



Universitas Negeri Surabaya
Faculty of Educational Sciences
Bachelor of Education Management Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Project management	8620402075	Study Program Elective Courses	T=2	P=0	ECTS=3.18	6	April 4, 2022
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Aditya Chandra Setiawan, S.Pd., M.Pd. ; Dr. Widyo Winarso, M.Pd. ; Dr. Erny Roesminingsih, M.Si. ; Dr. Mufarrihul Hazin, S.Pd.I., M.Pd.		Dr. Nunuk Hariyati, S.Pd., M.Pd.			Syunu Trihantoyo, S.Pd., M.Pd.	

Learning model	Case Studies																																																																																																				
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																				
	PLO-7 Able to practice the field of educational management competency to solve problems in the field of educational management based on the results of information and data analysis																																																																																																				
	PLO-11 Able to demonstrate a responsible attitude and collaborate in accordance with professional norms and ethics																																																																																																				
	Program Objectives (PO)																																																																																																				
	PO - 1 Utilize learning resources and information technology in applying project management expertise, which includes project planning (Microsoft Project applications in PERT/CPM, scheduling, budgeting), implementation and project evaluation. and project evaluation, as well as implementation and preparation of project proposals in education, especially those related to industrial revolution 4.0 and society 5.0 education.																																																																																																				
	PO - 2 Mastering theoretical concepts about project planning, implementation and project evaluation. and project evaluation, as well as implementation and preparation of project proposals in education, especially those related to industrial revolution 4.0 and society 5.0 education.																																																																																																				
	PO - 3 Make appropriate decisions based on information and data analysis to determine approaches, models and techniques for project planning, implementation and evaluation.																																																																																																				
	PO - 4 Responsible for self-learning performance, agreement with group colleagues in understanding project management concepts with general (routine) management, project management parameters, project planning, implementation and project evaluation.																																																																																																				
	PLO-PO Matrix																																																																																																				
	<table border="1"> <thead> <tr> <th>P.O</th> <th>PLO-7</th> <th>PLO-11</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-2</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-4</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	P.O	PLO-7	PLO-11	PO-1		✓	PO-2	✓		PO-3		✓	PO-4	✓																																																																																						
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																																					
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Short Course Description	Basic concepts of project management: background, understanding, characteristics of project management (MP): differences between project management concepts and general (routine) management: project management parameters main stages of MP: project planning (microproject applications in PERT/CPM, scheduling, budgeting), implementation, and project evaluation. and project evaluation. Application of project management in organizing training, courses and relevant development activities.																																																																																																				

References	Main :	<ol style="list-style-type: none"> 1. Anderson, M.Q. 1982. Quantitative Management Decision Making . California: Brook/ Cole Publishing Company. 2. Burhanuddin. 1984. Analisis Administrasi Manajemen dan Kepemimpinan Pendidikan . Jakarta: Bumi Aksara. 3. ----- . 1994. The Application of Project Management in School Staff Development . Manajemen Pendidikan , 5 (1): 33-34. 4. ----- . 1989. Project Student Lead . A Project Proposal, 50th Innotech Three Mont Training Program. Manila: Innotech. 5. ----- . 1994. Project Management : the Basic Concepts and Project Life (paper). 6. Chan. K.C, Peter Ong and Eko. I.R. 2004. Integrated Project Management . Yogyakarta: Andy. 7. Federal Electric Corporation. 1976. A Programmed Instruction to PERT . New York: John Wiley & Sons. 8. Goodman, L.J. 1988. Project Planning and Management : An Integrated System for Improving Productivity . New York: Van Nostrand Reinhold Company. 9. Gaynor, A.K. and Evanson, J.L. 1992. Project Planning . Boston: Allyn and Bacon. 10. Haynes, M.E. 1989. Project Management . California: Crisp Publications, Inc. 11. Jeff Davidson. Penuntun 10 Menit Manajemen Proyek . Terjemahan oleh Sisnuhadi. Ed. I, 2002. Yogyakarta: Andi. 12. Kerzner, H.C. 1982. Project Management for Executives . New York: McGraw-Hill Book Company. 13. Koonz, et. al. 1984. Management . New York: McGraw-Hill Book Company. 14. Mondy, R.W. et. al. 1990. Management and Organizaional Behaviour . Boston: Allyn and Bacon. 15. Puxty, A.G. 1990. Organization and Management . London: Pitman. 16. Richard, N. 2006. Project Management Step By Step . New York: Pearson 17. Randolph, W.A. and Posner, B.Z. 1998. Effective Project Planning & Management . Getting the Job Done . Englewood Cliffs: Prentice Hall. 18. Reksohadiprodjo, S. 1983. Manjemen Proyek . Yogyakarta: BPFE. 19. Soeharto. I. 1999. Manajemen Proyek Dari Konseptual Sampai Operasional Jilid I . Jakarta: Erlangga. 20. Soeharto. I. 2001. Manajemen Proyek Dari Konseptual Sampai Operasional Jilid II . Jakarta: Erlangga. 21. Sultan S. M. 2004. Manajemen Proyek Kiat Sukses Mengelola Proyek . Jakarta: Gramedia. 22. Tim Divisi Penelitian dan Pengembangan. 2003. Mahir dalam 7 hari: Microsoft Project 2003 . Yogyakarta: Kerjasama Penerbit Andi dengan Madcoms. 23. Wiet, J.D. and Levy, F.K.1977. A Management Guide to PERT/CPM: with GERT/PDM/DCPM and other Networks . Englewood Cliffs, N.J: Prentice Hall, Inc.
	Supporters:	

