

## SUMMER CERTIFICATE PROGRAM

# PROJECT MANAGEMENT

Summer Business Certificate

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**Certificate awarded by:** Groupe ESCE International Business School

**Welcome event:** July 2<sup>nd</sup>, 2018 (morning)

**Start date of courses:** July 2<sup>nd</sup>, 2018 (afternoon)

**End date:** July 26<sup>th</sup>, 2018

**Certificate Ceremony:** July 26<sup>th</sup>, 2018

**Total ECTS:** 9

**Total contact hours:** 72

**Program requirement:** a minimum 18 years of age

**Program location:** ESCE Paris - Campus Eiffel I, 10 Rue Sextius Michel, 75015 Paris

**Language of instruction:** French/English

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**CONTACT:** [summer@pariseiffel.fr](mailto:summer@pariseiffel.fr)

**PROGRAM FEE:** 1,900€

### FEE INCLUDES:

- Orientation/Welcome Event
- Weekly cultural visits/activities
- Computer accounts at the school (WIFI access)
- Access to the school's MediaCenter
- Official transcript of grades
- Program Certificate
- Certificate Ceremony

### VISITS:

1 cultural visit/activity per week (visits of famous Parisian monuments and quarters). Activities will be organized with the aim of highlighting different aspects of French culture and traditions while enjoying the time in Paris.

# SUMMER CERTIFICATE PROGRAM

## PROGRAM COURSE LIST

Course Title	ECTS (credits)	Contact hours	Level (undergraduate or graduate)
<b>Introduction to Project Management</b>	3	24	undergraduate
<b>Time, Cost and Quality</b>	3	24	undergraduate
<b>Human Resources, Communications, Risk and Procurement Management</b>	3	24	undergraduate

## SUMMER CERTIFICATE PROGRAM

### PROGRAM COURSE DESCRIPTIONS

## COURSE 1 - INTRODUCTION TO PROJECT MANAGEMENT

<input checked="" type="checkbox"/> Face-à-face	<input type="checkbox"/> On line	<input type="checkbox"/> Coaching, tutorat
<b>Présentation générale du cours</b> General course description	The course of Project Management aims to help individuals and researchers to deepen their knowledge in one of the most important and modern scientific fields. More specifically, its purpose is to provide the necessary resources to individuals wishing to upgrade their professional prospects, by cultivating skills related to the modern methods of designing, monitoring, selection, evaluation methodology and project budgeting. Topics such as the bureaucratic practices of project management, the management principles and the tools used in projects' execution, the management of human resources and the formulation of an effective policy control, are included in the course, so that learners are able to use effectively the entire range of tools, techniques and methods that make up the main body of knowledge in project management.	
<b>Langues d'enseignement</b> Languages of instruction	Ce cours est presté en : <input type="checkbox"/> Français <input checked="" type="checkbox"/> Anglais <input type="checkbox"/> Groupes en Français et Groupes en Anglais <input type="checkbox"/> Autres langues, précisez :	
<b>Pré-requis</b> Prerequisites	Basics of Project Management	
<b>Modalités d'évaluation</b> Assessment methods	<b>PARTIEL (organisé par la scolarité, dans la semaine bloquée d'examens) : 0%</b>	
	Evaluation collective : 0% Group assessment	Evaluation individuelle : 0% Individual assessment
	Modalités d'évaluation : <input type="checkbox"/> QCM <input type="checkbox"/> Cas <input type="checkbox"/> Essai <input type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input checked="" type="checkbox"/> Présentation orale <input checked="" type="checkbox"/> Autres, précisez :	Modalités d'évaluation : <input type="checkbox"/> QCM <input type="checkbox"/> Cas <input type="checkbox"/> Essai <input type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input checked="" type="checkbox"/> Présentation orale <input checked="" type="checkbox"/> Autres, précisez :
	<b>CONTROLE CONTINU (organisé par le professeur) : 100%</b>	
	Evaluation collective : 60% Group assessment	Evaluation individuelle : 40% Individual assessment
Modalités d'évaluation : <input type="checkbox"/> QCM <input checked="" type="checkbox"/> Cas <input type="checkbox"/> Essai <input checked="" type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input checked="" type="checkbox"/> Présentation orale <input type="checkbox"/> Autres, précisez :	Modalités d'évaluation : <input checked="" type="checkbox"/> QCM <input checked="" type="checkbox"/> Cas <input checked="" type="checkbox"/> Essai <input type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input type="checkbox"/> Présentation orale <input type="checkbox"/> Autres, précisez :	

