

1. Course information in compliance with the Study Programme of MANAGEMENT									
Course Name: <b>Project Management</b>							Course Code: <b>C10</b>		
Type of studies: <b>Bachelor's Full-time / Part-time</b>				Profile of education: <b>PRACTICAL</b>			Specialization scope: <b>all</b>		
Year: <b>II</b> Term: <b>4</b>				Course /module status: <b>obligatory / field course</b>			Course / module language: <b>English</b>		
Type of classes	Lectures	Practical classes			Total	consultation	ECTS Credits		
		tutorials	laboratory classes	seminars			Classes with lecturer	Independent work of student	Total
Teaching Hours Full time studies	15	-	30	-	45	5	1,8	1,2	3
including practical classes	-	-	30	-	30	3	1,2	0,8	2
Teaching Hours Part time studies	10	-	20	-	30	3	1,2	1,8	3
including practical classes	-	-	20	-	20	2	0,8	1,2	2
Form of examination	<b>Graded pass / Exam</b>								
Course / module Coordinator	<b>dr Michał Hałaczekiewicz</b>								
Lecturers	<b>dr Michał Hałaczekiewicz</b>								
Priority effects of the item specified in the Senate resolution		<b>Z_W02, Z_W05, Z_U03, Z_U04, Z_K02</b>							
2. Lecturer tasks									
<b>Course learning objectives:</b>									
<p>Knowledge and skills in the field of efficient project management are the basic managerial competence, strongly developed by business entities. The aim of the course is to familiarize, understand and practice selected aspects (including methods and techniques) of the project management process, based on the best business practices and international certification standards (PMI, PMP, IPMA D). The acquired knowledge and developed, selected practical skills will be an important element of the workshop of future project managers. The classes focus on strengthening the system thinking skills, pro-active cooperation and communication of students. The supplementary aim of the education is to develop awareness of the requirements posed in the arena of business practice to candidates for the position of project manager.</p>									

Subject code	Expected learning outcomes	Reference to learning outcomes for the field of Management
<b>Knowledge</b>		
<b>W_01</b>	The student knows and understands at an advanced level the processes, methods, techniques and tools used in project management on the international market. Understands what areas of substantive knowledge are necessary for the efficient control of the course of the project / work performed as a team, including their practical applications.	<b>Z_W02</b>
<b>W_02</b>	The student knows and understands the legal, financial and managerial principles of creating, implementing and accounting for projects financed with EU funds at an advanced level.	<b>Z_W05</b>
<b>Skills</b>		
<b>U_01</b>	The student can plan a project and, after the start, assess its status / condition based on the information obtained and the results of the analyzes carried out. He can identify problems in the implementation of the project, analyze them and develop proposals for solutions using selected methods and tools.	<b>Z_U03</b>
<b>U_02</b>	The student can present a project concept in a convincing way and argue the adopted assumptions on the basis of analyzes of the attractiveness of a market opportunity for a new venture.	<b>Z_U04</b>
<b>Social competence</b>		
<b>K_01</b>	The student understands that the success of the project largely depends on meeting the expectations of various interest groups (stakeholders), hence he is ready to communicate effectively with stakeholders and is ready, acting entrepreneurially in the project, to define benefits that meet the obligations of corporate social responsibility.	<b>Z_K02</b>
Topics of particular classes with the number of hours		
<p style="text-align: center;"><b>LECTURES</b> <b>(Theoretical classes)</b></p> <p>Lecture 1-3 h - the criteria for qualifying and defining projects in the organization; - universal project life cycle; - processes and knowledge areas throughout the project life cycle in line with international standards; - documentation in the project life cycle; - the concept of project success and the impact of operational and strategic factors on this success; - key roles and responsibilities in the project management process: project manager, sponsor, steering committee, internal and external stakeholders</p> <p>Lecture 2 - 3 h - project preparation for implementation through initiation and planning processes; - defining the project card as the basic document; - the process of managing the expectations and requirements of the project stakeholders; - practical tools and techniques supporting the preparation of the project for implementation; - scheduling, optimization and securing implementation plans;</p> <p>Lecture 3-3 h - project risk management process and sub-processes; - methods and techniques of risk identification, evaluation and mitigation; - creating registers of threats in the project;</p>		

Lecture 4 - 3 h - communication process management, including the creation of communication plans; - cooperation in a project team; - project manager situational leadership;

Lecture 5 - 3 h - practical tips on starting the project and preparing a kick-off meeting project; - the process of monitoring the progress of the project and its reporting; - closing and summary of the project implementation; - creating final reports;

### **LABORATORY (Practical classes)**

Lab 1, 2 - 6 h - defining base projects on which the created teams of students will work throughout the entire period of classes; - discussing the elements of information contained in the basic document - card project; - development of project cards;

Lab 3 - 3 h - identifying stakeholders for selected base projects; - discussing the communication strategy with stakeholders; - development of communication plans with stakeholders of base projects;

Lab 4, 5 - 6 h - analysis of the scope of base projects in terms of defining outputs / partial results project; - discussion of the concept of defining detailed elements of work in the project; - development of WBS - Work Breakdown Structure for base projects; - planning resources for the project and estimating the time of detailed tasks implementation;

Lab 6, 7, 8 - 9 h - discussion of the technique of preparing the project schedule; - development of network schedules with critical path analysis for base projects; - time optimization and securing schedules; - preparation of Gantt schedules for base projects;

Methods of teaching	A lecture with elements of a moderated discussion, using multimedia techniques (ppt presentations).
Literature	<i>A Guide to the Project Management Body of Knowledge</i> : PMBOK Guide, Includes:the Standard for Project Management, Newton Square, USA : Project Management Institute, 2017
Optional Literature	1. K. Blanchard – „ Jednominutowy menedżer”

### **3. Tasks and time of independent student work**

Tasks descriptions	Number of hours		ECTS Credits	
	Full-time	Part-time	Full-time	Part-time
<b>The tasks of theoretical</b>	<b>10</b>	<b>15</b>	<b>0,4</b>	<b>0,6</b>
Studying literature	5	5	0,4	0,6
Preparation for classes and exam	5	10		
<b>The tasks shaping practical skills</b>	<b>20</b>	<b>30</b>	<b>0,8</b>	<b>1,2</b>
Preparation of project documentation for the base project	10	15	0,8	1,2
Preparation of a multimedia presentation on the assumptions of the project	10	15		

TOTAL student workload in hours		30	45	1,2	1,8
<b>4. Methods of verification and documentation of the learning outcomes assessment</b>					
Symbol of learning outcomes	Methods of verification and documentation				
W_01, W_02	Exam				
U_01, U_02	Assessment of documentation for a base project				
K_01	Preparation of a strategy of conduct / communication with project stakeholders in the event of divergent interests				
	<p><b>Basic criteria of assessment:</b></p> <p>In order to obtain the minimum grade for the subject (satisfactory grade), it is required to: a / obtaining a positive result in the knowledge test (51%), b / active participation in laboratory exercises, c / active participation in the work of the project group preparing a description of the base project (execution of the commissioned series of project documentation), d / efficient, multimedia presentation of the project assumptions.</p> <p>The final module grade consists of: a positive grade from the final exam (50%) and a positive grade from the laboratory (50%). For a positive mark, more than 50% of points should be obtained from each form of classes. Assessment criteria: up to 50% - insufficient 51% - 60% - satisfactory 61% - 70% - a sufficient plus 71% - 80% - good 81% - 90% - a good plus from 91% - very good</p>				