Supporting lecturer	Dr. Widy Winarso, M.Pd. Dr. Erny Roesminingsih, M.Si. Dr. Mufarrihul Hazin, S.Pd.I., M.Pd. Aditya Chandra Setiawan, S.Pd., M.Pd.
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Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Tuition Contract		Form of Assessment : Participatory Activities	2 X 50		Material: Bibliography : Anderson, MQ 1982. Quantitative Management Decision Making. California: Brook/Cole Publishing Company.	5%
2	Basic Concepts of Rational Project Management Understanding the Benefits of Project Management Characteristics		Form of Assessment : Participatory Activities	-Lectures & questions and answers. - Guided reading. - Summarization of library materials 2 X 50		Material: Library material : Burhanuddin. 1984. Analysis of Management Administration and Educational Leadership. Jakarta: Bumi Literacy.	5%
3	Differences in the concept of Project Management and Management in general. Project Management Parameters.		Form of Assessment : Participatory Activities	-Briefing, - Discussion. 2 X 50		Material: Bibliography material : Koonz, et. al. 1984. Management. New York: McGraw-Hill Book Company.	5%

4	Project management stages, Some views on the stages of Project Management (MP)		Form of Assessment : Participatory Activities	-Lectures & questions and answers. - Guided reading. - Summarization of library materials. 2 X 50		Material: material Library: Jeff Davidson. <i>The 10 Minute Guide to Project Management</i> . Translation by Sisnuhadi. Ed. I, 2002. Yogyakarta: Andi.	5%
5	Principles of project planning and implementation.		Form of Assessment : Project Results Assessment / Product Assessment	-Briefing, - Discussion, - Result Report -Guided read 2 X 50		Material: Bibliography material : <i>Reksohadiprodo, S. 1983. Project Management.</i> Yogyakarta: BPFE.	5%
6	Application of Project Management stages		Form of Assessment : Project Results Assessment / Product Assessment	-Briefings, - Workshops, - Group reports. 2 X 50		Material: Reference material : <i>Richard, N. 2006. Project Management Step By Step.</i> New York: Pearson	5%
7	Plan projects from the dimensions of Quality, Time and Cost		Form of Assessment : Project Results Assessment / Product Assessment	-Briefings, - Workshops, - Result reports. 2 X 50		Material: Reference material : <i>Richard, N. 2006. Project Management Step By Step.</i> New York: Pearson	5%
8	Sub Summative Exam		Form of Assessment : Participatory Activities	2 X 50		Material: uts material Reference: <i>Koonz, et. al. 1984. Management.</i> New York: McGraw-Hill Book Company.	15%
9	Use of Gant Chart and PERT/CPM as MP planning tools		Form of Assessment : Project Results Assessment / Product Assessment	-Briefings, - Workshops, - Result reports. 2 X 50		Material: Bibliography : <i>Puxty, AG 1990. Organization and Management.</i> London: Pitman.	5%
10	Practice applying the Gant Chart for planning MP activities		Form of Assessment : Project Results Assessment / Product Assessment	-Briefing - Workshop - Group report 2 X 50			5%
11	PERT Application Exercise for MP Planning		Form of Assessment : Project Results Assessment / Product Assessment	Sda 2 X 50		Material: Library material : <i>Soeharto. I. 1999. Project Management From Conceptual to Operational Volume I.</i> Jakarta: Erlangga.	5%
12	Formation of the MP Organizational structure		Form of Assessment : Portfolio Assessment	Sda 2 X 50		Material: Bibliography material : <i>Koonz, et. al. 1984. Management.</i> New York: McGraw-Hill Book Company.	5%

13	Proposal Preparation		Form of Assessment : Portfolio Assessment	- Lecture & question and answer - Discussion, - Practice preparing a 2 X 50 project proposal		Material: Bibliography : <i>Randolph, WA and Posner, BZ 1998. Effective Project Planning & Management. Getting the Job Done. Englewood Cliffs: Prentice Hall.</i>	5%
14	Implementing projects		Form of Assessment : Portfolio Assessment	-Directing, - Role playing, 2 X 50			5%
15	Implementing projects		Form of Assessment : Portfolio Assessment	-Directing, - Role playing, 2 X 50		Material: Reference material : <i>Richard, N. 2006. Project Management Step By Step. New York: Pearson</i>	5%
16	Completing/assessing results		Form of Assessment : Participatory Activities	-Briefing, - Discussion -2 X 50 project assessment exercise		Material: academic material Reference: <i>Puxty, AG 1990. Organization and Management. London: Pitman.</i>	15%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Project Results Assessment / Product Assessment	30%
3.	Portfolio Assessment	20%
		100%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.

