

FACULTY OF MANAGEMENT

**SUBJECT CARD****Name of subject in Polish: Zarządzanie projektami****Name of subject in English: Project management****Main field of study (if applicable): Business Engineering****Specialization (if applicable): Business Intelligence****Profile: academic****Level and form of studies: 2nd level, full-time****Kind of subject: obligatory****Subject code W08IZZ-SM8014****Group of courses NO**

|  | Lecture            | Classes | Laboratory                  | Project                     | Seminar |
|--|--------------------|---------|-----------------------------|-----------------------------|---------|
| Number of hours of organized classes in University (ZZU)   | <b>15</b>          |         | <b>30</b>                   | <b>15</b>                   |         |
| Number of hours of total student workload (CNPS)   | <b>50</b>          |         | <b>50</b>                   | <b>50</b>                   |         |
| Form of crediting  | <b>Examination</b> |         | <b>crediting with grade</b> | <b>crediting with grade</b> |         |
| For group of courses mark (X) final course   |                    |         |                             |                             |         |
| Number of ECTS points  | <b>2</b>           |         | <b>2</b>                    | <b>2</b>                    |         |
| including number of ECTS points for practical classes (P)  |                    |         | <b>2</b>                    | <b>2</b>                    |         |
| including number of ECTS points corresponding to classes that require direct participation of lecturers and other academics (BU) | <b>0,76</b>        |         | <b>1,28</b>                 | <b>0,68</b>                 |         |

**PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

Knowledge of basic waterfall project management processes, knowledge of agile project management, skills of defining, planning and controlling a simple project

**SUBJECT OBJECTIVES**

C1 Provide students with knowledge on methods and approaches of advanced project management

C2 Develop a critical and creative approach to project management, the ability to create tailor-made solutions for project management

**SUBJECT EDUCATIONAL EFFECTS**

Relating to knowledge:

PEU\_W01: The student understands and has knowledge of: advanced methods in project defining, planning, controlling and closing processes

PEU\_W02: the student knows portfolio and program management

Relating to skills:

PEU\_U01: The student is able to select and use appropriate methods for project, portfolio and program management and to modify them to the current needs

PEU\_U02: The student is able to efficiently present project proposals in calls for projects

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| <p>Relating to social competences:</p> <p>PEU_K01: the students is able to discuss project management problems and to elaborate a compromise solution in a small group small.</p> <p>PEU_K02: the students is able to present orally a project proposal in a very short time duration.</p> |
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| <b>PROGRAMME CONTENT</b> |  |                        |
|--------------------------|--|------------------------|
| <b>Lecture</b>           |  | <b>Number of hours</b> |
| Lec 1                    | Contemporary needs in project management             | 1                      |
| Lec 2                    | Project success definition, criteria and factors     | 2                      |
| Lec 3                    | Advanced project stakeholders management             | 2                      |
| Lec 4                    | Advanced project risk management                     | 2                      |
| Lec 5                    | Advanced project cost estimation and control methods | 2                      |
| Lec 6                    | Advanced project scheduling and time control methods | 2                      |
| Lec 7                    | Project value definition                             | 2                      |
| Lec 8                    | Project metrics                                      | 2                      |
|                          | <b>Total hours</b>                                   | <b>15</b>              |

| <b>Laboratory</b> |  | <b>Number of hours</b> |
|-------------------|--|------------------------|
| Lab 1             | Repetition of project planning in MS Project based on small case studies                           | 4                      |
| Lab 2             | Repetition of measuring and evaluating project progress in MS project, based on small case studies | 4                      |
| Lab 3             | Project programme management in MS Project (master and subprojects)                                | 2                      |
| Lab 4             | Project programme management in MS Project (resource pools)  | 2                      |
| Lab 5             | Custom fields and graphical indicators in MS Project   | 2                      |
| Lab 6             | Designing reports in MS Project  | 2                      |
| Lab 7             | Formatting in MS Project   | 2                      |
| Lab 8             | Simulation of a project case study using MS Project – planning                                     | 4                      |
| Lab 9             | Simulation of a project case study using MS Project – control and closing                          | 4                      |
| Lab 10            | Application of RISKamp to project risk management  | 4                      |
| Lab 11            | Application of system dynamics to project management   | 4                      |
| Lab 12            | Final exam   | 2                      |
|                   | <b>Total hours</b>   | <b>30</b>              |

