

Course title: **Project Management**

Studies: Finance and accounting

**Course description form (syllabus form)**

General data						
Cycle of studies	2024-2027					
Organizational unit	Faculty of Economic Sciences					
Studies	Finance and Accounting, first-cycle studies					
The profile of education	general academic					
Semester	3					
Mode of studies	full-time					
Type of course	Lecture	Practical session	Laboratory	Conversatorium	Seminar	Project
Number of hours	15	30				
Number of ECTS	3					
Examination	Graded credit					
Language	English					
Content author	WeronikaToszewska-Czerniej, PhD					
Course objectives						
Presentation of the basic areas of projects developed during the course, in groups or individually, taking into account the methods and techniques of PM.						
Prerequisites						
Basic knowledge in the field of management						
Student workload						
1. Class sessions (including assessment and examination) - 45 hours 2. Reading literature for classes - 10 hours 3. Preparing assignments - 13 hours 4. Assessment preparation - 5 hours 5. Consultations-2  TOTAL: 75 hours (3 ECTS)						
Short description						
1. Increasing the knowledge connected with creation of projects 2. Ability to create project documentation 3. Overview of key methods and techniques used in projects and their practical implementation 4. Overview of overarching areas of project implementation 5. Acquisition the ability to evaluate the effectiveness of a designed project through the use of appropriate project verification tools						
Learning outcomes						
<b>KNOWLEDGE:</b> 1. W01.Participants will know and understand at advanced level the mechanisms of the functioning of enterprises, as well as running a business in an international setting(IB01_W02).  2. W02.Participants will know understand at an advanced level the terminology and processes of managing an organization's assets and the relations between an organization and its surroundings, as well as has the knowledge of managerial functions at different levels(IB01_W03).  <b>SKILLS:</b> 1. U01.Participants will be able to identify, analyse and plan complex processes in management, applying knowledge and data sources for solving problems in professional work in not wholly predictable circumstances and formulating their opinions in English at least B2 level of Common European Framework of Reference for Languages (CEFR)(IB01_U01) 2.U01.Participants will be able to plan and organize individual and collective work, discuss and cooperate in a team( also in an interdisciplinary one) in solving economic, financial and managerial problems in international sphere(IB1_K04).  <b>COMPETENCIES:</b> K01.Participants will develop their social and interpersonal skills by critically assess one's knowledge and received contents from the area of international business, the needs of constant professional improvement and personal development(IB01_K01), K02.Participants will develop their social and interpersonal skills by preparing, realization, and bearing responsibility for business and social Project of international character, including managerial aspects, as well as working for the public interest, being conscious of the multiculturalism in other countries and in international organizations and institutions(IB1_K02). K03.Participants will develop their social and interpersonal skills by being ready to think and act in entrepreneurial way, work at operational, analytical and managerial positions at different levels in enterprises, institutions and organizations functioning in an international setting(IB01_K03).						
Form of verification						
Graded credit Test based on the content covered in class. L Group and individual works and written assignments. PS						

Detailed data
Type of course: Lecture/ PS/
Bibliography
<b>Bibliography:</b> 1. Lock, Dennis. <i>Project management</i> . Routledge, 2020. 2. Dionisio, Cynthia Snyder. <i>A Project Manager's Book of Forms: A Companion to the PMBOK Guide</i> . John Wiley & Sons, 2017 3. Baars, Wouter. "Project Management Handbook Version 1.1-July 2006" (2017).
<b>Supplementary:</b> 1. Kerzner, Harold. <i>Advanced project management: edycja polska</i> . Helion, 2005.
Range of content
<b>Lecture</b> 1. Project Management basics 2. Project Scope statement 3. Project charter 4. The project process 5. SMART Objectives 6. Project participants 7. Work Breakdown Structure 8. Activity resource requirements 9. CPM- Diagram CPM 10. Resources structure 11. Risk in project -Risk matrix 12. Communication in project -Communication matrix 13. Quality in project -Quality metrics 14. Closing 15. PM Checklists <b>Practical session</b> 1. Project Scope statement -group design exercise 2. Project charter-group design exercise 3. The project process -individual design exercise 4. SMART Objectives -individual design exercise 5. Project participants -group design exercise 6. Work Breakdown Structure- group design exercise 7. Activity resource requirements - individual design exercise 8. CPM- Diagram CPM individual design exercise 9. Resources structure - individual design exercise 10. Risk in project -Risk matrix individual design exercise 11. Communication in project -Communication matrix 12. Quality in project -Quality metrics individual design exercise 13. Closing - individual design exercise 14. PM Checklists-group design exercise
Didactic methods
1. Lectures using audiovisual means, 2. case studies, 3. individual tasks (for students), group tasks 4. analysis of empirical material, 5. individual exercises connected with construction of the project, 6. practical tasks with projects, 7. presentations.
Assessment methods and assessment criteria
Written assessment including closed and/or open questions covering the substantive content of the subject - satisfactory - 65% of correctly solved tasks, good - 80%, very good - 90% - half marks allowed. Additionally, during lectures, a student can get a "+" for being active and discussing topics related to the classes. Possibility of obtaining an test exemption if the student has a high level of activity and the average grade for the practical session is from 4.5.