

## GENEL TANIM / GENERAL DESCRIPTION

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ders Adı / Course Name                                                            | Project Design and Management / Project Design and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ders Kodu / Course Code                                                           | GEE05013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ders Türü / Course Type                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ders Seviyesi / Course Level                                                      | Bachelor / Bachelor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ders Akts Kredi / ECTS                                                            | 5.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Haftalık Ders Saati (Kuramsal) / Course Hours For Week (Theoretical)              | 3.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Haftalık Uygulama Saati / Course Hours For Week (Objected)                        | 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Haftalık Laboratuar Saati / Course Hours For Week (Laboratory)                    | 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dersin Verildiği Yıl / Year                                                       | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Öğretim Sistemi / Teaching System                                                 | Daytime Class / Daytime Class                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Eğitim Dili / Education Language                                                  | English / English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ön Koşulu Olan Ders(ler) / Precondition Courses                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Amacı / Purpose                                                                   | This course aims to discuss the basic principles of project management in order to develop the ability to define and plan project selection, organization, content, time and costs of the projects, to program and manage projects with the support of computer software.                                                                                                                                                                                                                                                                                                                                                                                        | This course aims to discuss the basic principles of project management in order to develop the ability to define and plan project selection, organization, content, time and costs of the projects, to program and manage projects with the support of computer software.                                                                                                                                                                                                                                                                                                                                                                                        |
| İçeriği / Content                                                                 | Contents of the course include the subjects as in introduction to project management, organization of project management, communication in project management, development of management skills in project management, optimal utilization of resources in projects, planning concept and its features, mental and physical evaluation of human factor / distribution of tasks in the project, evaluation of projects in terms of resources (finance, labour, equipment, etc.), main techniques used in project management, computer applications in project management, quality management in projects, problems in project management and elimination of them. | Contents of the course include the subjects as in introduction to project management, organization of project management, communication in project management, development of management skills in project management, optimal utilization of resources in projects, planning concept and its features, mental and physical evaluation of human factor / distribution of tasks in the project, evaluation of projects in terms of resources (finance, labour, equipment, etc.), main techniques used in project management, computer applications in project management, quality management in projects, problems in project management and elimination of them. |
| Önerilen Diğer Hususlar / Recommended Other Considerations                        | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Staj Durumu / Internship Status                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Kitabı / Malzemesi / Önerilen Kaynaklar / Books / Materials / Recommended Reading | Newton, P. 2015. Principles of Project Management. <a href="http://www.free-management-ebooks.com/dldebk-pdf/fme-project-principles.pdf">http://www.free-management-ebooks.com/dldebk-pdf/fme-project-principles.pdf</a><br>Harvard Business Review Project Management Handbook<br>A Guide to the Project Management Body of Knowledge                                                                                                                                                                                                                                                                                                                           | Newton, P. 2015. Principles of Project Management. <a href="http://www.free-management-ebooks.com/dldebk-pdf/fme-project-principles.pdf">http://www.free-management-ebooks.com/dldebk-pdf/fme-project-principles.pdf</a><br>Harvard Business Review Project Management Handbook<br>A Guide to the Project Management Body of Knowledge                                                                                                                                                                                                                                                                                                                           |

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|----------------------------------------------------|------------------|--|
| Öğretim Üyesi (Üyeleri) / Faculty Member (Members) | Dr. Mehdi Safaei |  |
|----------------------------------------------------|------------------|--|

## ÖĞRENME ÇIKTILARI / LEARNING OUTCOMES

|   |                                                      |                                                      |
|---|------------------------------------------------------|------------------------------------------------------|
| 1 | Identify the concepts related to project management. | Identify the concepts related to project management. |
|---|------------------------------------------------------|------------------------------------------------------|

## HAFTALIK DERS İÇERİĞİ / DETAILED COURSE OUTLINE

| Hafta / Week |                                                                                 |          |     |                                                          |                           |
|--------------|---------------------------------------------------------------------------------|----------|-----|----------------------------------------------------------|---------------------------|
| 1            | Teorik Dersler / Theoretical                                                    | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Introduction to Project Management                                              |          |     |                                                          |                           |
|              | Introduction to Project Management                                              |          |     |                                                          |                           |
| 2            | Teorik Dersler / Theoretical                                                    | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Organization of Project Management                                              |          |     |                                                          |                           |
|              | Organization of Project Management                                              |          |     |                                                          |                           |
| 3            | Teorik Dersler / Theoretical                                                    | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Communication in Project Management                                             |          |     |                                                          |                           |
|              | Communication in Project Management                                             |          |     |                                                          |                           |
| 4            | Teorik Dersler / Theoretical                                                    | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Development of Management Skills in Project Management                          |          |     |                                                          |                           |
|              | Development of Management Skills in Project Management                          |          |     |                                                          |                           |
| 5            | Teorik Dersler / Theoretical                                                    | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|              | Optimal Utilization of Resources in Projects, Planning Concept and Its Features |          |     |                                                          |                           |
|              | Optimal Utilization of Resources in Projects, Planning Concept and Its Features |          |     |                                                          |                           |