| <b>Project</b> |   | <b>Number of hours</b> |
|----------------|---|------------------------|
| Proj 1         | Presentation of various calls for projects, formation of groups | 1                      |
| Proj 2         | Presentation of principles of writing project proposals         | 2                      |

|        |  |           |
|--------|--|-----------|
| Proj 3 | Selection of calls and themes by the groups                | 2         |
| Proj 4 | Presentation of project ideas – project 1                  | 2         |
| Proj 5 | Presentations of project proposals – project 1             | 2         |
| Proj 6 | Expert evaluation results of project proposals – project 1 | 2         |
| Proj 7 | Lessons learnt – project 1                                 | 2         |
| Proj 8 | Oral short presentations of project 1                      | 2         |
|        | <b>Total hours</b>   | <b>15</b> |

| <b>TEACHING TOOLS USED</b>  |  |
|---|--|
| <b>TEACHING METHODS</b><br>1. theoretical lecture combined with discussion<br>2. Solving problems and small case studies in groups using Microsoft Project, Excel with RISKamp and Vesima software<br>3. Presenting project proposals in an oral and written form |  |

### EVALUATION OF SUBJECT LEARNING OUTCOMES ACHIEVEMENT

| <b>Evaluation</b> (F – forming during semester), P – concluding (at semester end)   | Learning outcomes code | Way of evaluating learning outcomes achievement                         |
|---|------------------------|---|
| P   | PEU_W01, PEU_W02       | Test crediting the lecture  |
| P   | PEU_W01                | Test crediting the laboratory   |
| F   | PEU_K01, PEU_U01       | Assessment of students' work during the laboratory                      |
| F   | PEU_K01, PEU_K02       | Assessment of presentations and proposals elaborated during the project |
| <p>F (forming during semester): A series of written exercises and practical tests offers the teacher and students the opportunity to assess progress and understanding of students, during the course, before the final assessment. Team work during the course will applied and will be evaluated on the basis of oral presentations.</p> <p>P (concluding): The final exam consists of a written test. The written test is structured to: a) emphasize concepts and techniques acquired during the course; b) request an explanation of the candidate's reasoning; c) allow sufficient time for most well-prepared students to complete each application; d) use innovative types of questions that probe the depth of understanding.</p> |                        |   |

| <b>PRIMARY AND SECONDARY LITERATURE</b>  |
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| <b>PRIMARY LITERATURE:</b> <ol style="list-style-type: none"> <li>Gray C.F., Larson E.W., Desai G.V. (2013), Project Management, MCGraw Hill</li> <li>Kerzner H. (2005), Advanced Project Management, Helion</li> <li>Kerzner H. (2017), Project Management Metrics, KPIs, and Dashboards: A Guide to Measuring and Monitoring Project Performance, Wiley</li> </ol> |
| <b>SECONDARY LITERATURE:</b> <ol style="list-style-type: none"> <li>Brzozowska A. (2021), A functional approach to sustainable project management, Taylor and Francis</li> <li>Grucza B. (2019), Zarządzanie interesariuszami projektu, PWE</li> </ol>   |

3. Hoffmann M.R. (2015), How to write effective EU proposals, EU
4. Moustafaev J. (2015), Project scope management, CRC Press
5. Venkataraman R.R., Pinto K.P. (2008), Cost and Value Management in Projects, John Wiley & Sons
6. Wysocki R.K. (2014), Effective Project Management, John Wiley & Sons

**SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)**

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