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<p><b>Bibliographies References</b></p>	<p>A guide to the Project Management Body of Knowledge (PMPBOK Guide) 4th ed, Project Management Institute, 2008                  PMP in Depth, Sanghera, P. Thomson 2006                  Project Management Case Studies, Kerzner Harold, Wiley &amp; Sons, 2006                  Project Management Toolbox, Russ Martinelli, Dragan Milosevic, Wiley, 2016                  Project Management – Achieving Competitive Advantage, Jeffrey Pinto, Pearson, 2016                  Project Management Planning and Control, Albert Lester, Elsevier, 2016                  The complete Project Management Methodology and Toolkit, Gerard Hill, CRC Press, 2010</p>
<p><b>Disponibilité numérique du cours Course digital access</b></p>	<p>Est-ce que le syllabus du cours est disponible sur Moodle ?  <input checked="" type="checkbox"/> Oui  <input type="checkbox"/> Non                  Les étudiants trouvent aussi sur Moodle (cocher autant de cases que nécessaire) :  <input checked="" type="checkbox"/> Des PowerPoint du cours  <input checked="" type="checkbox"/> Des exercices d'approfondissement  <input checked="" type="checkbox"/> Des travaux pratiques  <input checked="" type="checkbox"/> Des vidéos, des tutos  <input checked="" type="checkbox"/> Des articles, des cas  <input type="checkbox"/> Autres supports, précisez :</p>

PROFESSIONAL SKILLS			SOFT SKILLS		
<b>MPS1</b>	Identify managerial issues taking into account the implications of the international context	II	<b>MSS1</b>	Demonstrate managerial skills	I
<b>MPS2</b>	Master methodological resources and an analytical skill set	II	<b>MSS2</b>	Act independently in a complex and changing environment	III
<b>MPS3</b>	Formulate diagnostic analyses of identified issues as they pertain to regional contexts	II	<b>MSS3</b>	Navigate within a multicultural/ intercultural context	II
<b>MPS4</b>	Generate a detailed innovative plan of action to address identified issues	III	<b>MSS4</b>	Execute tasks efficiently at a high level of performance	III
<b>MPS5</b>	Implement the action plan	III	<b>MSS5</b>	Understand, apply and transmit information	II
<b>MPS6</b>	Identify appropriate assessment measures based on a series of key performance indicators to ensure plan effectiveness	III	<b>MSS6</b>	Mobilise existing as well as acquire new knowledge	III
<b>MPS7</b>	Prepare and present concise and precise reports that identify areas for improvement	II	<b>MSS7</b>	Demonstrate leadership incorporating ethical behavior and responsible social and environmental attitudes and actions	II

## SUMMER CERTIFICATE PROGRAM

### Plan détaillé (Detailed plan)

#### **Project Management Framework**

- Introduction to the PMBOK
- Organizational Structures
- Project Management Roles
- Overview of Projects

#### **Project Integration Management**

- Project Management Framework
- Project Integration Management Process
- Project Plan Development
- Project Manager Skills
- Project Charter
- Project Sponsors
- Templates
- Tools and Techniques
- Sample Exam Questions

#### **Professional Responsibility (Ethics)**

- Ensuring Integrity and Professionalism
- Project Management Knowledge Base
- Enhancing Individual Competence
- Balancing Stakeholder Interests
- Interactions with Team Members and Stakeholders
- Templates
- Tools and Techniques
- Sample Exam Questions

#### **Project Scope Management**

- Project Scope Management Processes
- Work Breakdown Structure (WBS)
- Project Planning and Cost Controls
- Statement of Work (SOW)
- Customer Approvals and Reviews
- Scope Change Control
- Project Management Offices
- Templates
- Tools and Techniques
- Sample Exam Questions

## SUMMER CERTIFICATE PROGRAM

### PROGRAM COURSE DESCRIPTIONS

### COURSE 2 - TIME, COST AND QUALITY

<input checked="" type="checkbox"/> Face-à-face	<input type="checkbox"/> On line	<input type="checkbox"/> Coaching, tutorat
<b>Présentation générale du cours</b> General course description	The course of Project Management aims to help individuals and researchers to deepen their knowledge in one of the most important and modern scientific fields. More specifically, its purpose is to provide the necessary resources to individuals wishing to upgrade their professional prospects, by cultivating skills related to the modern methods of designing, monitoring, selection, evaluation methodology and project budgeting. Topics such as the bureaucratic practices of project management, the management principles and the tools used in projects' execution, the management of human resources and the formulation of an effective policy control, are included in the course, so that learners are able to use effectively the entire range of tools, techniques and methods that make up the main body of knowledge in project management.	
<b>Langues d'enseignement</b> Languages of instruction	Ce cours est presté en : <input type="checkbox"/> Français <input checked="" type="checkbox"/> Anglais <input type="checkbox"/> Groupes en Français et Groupes en Anglais <input type="checkbox"/> Autres langues, précisez :	
<b>Pré-requis</b> Prerequisites	Basics of Project Management	
<b>Modalités d'évaluation</b> Assessment methods	<b>PARTIEL (organisé par la scolarité, dans la semaine bloquée d'examens) : 0%</b>	
	Evaluation collective : 0% Group assessment	Evaluation individuelle : 0% Individual assessment
	Modalités d'évaluation : <input type="checkbox"/> QCM <input type="checkbox"/> Cas <input type="checkbox"/> Essai <input checked="" type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input checked="" type="checkbox"/> Présentation orale <input type="checkbox"/> Autres, précisez :	Modalités d'évaluation : <input type="checkbox"/> QCM <input checked="" type="checkbox"/> Cas <input type="checkbox"/> Essai <input checked="" type="checkbox"/> Problématique réelle d'entreprise <input checked="" type="checkbox"/> Projet à présenter <input checked="" type="checkbox"/> Présentation orale <input type="checkbox"/> Autres, précisez :
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## Plan détaillé (Detailed plan)

