

## COURSE GUIDE

|                                 |   |
|---------------------------------|---|
| <u>Course title</u>             | <b>Project Management</b>                                   |
| <u>Specialization</u>           | <b>Logistics</b>  |
| <u>Form of study</u>            | <b>Full-time</b>  |
| <u>Qualification level</u>      | <b>Second</b>   |
| <u>Year</u>                     | <b>I</b>  |
| <u>Semester</u>                 | <b>2</b>  |
| <u>Unit running the program</u> | <b>Department of Logistics and International Management</b> |
| <u>Author</u>                   | <b>dr inż. Nicoletta Baskiewicz</b>                         |
| <u>Profile</u>                  | <b>General academic</b>                                     |
| <u>Number of ECTS credits</u>   | <b>5</b>  |

### COURSE TYPE – NUMBER OF SEMESTER HOURS

| LECTURE   | CLASSES   | LABORATORY | PROJECT | SEMINAR |
|-----------|-----------|------------|---------|---------|
| <b>15</b> | <b>30</b> |            |         |         |

### COURSE AIMS

**C1.** Providing students with knowledge in the field of management methods of economic and organizational projects implemented in all kinds of market and non-market organizations.

**C2.** To familiarize students with the techniques of preparing and conducting projects, building a project team, creating schedules and project plans, and issues related to managing people as part of project management.

### ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

Knowledge of the basics of organization management.

Knowledge in economics.

Knowledge in the field of personnel management.

Ability to work independently and in a group.

Ability to perform mathematical activities to solve set tasks.

Ability to prepare a report on the course of implementation of the exercises and project documentation.

Ability to use literature sources and online resources.

### LEARNING OUTCOMES

EU1 Student understands and uses terminology in the field of project management and understands the essence and role of projects in the management of organizations.

EU 2 Student understands the principles of project management and knows modern project management instruments.

EU 3 Student has skills in defining and planning a project and organizing its performance and project management - management throughout the project life cycle.

EU 4 Student works individually and in a team.

### COURSE CONTENT

| <b>Form of teaching - LECTURES 15 hours</b>   | <b>Number of hours</b> |
|---|------------------------|
| L1 - Introduction to the subject. Concept and history of project management. Place and role of projects in management.  | <b>1</b>               |
| L2 - The essence, features and types of projects  | <b>1</b>               |
| L3 - Methodologies of project management  | <b>0,5</b>             |
| L4 - Institutional aspect of project management (types of project organizations, organizational structure of the enterprise and project management, relations between projects in the organization, types of organization from the point of view of the role of projects, project maturity) | <b>1,5</b>             |

|  |                        |
|--|------------------------|
| L5 - Functional aspects of project management (Project life cycle, project cycle, introduction to phases / stages / project management).   | 2                      |
| L6 - Stages in project management: Initiating and defining a project, planning and organizing workmanship, execution of a project / controlling the course of a project /, project completion, project team)   | 2                      |
| L7 - Planning the course and resources of the project and determining its structure. Methods of imaging planned activities. (determination of the main stages of the project, structure of work division, project schedule, scope of responsibility, risk definition, implementation of changes)   | 2                      |
| L8 - Project evaluation.   | 1                      |
| L9 - Budgeting projects. Sources of project financing.   | 1                      |
| L10 - Project risk analysis.   | 1                      |
| L11 - IT tools for project management.   | 1                      |
| L12- Presentation of project management based on a practical example.  | 1                      |
| <b>Form of teaching – CLASS 30 hours</b>   | <b>Number of hours</b> |
| C1 Introduction to project management: history of project management, types of projects and their importance for the organization, project goals, project examples, basic elements of project management: project management knowledge areas, project management system, forms and stages of project management, project life cycle, project success factors , causes of failures. | 2                      |
| C2-C4 Analysis leading to the identification of the venture idea. Preparation of the project card for the selected project - working in groups   | 6                      |
| C5-C6 Project planning: Scope of the project, Structure of division of work, Planning of project dates (estimation of task time) - work in groups.   | 4                      |
| C7-C9 Preparation of the project schedule and assignment of resources. Preparing the project budget, balancing resources - working in groups.  | 6                      |
| C10-C11 Appointment of the critical path method by CPM - work in groups. Implementation and control of the project: design of the project result, project implementation, project controlling - basic principles, project flow control.  | 4                      |
| C12-C13 Risk analysis in the project - working in groups. Closing the project: closing processes, project documentation - working in groups.   | 4                      |
| C14-C15 Project presentations and their evaluation.  | 4                      |

### TEACHING TOOLS

Textbooks and scripts.  
 Audio-visual equipment.  
 Formulas, examples of projects.  
 Computer with MS Project software.

### WAYS OF ASSESSMENT (F – FORMING, P – SUMMARY)

F1. Assessment of the project plan.  
 F2. Assessment of project preparation.  
 P1.A presentation of the entire project.

### STUDENT WORKLOAD

| Form of activity                                     | Average number of hours to complete the activity |
|--|--|
|  | [h]  |
| Contact hours with the teacher                       | 45   |
| Participation in consultations                       | 20   |
| Getting Acquainted with the indicated literature     | 25   |
| Preparation of audio-visual presentation and project | 35   |

**TOTAL NUMBER OF HOURS / ECTS CREDITS  
FOR THE COURSE**

**125**

### **BASIC AND SUPPLEMENTARY LITERATURE**

#### **Basic literature**

Chosen by students articles from different journals for example *Polish Journal of Management Studies*, Czestochowa, 2018.

Bittner E., Gregorc W., *Experiencing Project Management, Projects, Challenges, & Lessons Learned*, Publicis Publishing, Erlangen, 2015.

