands-on learning through class participation and sometimes Power Point Presentations.

**(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility**

Student's contributions to the topic-related discussions will be assessed by instructor who will lead, oversee, and/or facilitate class discussions. Instructor will assess students ability and willingness to apply standards of ethical behaviour when making judgments or taking personal actions and demonstrate effective listening and feedback.

**d. Communication, Information Technology and Numerical Skills**

**(i) Description of the skills to be developed in this domain.**

Upon completion of course, the student will be able to understand the detail role of stakeholders contribution in small and medium Projects; how to evaluate a project and procurement works, analyse and detail the interrelationship of owner and the consumer; detail project risk; detail issues related to project cost, managing project workflow ; improve students' written and oral communication skills; assess and critique business news and statistical information you hear in the media; gain the real-world skills required to identify, consider and solve small business problems.

**(ii) Teaching strategies to be used to develop these skills**

The teaching strategies are lecture, discussion and problem solving oriented. Students will be encouraged to ask questions and provide comments as considered appropriate.

**(iii) Methods of assessment of students numerical and communication skills**

The student is required to respond to topic-related discussion questions after every chapter.

These questions will be provided weekly. Grading of responses will be based on content and general to specific knowledge of information covered.

Assignments and examination questions will consist of problem-solution and objective type questions and will be derived from text and lecture material and class handouts.

**e. Psychomotor Skills (if applicable)**

**(i) Description of the psychomotor skills to be developed and the level of performance required**

**(ii) Teaching strategies to be used to develop these skills**

**(iii) Methods of assessment of students psychomotor skills**

**5. Schedule of Assessment Tasks for Students During the Semester**

Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Discussion Questions/Quiz	4	10%
2	Short Assignments/ Presentation	10	10%
3	Midterm Examination	7	30%
4	Final Examination	17	50%

**D. Student Support**

**1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)**

Instructor will be available for student consultation and academic advice throughout the week in their specified office hours. Additional assistance by appointment only

**E. Learning Resources**

**1. Required Text(s)**

Project Management for Small Business- Joseph Phillips 2012 AMACOM

**2. Essential References**

Fortune Magazine  
 Forbes Magazine  
 Barons  
 The Economist  
 Business Week  
 Wall Street Journal  
 Harvard Business Review  
 Human Resource Management Journal  
 International Journal of Human Resource Management  
 Personnel Review  
 People Management  
 Oxford English Dictionary or Collins Dictionary and a Thesaurus  
[Absolute Beginner's Guide to Project Management \(2nd Edition\)](#)  
[Fundamentals of Technology Project Management](#)

**3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)**

Project Management For Small And Medium Sized Business Kerzner, Harold R. Van Nostrand Reinhold Publication 1984

**4. Electronic Materials, Web Sites etc**

[http://www.business.com/search/rslt\\_default.asp?vt=all&type=web&query=small+business+project+management](http://www.business.com/search/rslt_default.asp?vt=all&type=web&query=small+business+project+management)

**5- Other learning material such as computer-based programs/CD, professional standards/regulations**

MS-Project 2000, Windows XP, Microsoft Office, Access to the Internet, Flash drives  
 Internet Explorer, version 6.x or above, and Windows Media Player, version 10 or above.  
 (Version 9 of Windows Media Player may be used only if using Windows 2000 or earlier operating system); The use of an updated version of Internet Explorer is strongly recommended in order to view Windows Media Player

**F. Facilities Required**

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)

**1. Accommodation (Lecture rooms, laboratories, etc.)**

Classes will be held in classroom and business computer lab and will accommodate approximately thirty-five (35) students. An appropriate number of computers and desk must be available for students.

<p><b>2. Computing resources</b></p> <p>Students will have access to Microsoft Excel, Microsoft Access, and Microsoft Office systems.</p>
<p><b>3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list)</b></p> <p>Business computer laboratory must encompass twenty-five (25) student workstations, network printer, and scanners for student use.</p>

**G. Course Evaluation and Improvement Processes**

<p><b>1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching</b></p> <p>Evaluations of performance and teaching effectiveness will be administered to the students at the end of the course. A questionnaire will be used in order to determine appropriateness of communication of course expectations (learning objectives), communication of course requirements (e.g., assessment), student perception of the quality of classroom teaching, adequacy of assessment feedback, and accessibility of learning resources and support.</p>
<p><b>2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department</b></p> <p>Evaluations will be conducted by colleagues of the instructor who have expertise in the course/discipline. Evaluations will result from information obtained through classroom visits and review of course materials and instructional contributions.</p>
<p><b>3. Processes for Improvement of Teaching</b></p> <p>Instructor will conduct evaluations from a number of sources including, but not limited to, student questionnaires, peer reviews, department focus groups, and self-evaluations. Instructor will collect and respond to feedback on their teaching from colleagues, peers, and students on a continual basis. Instructor and department will utilize a systematic approach to evaluate information obtained from feedback to make appropriate improvement of teaching that is firmly based on professional practices.</p>
<p><b>4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)</b></p> <p>To help instructor review the extent of the students achievement, a mid-course and end of course rating scale will be utilized in an effort to survey goals for student learning.</p>

Based on the survey results, instructor will collect data to verify student's perceived strengths and weaknesses. The purpose of collecting evidence of student achievement is to help to establish baseline data to monitor improvements in student learning over time. A summary of a description of students' current levels of achievement will be provided to student upon completion. Conference between instructor and student will be available, upon request, to discuss students' achievement review

**5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.**

Periodic focus groups will be conducted by instructor, faculty of the department, and department administrators to critique appropriateness of learning outcomes, content choice and currency, teaching and assessment methods, match between all of the above.

The required text covers a percentage of: 80% of the course,

**Faculty In charge:**

Dr. Shaik Ajmal Hussain

**The head of the department:**

Dr. Mohammed Makni

**The vice dean of Academic Affairs:**

Dr. Najeeb Al Mater

**The Dean**

Dr. Mohammed Al Zehrani