

**American University of Beirut
Faculty of Health Sciences
Department of Health Promotion and Community Health**

**Project Management Skills
HPCH 215 (2 cr.)**

<u>Instructors</u>	Joumana Kalot jk52@aub.edu.lb
<u>Class Time</u>	Tuesday 15:00-16:40
<u>Location</u>	Van Dyck Room 332

This course aims to familiarize students with basic concepts and terminology in project management.

Many health communication activities are implemented using projects and project teams. This course introduces students to the core concepts and skills for managing these projects effectively; ensuring they are completed on time, within budget, and meeting performance objectives. This course aims to familiarize students with basic concepts and terminology in project management. It provides an overview of the project life cycle starting from rationale, writing project objectives, developing activities and action plan which includes a budget break down. The course will also introduce students to how they can set indicators to monitor and evaluate project activities. Prerequisite HPCH 250.

Learning Outcomes

LO1: Develop a comprehensive project proposal including rationale, objectives, activities, action plan, and a budget.

LO2: Use evaluation methods to assess the effectiveness of communication efforts.

LO3: Develop communication activities within the ethical, legal, and financial parameters of the project and of the profession.

Resources

- Ontario Agency for Health Protection and Promotion (Public Health Ontario). Planning Health Promotion Programs: Introductory Workbook. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2015.
- Project Management Institute. A Guide to the Project Management Body of Knowledge (PMBOK® GU). 4th ed. 2008.

In addition to selected readings

Assignments

A1 (individual): Situation analysis

Course instructors will provide students with a list of projects/topics. Each student will analyze the context to identify priority areas. These priority areas will be addressed in different phases of the project plan. More guidance will be provided in due time.

A2 (individual): Writing objectives

Based on the situation analysis in A1, each student will identify objectives that will be addressed in the final project plan. Instructions will be provided in due time.

A3 (group): Final project proposal

Following guidelines provided by instructor, students will be working in groups of 3 to develop A1 and A2 into a project proposal document. Instructions will be provided in due time.

A4 (group): Student Presentations

Following guidelines provided by instructor, students will prepare and deliver a presentation of the project proposal

Assessment of Student Learning

Assessment Criteria	Group	Individual	LO	Due Date
Class participation*		10%		
A1. Situation analysis		25%	1	Feb 10
A2. Writing project activities		25%	1	Feb 20
A3. Developing final project proposal	30%		2 & 3	Apr 23
A4. Presentations of final proposals		10%	2&3	Apr 23
Total	30%	70%		

***Class participation** means active involvement in class discussions and activities, such as actively making contributions during class, participating in group work, and showing interest and respect to other students contributions.

Requirements and Expected Conduct

Students are expected to attend all sessions, participate actively in class and submit assignments on time. In accordance with the AUB policy, students who miss more than one-fifth of the class sessions in the first ten weeks of the semester will be dropped from the course.

Moodle: Students are requested to check MOODLE on regular basis and stay up to date on announcements and assignments. All assignments must be submitted on Moodle.

Readings: Students are expected to read the assigned material and prepare the assignments as indicated on your class schedule prior to class. Students are expected to be ready to participate in class discussions and activities.

Classroom Policies

- **Academic Integrity:** Education is demanding and time management is essential. Do not hesitate to use the resources around you but do not cut corners. Cheating and plagiarism will not be tolerated. Please review the Student Code of Conduct in your handbook and familiarize yourself with definitions and penalties. If you are in doubt about what constitutes plagiarism, ask your instructor because it is your responsibility to know. The American University of Beirut has a strict anti-cheating and anti-plagiarism policy. Penalties include failing marks on the assignment in question, suspension or expulsion from University and a permanent mention of the disciplinary action in the student's records.

- **Attendance:** In accordance with the AUB Catalogue “Students who miss more than one-fifth of the sessions of any course in the first ten weeks of the semester (five weeks in the case of the summer term) are dropped from the course if the faculty member has stated in the syllabus that attendance will be taken”. **Attendance will be taken.**
- **Cell phones are strictly forbidden in class. It will not be allowed to have your cell phone on your desk,** it needs to be put silent and away for the entire duration of the class.
- **Non-Discrimination – Title IX:** AUB is committed to facilitating a campus free of all forms of discrimination including sex/gender-based harassment prohibited by Title IX. The University’s non-discrimination policy applies to, and protects, all students, faculty, and staff. If you think you have experienced discrimination or harassment, including sexual misconduct, we encourage you to tell someone promptly. If you speak to a faculty or staff member about an issue such as harassment, sexual violence, or discrimination, the information will be kept as private as possible, however, faculty and designated staff are required to bring it to the attention of the University’s

Equity/Title IX Coordinator. Faculty can refer you to fully confidential resources, and you can find information and contacts at www.aub.edu.lb/titleix. To report an incident, contact the University's Equity/Title IX Coordinator Ms. Mitra Tauk at 01-350000 ext. 2514, or titleix@aub.edu.lb. An anonymous report may be submitted online via Ethics Point at www.aub.ethicspoint.com. Any text- generating software (such as ChatGPT, iA Writer, Marmot or Botowski) is not permitted, and it will be treated as plagiarism.

Accessible Education Office (AEO)

The Accessible Education Office (AEO) coordinates academic accommodations and services for all eligible AUB students with disabilities (such as ADHD, learning difficulties, mental health conditions, chronic or temporary medical conditions, and others). If you have a disability for which you wish to request accommodations at the department, faculty or university level, please contact AEO as soon as possible. Once you register with our office, we will assist you in receiving appropriate accommodations and will liaise with your instructors and any related entity to best support your needs. AEO is located in West Hall room 314, and can be reached by phone at 1-350000 ext. 3246 or by email: accessibility@aub.edu.lb. Information about our services can be found at: <https://www.aub.edu.lb/SAO/Pages/Accessible-Education.aspx>

Schedule

Date	Session	Readings/ Activities
Session 1 Jan 23	Introduction, syllabus, terminologies & definitions Project cycle ; Situation Analysis	<ul style="list-style-type: none"> • Chap 1 (PMBOK) • Ontario: p. 4 – 27 <i>Introduce A1.</i>
Session 2 Jan 30	Management related skills: <ul style="list-style-type: none"> • Time management • Meeting management • Team building 	
Session 3 Feb 6	Project planning: <ul style="list-style-type: none"> • Developing project rationale • Developing project goals & objectives 	Ontario: p. 28 – 40
Session 4 Feb 13	Project planning: Designing project activities: drafting action plan, budget; tasks distributing	
Session 5 Feb 20	In class Assignment A2 Developing goals and objectives	A2
Session 6 Feb 27	Project monitoring & evaluation*: <ul style="list-style-type: none"> • Introduction to M&E • Developing M&E indicators 	
Session 7 Mar 5	Cont'd” Project monitoring & evaluation*: <ul style="list-style-type: none"> • Developing M&E tools • Reporting on progress 	
Session 8 Mar 12	Management related skills*: Understanding Social Skills and developing effective communication.	
Session 9 Mar 19	Management related skills: Conflict resolution, problem solving & negotiation skills	
Session 10 Mar 26	Management related skills Conflict resolution, problem solving & negotiation skills (cont'd)	<i>Introduce A3.</i>
Session 11 April 2	Developing a project proposal: Components of a grant proposal	
Session 12 April 9	Developing a project proposal: Components of a grant proposal (cont'd)	
Session 13 April 16	Final presentations by students	
Session 14 April 23	Final presentations by students	

*Guest lecturer