Buczowska T., Kluczek A., *Practical Approach to Project Management*, Oficyna Wydawnicza Politechniki Warszawskiej, Warszawa 2016.

Pindelski M., Żukowska J., *Processes, Organisation, Communication in Project Management*, Wydawnictwo Szkoły Głównej Handlowej, Warszawa 2015.

Baskiewicz N., *The Influence of European Union Funds on Investment Projects of Farm Produce Processing Enterprises* (w:) *Small and Medium Enterprises Development Challenges in European Union*, red A. Pachura, Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, Częstochowa 2009

Baskiewicz N. *The Use of MS Project as a Tool to Help Clarify the Scope of the Project as an Image of the Project's Objectives* (w) *Logistyczno – finansowe uwarunkowania zarządzania przedsiębiorstwem* (red.) Nowakowska- Grunt J., Grabowska M., Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, Częstochowa 2018.

Baskiewicz N., Łęgowik – Małolepsza M., *The Use of MS Project in Planning the Project Implementation Time*, (w) *Logistyczno – finansowe uwarunkowania zarządzania przedsiębiorstwem* (red.) Nowakowska- Grunt J., Grabowska M., Wydawnictwo Wydziału Zarządzania Politechniki Częstochowskiej, Częstochowa 2018.

#### **Supplementary literature**

Leśniak-Łebkowska G. *Project Management*, Wydawnictwo Szkoły Głównej Handlowej, Warszawa 2015.

### **TEACHERS (NAME, SURNAME, ADRES E-MAIL)**

Nicoletta Baskiewicz, [nicoletta.baskiewicz@wz.pcz.pl](mailto:nicoletta.baskiewicz@wz.pcz.pl)

### **MATRIX OF LEARNING OUTCOMES REALISATION**

| <b>Learning outcome</b> | <b>Reference to the effects of the defined effects for the entire program (PEK)</b> | <b>Course objectives</b> | <b>Course content</b> | <b>Teaching tools</b> | <b>Evaluation method</b> |
|-------------------------|---|--------------------------|-----------------------|-----------------------|--------------------------|
| EU 1                    | K_W05, K_U02, K_U01, K_K01, K_K06   | C1,C2                    | L1-L2, C1-C3,         | 1,2,3                 | F1                       |
| EU 2                    | K_W05, K_W4, K_U04, K_U3, K_K01, K_K06  | C1,C2,                   | L3, C4-C7             | 1,2,3                 | P1                       |
| EU 3                    | K_W01, K_W05, K_W04, K_U05, K_K01, K_K06  | C2,                      | L4, C4-C8-C9          | 1,3                   | F1                       |
| EU 4                    | K_W04, K_K01, K_K02, K_K06  | C2                       | L5-L10, C10-C15       | 1,2,3                 | F1, F2, P1               |

**FORM OF ASSESSMENT - DETAILS**

|      | For a grade of 2   | For a grade of 3   | For a grade of 4  | For a grade of 5   |
|------|--|--|---|--|
| EU 1 | The student does not know the terminology in the field of project management and can not explain the nature and role of projects in the management of organizations. | The student knows the terminology in the field of project management and in a general way can explain the essence and role of projects in the management of organizations. | The student proficient in the terminology of project management and is able to properly explain the nature and role of project management in organizations. | The student knows the terminology in the field of project management and is able to precisely explain the nature and role of projects in managing organizations using examples.  |
| EU 2 | The student does not know the principles of project management and does not know modern project management instruments.  | The student knows the general outline of project management and is familiar with modern project management instruments   | The student knows the principles of project management and is well versed in modern project management instruments..  | The student knows the general outline of project management and is familiar with modern project management instruments. The student can describe the main project management methodologies and modern tools in project management based on examples. |

|      |  |  |   |   |
|------|--|--|---|---|
| EU 3 | The student has no skills in defining and planning the project and organizing its performance and project management - management throughout the project life cycle. | The student has a general concept on defining and planning a project and organizing its performance on project control over the entire project life cycle. He can, with the help of the person teaching classes, formulate a project plan and discuss the next stages of his life cycle. The student is able to support the MS Project program, using the exercise guide or textbook. The student can create the correct project card and present the main assumptions of the project under development. | The student knows the problem of defining and planning the project and organizing its performance with project control over the whole project life cycle. He can formulate a project plan and discuss the next stages of his life cycle. Is able to independently support the MS Project program. He can efficiently build the structure of work division and project schedule. The student can create a logical and compliant project card and present verbally, using MS Power Point main assumptions of the project being developed. | The student knows the problem of defining and planning the project and organizing its performance with project control over the whole project life cycle. He can formulate a project plan and discuss the next stages of his life cycle. Is able to independently support the MS Project program. He can efficiently build the structure of work division and project schedule. The student can create a logical and compliant project card and present verbally, using MS Power Point main assumptions of the project being developed. The student is able to efficiently analyze problems that may occur during project implementation and proposes ways to neutralize them. It efficiently analyzes the project plan using the tools provided by MS Project. |
| EU 4 | The student does not work either individually or in a team.  | The student works partly individually or in a team   | The student works both individually and in a team.  | The student works very well both individually and in a team.  |

### **ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE**

Information where students can get acquainted to the classes, instructions to the lab, etc. - the information is presented to students during the first class, if required they are sent via email to the email addresses of groups of students.

Information about the schedule of classes - information can be found on the department's website.

Information about the time and date of classes - information can be found on the department's website.

Information for consultation (time + location) - are given to students at the first meeting and can also be found on the department's website or in the information display case of the Cathedral of Logistics and International Management (main building WZ - 2<sup>nd</sup> floor).