

## SYLLABUS

### 1. Data about the program of study

1.1 Institution	Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Electronics, Telecommunications and information Technology
1.3 Department	Applied Electronics
1.4 Field of study	Electronic Engineering, Telecommunications and Information Technologies
1.5 Cycle of study	Bachelor of Science
1.6 Program of study / Qualification	Telecommunications Technologies and Systems/ Engineer
1.7 Form of education	Full time
1.8 Subject code	52.00

### 2. Data about the subject

2.1 Subject name	Project Management						
2.2 Subject area	Electronics and Telecommunications Engineering						
2.3 Course responsible	Assistant professor Eniko SZILAGYI– Eniko.Lazar@ael.utcluj.ro						
2.4 Teacher in charge with seminar / laboratory / project	-						
2.5 Year of study	IV	2.6 Semester	2	2.7 Assessment	V	2.8 Subject category	DS/DI

### 3. Estimated total time

3.1 Number of hours per week	1	of which: 3.2 course	1	3.3 seminar / laboratory	0
3.4 To Total hours in the curriculum	50	of which: 3.5 course	14	3.6 seminar / laboratory	0
Distribution of time					hours
Manual, lecture material and notes, bibliography					16
Supplementary study in the library, online specialized platforms and in the field					7
Preparation for seminars / laboratories, homework, reports, portfolios and essays					13
Tutoring					0
Exams and tests					0
Other activities: .....					
3.7 Total hours of individual study	36				
3.8 Total hours per semester	50				
3.9 Number of credit points	2				

### 4. Pre-requisites (where appropriate)

4.1 curriculum	
4.2 competence	

## 5. Requirements (where appropriate)

5.1. for the course	projector
5.2. for the seminars / laboratories / projects	-

## 6. Specific competences

Professional competences	<p>Methods and tools of project management.</p> <p>To evaluate and interpret the data obtained in the process of measuring indicators of project management.</p> <p>After completing the discipline, the students will be able to:</p> <ul style="list-style-type: none"> <li>- manage and complete complex projects;</li> <li>- discuss with project managers using specific terms;</li> <li>- use the concept in planning projects: plans, activities, costs, resources, budget, training and coordinating a team working;</li> <li>- monitor and control projects: project status determination, analysis of delays, corrective actions;</li> <li>- coordinate logistic management: determination and choice distributors, conventions;</li> <li>- achieve integrated project management: integration project into organization standards;</li> <li>- utilize risk analysis: determine potential problems, corrective action;</li> <li>- use Systems Engineering: operating cost, performance, manufacturing, security etc</li> </ul> <p>After completing the discipline, the students will be able to:</p> <ul style="list-style-type: none"> <li>- to know how to make a project plan</li> <li>- to know how to identify the activities needed to be placed in the project plan</li> <li>- to apply actions necessary to keep the project on schedule</li> <li>- to know some standards that the organization can implement a judicious implementation of projects</li> <li>- to know the steps of a product (from conception to finished product) and implement these steps in the project plan</li> </ul>
Cross competences	<p>CT1. To methodically analyze engineering problems, by identifying the basic elements for which well-established solutions already exist, ensuring the fulfillment of the professional assignments</p> <p>CT2. To split activities into stages and to assign them to subordinates, together with a complete explanation of their responsibilities, based on hierarchical levels, ensuring an efficient information transfer and interpersonal communication</p> <p>CT3. To adapt to new technologies, professional and personal development, by continuous training using dedicated software and documentation in an international language.</p>

## 7. Discipline objectives (as results from the key competences gained)

7.1 General objective	Developing skills in the implementation and coordination of a project
7.2 Specific objectives	<ol style="list-style-type: none"> <li>1. Assimilation of theoretical knowledge to carry out a project plan</li> <li>2. Obtain skills to use specific terminology for coordination project</li> </ol>

## 8. Contents

8.1 Lecture (syllabus)	Teaching methods	Notes
1. Fundamentals - explaining the essential concepts used in project management	Presentation, heuristic conversation, exemplification, problem presentation, case study, formative evaluation	Use of .ppt presentation, projector, blackboard
2. Defining <i>Reason</i> and <i>Objective</i> of a project		
3. Drawing Project Plan - missions and milestones		
4. Drawing Project Plan - Cost approach		
5. Drawing Project Plan - Developing a Program		
6. Execution Management - Progress, Problems		
7. Execution Management – Risks, Changes		
8. Execution Management - Project Start		
9. Execution Management - Project Monitoring		
10. Execution Management - eg Action for the success of a project		
11. Execution Management - Project Completion		
12. Quality Management - ISO 9000 standards		
13. Specialized Software for Project Management –part I		
14. Specialized Software for Project Management –part II		
Bibliography		
<ol style="list-style-type: none"> <li>Richard Newton, Project Management – Step by Step, second edition</li> <li>Richard Newton, The Management Book</li> <li><i>A Guide to the Project Management Body of Knowledge (PMBOK Guide)</i>, Project Management Institute (PMI), 5<sup>th</sup> edition, 2013</li> </ol>		

## 9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

The discipline content and the acquired skills are in agreement with the expectations of the professional organizations and the employers in the field, where the students carry out the internship stages and/or occupy a job (in the field of project management), and the expectations of the national organization for quality assurance (ARACIS).

## 10. Evaluation

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Course	The level of acquired theoretical knowledge and practical skills	2 Summative evaluation written exam (theory and problems)	<b>100%</b>
10.5 Seminar/ Laboratory	The level of acquired knowledge and abilities	-	
10.6 Minimum standard of performance			
<p><i>Minimal knowledge:</i></p> <ul style="list-style-type: none"> <li>✓ <i>knowledge of the fundamentals related to project management</i></li> <li>✓ to know and manage how to make a project plan</li> </ul> <p><i>Minimal skills:</i></p> <ul style="list-style-type: none"> <li>✓ to know how to identify the activities needed to be placed in the project plan</li> <li>✓ to apply actions necessary to keep the project on schedule</li> </ul> <p><i>Qualitative level:</i></p> <ul style="list-style-type: none"> <li>✓ the grade on each assessment should be a minimum of 5</li> </ul>			

Date of filling in:	Responsible	Title Surname NAME	Signature
17 June 2024	Course	Sl. dr. ing. Eniko SZILAGYI	
	Applications	-	

Approval date in the Applied Electronics Department	Head of the department, Prof.dr.ing. Dorin Petreuş
28.06.2024	
Approval date in the Faculty Council ETTI	Dean, Prof.dr.ing. Aurel Ovidiu Pop
11.07.2024	