|    |                                                                                       |          |     |                                                          |                           |
|----|---------------------------------------------------------------------------------------|----------|-----|----------------------------------------------------------|---------------------------|
| 6  | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | None                                                                                  |          |     |                                                          |                           |
|    | Mental and Physical Evaluation of Human Factor / Distribution of Tasks in the Project |          |     |                                                          |                           |
| 7  | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Evaluation of Projects in Terms of Resources (Finance, Labour, Equipment, etc.),      |          |     |                                                          |                           |
|    | Evaluation of Projects in Terms of Resources (Finance, Labour, Equipment, etc.),      |          |     |                                                          |                           |
| 8  | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | MID-TERM EXAM                                                                         |          |     |                                                          |                           |
|    | MID-TERM EXAM                                                                         |          |     |                                                          |                           |
| 9  | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Main Techniques Used in Project Management                                            |          |     |                                                          |                           |
|    | Main Techniques Used in Project Management                                            |          |     |                                                          |                           |
| 10 | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | None                                                                                  |          |     |                                                          |                           |
|    | Computer Applications in Project Management                                           |          |     |                                                          |                           |
| 11 | Teorik Dersler / Theoretical                                                          | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | None                                                                                  |          |     |                                                          |                           |
|    | Quality Management in Projects                                                        |          |     |                                                          |                           |

|    |                                                        |          |     |                                                          |                           |
|----|--------------------------------------------------------|----------|-----|----------------------------------------------------------|---------------------------|
| 12 | Teorik Dersler / Theoretical                           | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Problems in Project Management and Elimination of Them |          |     |                                                          |                           |
|    | Problems in Project Management and Elimination of Them |          |     |                                                          |                           |
| 13 | Teorik Dersler / Theoretical                           | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Examples of Projects                                   |          |     |                                                          |                           |
|    | Examples of Projects                                   |          |     |                                                          |                           |
| 14 | Teorik Dersler / Theoretical                           | Uygulama | Lab | Öğretim Yöntem ve Teknikleri/Teaching Methods Techniques | Ön Hazırlık / Preliminary |
|    | Case Study on Project Management                       |          |     |                                                          |                           |
|    | Case Study on Project Management                       |          |     |                                                          |                           |

## DEĞERLENDİRME / EVALUATION

| Yarıyıl (Yıl) İç Etkinlikleri / Term (or Year) Learning Activities                                              | Sayı / Number | Katkı Yüzdesi / Percentage of Contribution (%) |
|-----------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|
| Ara Sınav / Midterm Examination                                                                                 | 1             | 100                                            |
| Toplam / Total:                                                                                                 | 1             | 100                                            |
| Başarı Notuna Katkı Yüzdesi / Contribution to Success Grade(%):                                                 |               | 40                                             |
| Yarıyıl (Yıl) Sonu Etkinlikleri / End Of Term (or Year) Learning Activities                                     | Sayı / Number | Katkı Yüzdesi / Percentage of Contribution (%) |
| Final Sınavı / Final Examination                                                                                | 1             | 100                                            |
| Toplam / Total:                                                                                                 | 1             | 100                                            |
| Başarı Notuna Katkı Yüzdesi / Contribution to Success Grade(%):                                                 |               | 60                                             |
| Etkinliklerinin Başarı Notuna Katkı Yüzdesi(%) Toplamı / Total Percentage of Contribution (%) to Success Grade: |               | 100                                            |
| Değerlendirme Tipi / Evaluation Type:                                                                           |               |                                                |

## İŞ YÜKÜ / WORKLOADS

| Etkinlikler / Workloads                                                                                                                                                              | Sayı / Number | Süresi (Saat) / Duration (Hours) | Toplam İş Yüğü (Saat) / Total Work Load (Hour) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|------------------------------------------------|
| Final Sınavı / Final Examination                                                                                                                                                     | 1             | 60.00                            | 60.00                                          |
| Ara Sınav / Midterm Examination                                                                                                                                                      | 1             | 60.00                            | 60.00                                          |
| Toplam / Total:                                                                                                                                                                      | 2             | 120.00                           | 120.00                                         |
| Dersin AKTS Kredisi = Toplam İş Yüğü (Saat) / 25.00 (Saat/AKTS) = 120.00/25.00 = 4.80 ~ / Course ECTS Credit = Total Workload (Hour) / 25.00 (Hour / ECTS) = 120.00 / 25.00 = 4.80 ~ |               |                                  |                                                |

PROGRAM VE ÖĞRENME ÇIKTISI / PROGRAM LEARNING OUTCOMES

| Öğrenme Çıktıları /<br>Learning Outcomes                                                                       | Program Çıktıları / Program Outcomes |       |       |       |       |       |       |       |       |        |        |        |        |        |        |        |        |        |        |        |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                                                                                                | 1.1.1                                | 1.1.2 | 1.1.3 | 1.1.4 | 1.1.5 | 1.1.6 | 1.1.7 | 1.1.8 | 1.1.9 | 1.1.10 | 1.1.11 | 1.1.12 | 1.1.13 | 1.1.14 | 1.1.15 | 1.1.16 | 1.1.17 | 1.1.18 | 1.1.19 | 1.1.20 |
| 1. Identify the concepts related to project management. / Identify the concepts related to project management. | 4                                    | 3     | 4     | 4     | 4     | 4     | 4     | 4     | 4     | 4      | 4      | 4      | 4      | 3      | 4      | 4      | 4      | 4      | 4      | 4      |

Katkı Düzeyi / Contribution Level : 1-Çok Düşük / Very low, 2-Düşük / Low, 3-Orta / Moderate, 4-Yüksek / High, 5-Çok Yüksek / Very high