

# **COURSE SYLLABUS**

## **Project management**

**Degree of higher education** first (bachelor).

**Specialty** 073 Management, 281 Public management and administration.

**Educational program** Management, Public management and administration.

**Course status** – compulsory.

**Instructor of the Department of Management and Public Administration** Breus S.V.,

Professor of the Department of Management and Public Administration.

### **1. Course description**

**Semester:** 5.

**Scope:** total number of hours – 90 including: lectures – 12 hours, practical – 24 hours, independent work – 54 hours; number of ECTS credits – 3.

**Course objectives – mastering competencies:** the ability to apply knowledge in practical situations; ability to conduct research at the appropriate level; ability to adapt and act in a new situation; ability to work in an international context; ability to determine the prospects for the development of the organization; ability to choose and use modern management tools; ability to plan and manage time; ability to work in a team and establish interpersonal interaction in solving professional problems; understand the principles of psychology and use them in professional activities.

#### **Learning outcomes of the course:**

*know:* know rights and responsibilities as a member of society, be aware of the values of civil society, the rule of law, human and civil rights and freedoms in Ukraine; know the structure and features of the functioning of the sphere of public administration; know the standards, principles and norms of activity in the field of public administration; know the basic regulations and provisions of legislation in the field of public administration and administration;

*able to:* apply management methods to ensure the effectiveness of the organization; be able to establish communication between citizens and public authorities and local governments; able to demonstrate: skills of situation analysis and communication in various areas of the organization;

*have skills:* apply quality control methods in the field of professional activity;

*solve independently:* reveal skills of search, gathering and the analysis of the information, calculation of indicators for a substantiation of administrative decisions.

**Required educational components (prerequisites, co-requisites, post-requisites):** reporting and analytical information processing methods; innovation management; risk management; creative management.

**Course content:** Topic 1. Project management in the management system of the organization. Topic 2. Rationale for the project. Topic 3. Project planning. Topic 4. Project execution time management. Topic 5. Project resource planning. Topic 6. Monitoring the implementation of the project. Topic 7. Project risk management. Topic 8. Project quality management. Topic 9. Personnel management in projects.

**Form of final control:** exam (semester 7).

**Tools for diagnosing learning success:** individual tasks, a list of questions for the current and final controls, sets of test tasks for the current and final controls.

**Language of instruction:** Ukrainian, English.

## 2. Assessment

### Distribution of points received by applicants for higher education

Ongoing assessment and independent work									MC	Exam	Total
T1	T2	T3	T4	T5	T6	T7	T8	T9			
7	7	8	8	8	8	8	8	8	20	10	100

### Distribution of points in the course

Види оцінювання	T1	T2	T3	T4	T5	T6	T7	T8	T9	Total	
Presentation at the practical lesson	2	2	2	2	2	2	2	3	3	20	
Performance and protection of individual works	2	2	3	3	2	2	2	2	2	20	
Presentations	3	3	3	3	4	4	4	3	3	30	
Current control and Modular control	10					10					20
Exam	10									10	
<b>Total in the course</b>										<b>100</b>	

### Exam evaluation criteria:

The exam is conducted in the form of testing in a modular environment of the educational process: 20 questions of 0,5 points for each question.

### Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
<b>excellent / passed</b>	90-100	<b>A</b>	<b>Excellent</b> (outstanding performance without errors)
<b>good / passed</b>	82-89	<b>B</b>	<b>Very good</b> (above the average standard but with minor errors)
	74-81	<b>C</b>	<b>Good</b> (generally sound work with some errors)
<b>satisfactory / passed</b>	64-73	<b>D</b>	<b>Satisfactory</b> (fair but with significant shortcomings)
	60-63	<b>E</b>	<b>Fair</b> (performance meets the minimum criteria)
<b>unsatisfactory / failed</b>	35-59	<b>FX</b>	<b>Fail</b> (some more work required before the credit can be awarded)
	0-34	<b>F</b>	<b>Fail</b> (considerable further work is required)

## 3. Course policy:

3.1. Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;
- references to the sources of information if ideas, developments, statements, information are used;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education is allowed (5 points or recognition of learning outcomes using a coefficient (0.1) of the total number of hours specified in the certificate or other document).

3.3. To obtain a positive grade in the course, it is necessary to obtain the minimum number of points (60) for each type of work, which is evaluated in points.

3.4. In case of late execution of works points are reduced.

3.5. Postponement of delivery / re-submission:

– for good reasons, the work is evaluated without reducing the maximum score, provided that the course lecturer is notified in advance or through the head of the group (documentary) about the reason for the delay and the deadline for the transfer of work;

– without good reasons – with a decrease in the maximum score for work performed.

3.6. When plagiarism is detected, the work is not credited, another individual task or another version of tests for current (thematic) and modular control is issued. For a new work, the maximum score is reduced.

3.7. Missed classes must be completed according to an individual schedule agreed with the course lecturer.

3.8. Assessment appeal is possible only until the moment of passing the module control.