

Course title	Basics of business project management						ECTS code	14.03.5336				
							ECTS credits	5				
							max. students	35				
Name of unit administrating study	OTHER	Field of study	Economics/MSG**		Field of specialisation	NONE;						
Teaching staff	Aleksandra Borowicz, Ph.D.											
Number of hours												
Lectures	0	Classes	30	Tutorials	0	Laboratory	0	Seminars	0	Language classes	0	
Forma aktywności						Year&Type of studies*	3 SS1,					
Hours with the participation of the academic teacher (including office hours, exams, others):				30	Semester:		5,					
Hours without the participation of the academic teacher (student's self-study, homeworks):				20	Type of course:		optional					
Total number of hours:				50	Language of instruction:		English					
Teaching form	in-class learning											
Teaching methods	Lectures including multimodal presentations, Activating methods in training classes, Collaborating, group activities, Case studies,											
Prerequisites (required courses and introductory requirements)												
Required courses	Organization and functioning of enterprises, microeconomics.											
Introductory requirements	Knowledge of the organization of investments in an enterprise, the basics of accounting, planning, organization of business activities. Ability to select and analyze data, logical reasoning and planning activities.											
Assessment method, forms and criteria												
Assessment method	Course completion (graded)											
Assessment criteria	Each of the classes will consist of two elements: an introduction prepared by the teachers and a workshop part that students perform during the classes. To pass the classes, at least 50% of the assigned work should be submitted with the group, obtaining min. 5 out of 10 planned points. The course will be conducted in cooperation with Mr. Christian Orobello.											
Course objectives												
The course aims to familiarize students with the basic issues of project management in business. Important elements to be taken into account when planning the project, methods of their preparation, data acquisition and contacts necessary for joint ventures will be indicated; based on numerous case studies, the stages of preparing a business project will be shown step by step. The workshop will allow students to put the acquired knowledge into practice. The workshop will be conducted in cooperation with Mr. Christian Orobello from U.S.												
Learning outcomes												
Knowledge	MSG1_W04	The student knows and understands that enterprises and other economic entities operate with the use of project methods. Can characterize project organizations operating on the basis of a project portfolio										
	MSG1_W15	The student is aware of the tools implemented on different stages of project management. Student understands the international surrounding of the project management and its possible impact on project.										
	E1_W04	The student understands relations and linkages between different actors of the project environment.										
	E1_W07	The student knows the basic principles and methods of financial planning in the projects.										
Verification of learning outcomes - Knowledge												
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project	

MSG1_W04									X			X
MSG1_W15									X			X
E1_W04									X			X
E1_W07									X			X

Skills	MSG1_U02	The student can define the preconditions, schedule and plan for the implementation of a business project
	MSG1_U03	The student is able to analyze the environment and determine the scope of its influence on the project. The student is able to identify project stakeholders and prepare a management plan for them.
	MSG1_U08	Based on data on a specific company, the student plans design processes and makes economic decisions based on the data.
	E1_U01	Student defines and analyses the the economic conditions of the project, especially in the economic aspects.
	E1_U06	Students uses the technics of project management to take the practical decision in the area of project management.

Verification of learning outcomes - Skills

Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
MSG1_U02											X
MSG1_U03											X
MSG1_U08											X
E1_U01											X
E1_U06											X

Attitudes	MSG1_K03	The student participates in the implementation of social and economic projects using the analysis of the legal, administrative and economic environment.
	MSG1_K04	The student actively participates in the work of the project group and takes responsibility for his actions. The student knows his competences and is able to indicate his role in the project. Shows entrepreneurial attitudes.
	E1_K03	Students takes into consideration economic, political and social conditions for project starting and is active in the group in project planning process.

Verification of learning outcomes - Attitudes

Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
MSG1_K03								X			X
MSG1_K04								X			X
E1_K03								X			X

Course contents
MODULE 1. Introduction and planning process.

- 1.1 Project approach to the business process. What is considered as a project, what is not?
- 1.2 Selected methodologies of project management: PMI, PRINCE, Project Cycle Management, AGILE, SCRUM.
- 1.3 How to find fuel for my project - the analysis of problems: Ishikawa diagram, the problem tree, 5whys.
- 1.4 Project environment. Analysis of the project environment and stakeholders.
- 1.5 What do we need to start a project: project charter, business plan or feasibility study?

MODULE 2. Selected areas of process management in projects.

- 2.1 Model of constraints (project triangle) as a basic tool for defining the scope of the project.
- 2.2 S.M.A.R.T. goal setting is the success factor of your project. What is the role of achievement-motivated people in the project?

- 2.3 Material, personal and financial scope of the project. What and whom do we need in the project?
2.4 Creation of the project team. Management of human resources.
2.5 Time and working packages: schedule and Work Breakdown Structure (WBS).

MODULE 3. How to organize a project team?

- 3.1 Ways of organizing a project team. Experience vs. competencies. IPMA methodology and the selection of project team members.
3.2 What is so specific about being a project manager?
3.3 Leadership in business organizations. Emotional Intelligence Assessment.
3.4 Cooperation in a project- the role of the manager in the project. Creation of effective communication channels and facilitation of teamwork.

Recommended reading lists

Basic literature:

1. M. Trocki, *Metodyki i standardy zarządzania projektami*, PWE, Warszawa 2017.
2. Jason Charvat, *Project Management Methodologies. Selecting, Implementing and Supporting Methodologies and Processes for Projects*.
3. D.A. Aga, N. Noorderhaven, B. Vallejo, *Transformational leadership and project success: The mediating role of team-building*, *International Journal of Project Management*, Volume 34, Issue 5, July 2016, Pages 806-818.
4. Momin Mukherjee and Sahadev Roy, *Feasibility Studies and Important Aspect of Project Management*, *International Journal of Advanced Engineering and Management*, Vol. 2, No. 4, pp. 98-100, 2017.
5. Tony Kippenberger, MBA, Director of the Centre for Strategic Business Studies Ltd, *The Port of Rotterdam and Maasvlakte 2*

Additional literature/non-obligatory

6. M. Trocki, *Nowoczesne zarządzanie projektami*, PWE, Warszawa 2012.
7. Henry A. Hornstein, *The integration of project management and organizational change management is now a necessity*, *International Journal of Project Management*, Volume 33, Issue 2, February 2015, Pages 291-298.

Contact

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* SS1- undergraduate studies * SS2 - graduate studies * SDang - doctoral studies

** MSG - International Economic Relations