Project Management (A704031)

Course size *(nominal values; actual values may depend on programme)*

Credits 5.0 **Study time 150 h**

Course offerings and teaching methods in academic year 2024-2025

| A (semester 1) | English | Gent | seminar |
| | | | independent work |

Lecturers in academic year 2024-2025

| Hoste, Veronique | | LW22 | lecturer-in-charge |

Offered in the following programmes in 2024-2025	**crdts**	**offering**
Master of Arts in Technology for Translation and Interpreting	5	A
Postgraduate Certificate Computer-Assisted Language Mediation	5	A

Teaching languages

English

Keywords

Project planning, project management, risk analysis, people management

Position of the course

In this course, we discuss the fundamentals of a good project. We cover competencies such as project planning, project monitoring, budget control, risk analysis, etc. We also discuss which tools can be used to support project management activities, ranging from more general tools to specific tools for certain professions (e.g. translation).

This course is given in the *catch-up week* (= last week before Christmas leave).

Contents

In this course, we cover the base principles of project management and evaluate a number of tools during hands-on sessions. The following components will be discussed:
• General introduction in project work
• Project planning (using project planning software)
• Project monitoring and risk analysis
• People management
• Software tools: Plunet, XTM, etc.

Initial competences

The student has good computer skills.

Final competences

The student is expected to have the right competences to manage a project from start to end: planning of the project, assignment of the project, follow-up, invoicing, monitoring cost efficiency, etc.

Conditions for credit contract

This course unit cannot be taken via a credit contract

Conditions for exam contract

This course unit cannot be taken via an exam contract

Teaching methods

Seminar, Independent work

Study material

None

References

Course content-related study coaching

Individual feedback on the exercises.

Assessment moments

end-of-term and continuous assessment

Examination methods in case of periodic assessment during the first examination period

Examination methods in case of periodic assessment during the second examination period

Written assessment with open-ended questions

Examination methods in case of permanent assessment

Skills test, Assignment

Possibilities of retake in case of permanent assessment

examination during the second examination period is possible

Extra information on the examination methods

- **First session:**
  - Skills test (40%): students complete a number of assignments throughout the course.
  - Assignment (60%): students manage a complete project (inlcuding quoto, invoicing,...) from the beginning until the end in XTM and reflect critically on all project stages. The translation project is discussed during an oral defense.
- **Second session:** written exam (100%)

Calculation of the examination mark

- **First session:** skills test (40%), assignment (60%)
- **Second session:** written exam (100%)

In order to pass, students must participate in at least 80% of all evaluations and obligatory activities such as guest lectures. If a student is absent due to a legitimate reason, an individual alternative assignment can be given.

Facilities for Working Students

Class attendance is strongly recommended.
Limited possibility of feedback via e-mail, restricted to answering specific questions.