### Project Time Management

- Project Time Management Processes
- Activity List
- Project Network Diagram Methods
- Duration Estimating Methods
- Critical Path
- Pert
- Schedule Development
- Crashing o Fast Tracking
- Resource Allocation and Leveling
- Slack/Float
- Variance Management and Earned Value
- Schedule Control
- Dependencies
- Templates
- Tools and Techniques
- Sample Exam Questions

### Project Cost Management

- Project Cost Management Processes
- Resource Requirements
- Cost Estimating Methods
- Cost Budgeting
- Types of Costs
- Budgets
- Contingency/Management Reserve Funds
- Earned Value Concepts
- Earned Value Analysis and Management Reporting
- Templates
- Tools and Techniques
- Sample Exam Questions

### Project Quality Management

- Project Quality Management Processes
- Overview of Quality Concepts
- Quality Planning /Assurance/Control
- ISO Standards
- PDCA Model
- Cost of Quality
- Quality Control Systems
- Statistical Process Control o
- Flowcharting/Control Charts
- Templates o Tools and Techniques
- Sample Exam Questions



## SUMMER CERTIFICATE PROGRAM

### PROGRAM COURSE DESCRIPTIONS

# COURSE 3 - HUMAN RESOURCES, COMMUNICATIONS, RISK AND PROCUREMENT MANAGEMENT

<input checked="" type="checkbox"/> Face-à-face	<input type="checkbox"/> On line	<input type="checkbox"/> Coaching, tutorat
<b>Présentation générale du cours</b> General course description	This course will provide an overview of Project Management principles, tools and techniques. The course of Project Management aims to help individuals and researchers to deepen their knowledge in one of the most important and modern scientific fields. More specifically, its purpose is to provide the necessary resources to individuals wishing to upgrade their professional prospects, by cultivating skills related to the modern methods of designing, monitoring, selection, evaluation methodology and project budgeting. Topics such as the bureaucratic practices of project management, the management principles and the tools used in projects' execution, the management of human resources and the formulation of an effective policy control, are included in the course, so that learners are able to use effectively the entire range of tools, techniques and methods that make up the main body of knowledge in project management.	
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## Plan détaillé (Detailed plan)

### Project Human Resources Management

- Project Human resource Management Processes
- RAM (Responsibility Assignment Matrix)
- Motivational Theories
- Conflict Management Methods
- Types of Power
- Types of Organizational Structures
- Roles and Responsibilities
- Managing Change Techniques
- Performance Evaluations
- Leadership Styles and Assessments
- Project Team Building Exercise
- Project Manager Assessments
- Project Manager Successful Skills
- Templates o Tools and Techniques
- Sample Exam Questions
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### Project Communications Management

- Project Communications Management Processes
- Communications Model
- Types of Communication
- Project Manager Communications
- Effective Team Communications and Exercises
- Management Styles and Skills
- Documentation/Archives
- Performance Reporting
- Status and Functional Reporting
- Lessons Learned
- War Room Communications and Presentations
- Templates
- Tools and Techniques
- Sample Exam Questions
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### Project Risk Management

- Project Risk Management Processes
- Risk Defined
- Types of Risk
- Risk Factors
- Risk Identification
- Sources of Risk
- Risk Quantitative Analysis
- Risk Qualitative Analysis
- Risk Response Strategies
- Prioritizing Risk
- Contingency Planning
- Workarounds
- Expected Value
- Decision Trees
- Templates
- Tools and Techniques
- Sample Exam Questions

### Project Procurement Management

- Project Procurement Management Processes
- Make / Buy Decisions
- Elements of a Contract
- Contract Types
- Spectrum of Risk
- Contract Management
- Purchasing Cycle
- Acquisition Process
- Types of Specifications
- Negotiations
- Contract Administration
- Statement of Work / Contracts
- Proposals
- Templates
- Tools and Techniques
- Sample Exam Questions