

**DESCRIPTION OF STUDY COURSE**

<b>Course unit title</b>	<b>Project Management</b>
<b>Programme</b>	Bachelor International Finance
<b>Year of study</b>	2 <sup>nd</sup> year
<b>Level of course unit (e.g. first, second or third cycle)</b>	First, Bachelor's study
<b>Course unit code</b>	<b>BFa029</b>
<b>Name of lecturer(s)</b>	Dr.Kenneth Muschelewicz
<b>Credit points</b>	3 ECTS
<b>Language of instruction</b>	English
<b>Type of course unit (compulsory, optional)</b>	Compulsory
<b>Semester when the course unit is delivered</b>	3
<b>Mode of delivery</b>	Face-to face
<b>Aim of Course</b>	The aim of this course is to ensure the necessary knowledge, skills and a competence for the project management.
<b>Preliminary knowledge (prerequisites and co-requisites)</b>	Organization Management, Applied Communication, Law and Office Management, Financial Analysis, Statistics, Mathematics
<b>Course contents</b>	<ol style="list-style-type: none"> <li>1. Definition of the project and project management, characteristics of the project.</li> <li>2. Types of the projects, the topicality of the project preparation and management.</li> <li>3. Project portfolio and specifics of its management.</li> <li>4. Project team, functions and role of the project manager during the project preparation and implementation process.</li> <li>5. Certification process of project managers/ specialists.</li> <li>6. Project preparation and management stages, their description.</li> <li>7. Creation and analyses of the project idea.</li> <li>8. Assessment of the alternatives of the project.</li> <li>9. Project planning. Identification of project risks and preparation of the risk treatment plan.</li> <li>10. Project implementation and monitoring.</li> <li>11. Finalization of the project.</li> <li>12. Project software.</li> </ol>
<b>Planned learning activities and teaching methods</b>	The learning within the course is organized through following 4 types of activities: work in lectures, group work within lectures and independent work at home, as well as independent studies and work at the library. 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.

	<b>Teaching methods</b>				Student work load (1 CP = 40 hours of student work)			
	Lectures				15%			
	Seminars				15%			
	Practical works				10%			
	Preparation and presentation of the group work				10%			
	Work at the library, independent studies				50%			
					Total <b>80</b> hours			
<b>Learning outcomes of the course unit</b>	<ol style="list-style-type: none"> <li>1. The knowledge and skills to formulate the project idea and to assess possible alternatives of the project.</li> <li>2. Necessary skills to prepare the project implementation plan, time schedule, the resource plan and the budget.</li> <li>3. Skills to set up the appropriate project team, define the tasks and responsibilities of each project team member.</li> <li>4. Skills to present the project, to justify and describe the project implementation plan and the budget.</li> </ol>							
<b>Assessment methods and criteria</b>	<b>Study outcomes</b>							
	<b>The form of assessment</b>				1.	2.	3.	4.
	Practical in-class works				•	•	•	•
	Independent practical work				•	•	•	•
	Test				•	•	•	
Presentation of the individual group work				•	•	•	•	
<b>Recommended or required reading</b>	<p align="center">Compulsory literature:</p> <ol style="list-style-type: none"> <li>1. Wyrsocki, R.K., <i>Effective Project Management</i>, John Wiley &amp; Sons, 2019</li> </ol> <p align="center">Recommended reading:</p> <ol style="list-style-type: none"> <li>1. Meredith, J. R. <i>Project Management / A Managerial approach</i> - 10th ed. - John Wiley &amp; Sons, 2017</li> </ol>							
<b>Recommended optional programme components</b>	To be agreed at the start of the course.							