DESCRIPTION OF STUDY COURSE

Course unit title	Project Management				
Programme	Bachelor International Finance				
Year of study	2 nd year				
Level of course unit (e.g.	First, Bachelor's study				
first, second or third					
cycle					
Course unit code	BFa029				
Name of lecturer(s)	Dr.Kenneth Muschelewicz				
Credit points	3 ECTS				
Language of instruction	English				
Type of course unit	Compulsory				
(compulsory, optional)					
Semester when the course	3				
unit is delivered					
Mode of delivery	Face-to face				
Aim of Course	The aim of this course is to ensure the necessary knowledge, skills and a				
	competence for the project management.				
Preliminary knowledge	Organization Management, Applied Communication, Law and Office				
(prerequisites and co-	Management, Financial Analysis, Statistics, Mathematics				
requisites)					
Course contents	1. Definition of the project and project management, characteristics of the project.				
	2. Types of the projects, the topicality of the project preparation and				
	management.				
	3. Project portfolio and specifics of its management.				
	4. Project team, functions and role of the project manager during the				
	project preparation and implementation process.				
	5. Certification process of project managers/ specialists.				
	6. Project preparation and management stages, their description.				
	7. Creation and analyses of the project idea.				
	8. Assessment of the alternatives of the project.				
	9. Project planning. Identification of project risks and preparation of				
	the risk treatment plan.				
	10. Project implementation and monitoring.				
	11. Finalization of the project.				
	12. Project software.				
	The learning within the course is organized through following 4 types of				
Planned learning activities	activities: work in lectures, group work within lectures and independent				
and teaching	work at home, as well as independent studies and work at the library.				
methods	Final mark is composed of several components: 20% active participation				
	within lectures and quality of the in-class work, 40% preparation of				
	practical works, 20% preparation and presentation of the independent				
	group work, 20% written final exam.				



BA School of Business and Finance & SBS Swiss Business School collaboration Study Programme BF International Finance/ BBA International Management

Lectures 15% Seminars 15% Practical works 10% Preparation and presentation of the group work 10% Work at the library, independent studies 50% Total 80 hours		Teaching methods			Student work load (1 CP = 40 hours of student work)			
Preparation and presentation of the group work 10%		Lectures	15%					
Preparation and presentation of the group work 10% Work at the library, independent studies 50% Total 80 hours		Seminars	15%	15%				
Work at the library, independent studies Total 80 hours		Practical works	10%					
Learning outcomes of the course unit 1. The knowledge and skills to formulate the project idea and to assess possible alternatives of the project. 2. Necessary skills to prepare the project implementation plan, time schedule, the resource plan and the budget. 3. Skills to set up the appropriate project team, define the tasks and responsibilities of each project team member. 4. Skills to present the project, to justify and describe the project implementation plan and the budget. Assessment methods and criteria 1. 2. 3. 4. The form of assessment Practical in-class works Independent practical work Test Presentation of the individual group work Recommended or required reading Compulsory literature: 1. Wysocki, R.K., Effective Project Management, John Wiley & Sons, 2019 Recommended reading: 1. Meredith, J. R. Project Management / A Managerial approach - 10th ed John Wiley & Sons, 2017 To be agreed at the start of the course.		Preparation and presentation of	10%					
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