STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Proces Management**		Code **1011102221011165000**
Field of study **Engineering Management - Full-time studies -**	Profile of study (general academic, practical) **(brak)**	Year /Semester **1 / 2**
Elective path/specialty **Production and Operations Management**	Subject offered in: **Polish**	Course (compulsory, elective) **obligatory**
Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **full-time**	
No. of hours Lecture: **15** Classes: **15** Laboratory: **-** Project/seminars: **-**		No. of credits **4**
Status of the course in the study program (Basic, major, other) **(brak)**	(university-wide, from another field) **(brak)**	
Education areas and fields of science and art **social sciences**		ECTS distribution (number and %) **4 100%**

Responsible for subject / lecturer:

prof. dr hab. inż. Stefan Trzcieliński, prof. nadzw.
email: stefan.trzcielinski@put.poznan.pl
tel. +48 61 665 3373
Faculty of Engineering Management
ul. Strzelecka 11 60-965 Poznań

Responsible for subject / lecturer:

Dr Edmund Pawłowski
email: edmund.pawlowski@put.poznan.pl
tel. +48 61 6653373
Faculty of Engineering Management
ul. Strzelecka 11 60-965 Poznan

Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	The student has knowledge on the basics of management and organization science.
2	**Skills**	The student has the ability to perceive, associate and interpret phenomena in business management.
3	**Social competencies**	The student understands and is prepared to bear the social responsibility for decisions in the field of business management.

Assumptions and objectives of the course:

-The course aims to: provide the essence and regularity of the process approach in management; understanding and achieving competence in the application of the principles and tools of process management

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. Knows the origin and essence of the process approach in management - [[K2A_W05]]
2. Has knowledge on classification, models and standards of business processes - [[K2A_W07, K2A_W08]]
3. Has knowledge of process-oriented organizational structures. He knows the methodology of process management - [[K2A_W09]]
4. Knows the methodology of design the changes in processes and change management - [[K2A_W14, K2A_W15]]

Skills:

1. He can correctly interpret the differences between functional and process management approach - [[K2A_U01, K2A_U02]]
2. He is able to model and design processes, and prepare documentation process management - [[K2A_U03, K2A_U04]]
3. He is able to use his knowledge to design information and decision-making processes - [[K2A_U06, K2A_U07]]

Social competencies:

1. Be aware of the role and needed competencies and responsibilities of owners and leaders of processes - [[K2A_K01, K2A_K02]]
2. Can independently develop his knowledge about the process management - [[K2A_K03, K2A_K04]]
3. Can contribute substantial to designing processes - [[K2A_K05]]
4. Is aware of the interdisciplinary knowledge needed in the design of business processes - [[K2A_K06]]
5. Is able to model business processes - [[K2A_K07]]

Assessment methods of study outcomes

-Forming assessment:

a) Exercises: assessment is based on grades for tasks concerning designing operational and control processes,

b) Lectures: assessment is based on written or oral replies to questions about the material covered in the current and previous lectures,

Rating summary:

a) Exercises: the average rating for completed projects

b) Lectures: the average of grades collected during the lectures.

Course description

-Functional and process oriented management. Process aproach in chosen management technics. Definition of process and processes classification. Models and standardization of processes. The essence and goals of process mamnagement. Methodology of business process management. Process identification, modelling and designing. Methods and technics of process improvement. Process managing. Implentation of process oriented approach in an organization

Didactic methods: Monographic lecture, case studies, project exercises

Basic bibliography:

1. Trzcieliński S., Adamczyk M., Pawłowski E., Procesowa orientacja przedsiębiorstwa, Wydawnictwo Politechniki Poznańskiej, Poznań 2013

2. Adamczyk M., Trzcieliński S., Koordynacja działań przedsiębiorstwa w świetle orientacji procesowej - niektóre wyniki badań empirycznych. w: Nowoczesne przedsiębiorstwo , IIZ PP, Poznań, 2005.

3. Czekaj J. (Red.). Zarządzanie procesami biznesowymi. Aspekt metodyczny. Wydawnictwo Uniwersytetu Ekonomicznego w Krakowie, Kraków, 2009.

4. Grajewski P., Organizacja procesowa, PWE, Warszawa, 2007

5. Jeston J., Nelis J., Business Process Management. Practical Guidlines to Successful Implementations, Elsevier, Hungary, 2008

Additional bibliography:

1. Skrzypek E., Hofman M. Zarządzanie procesami w przedsiębiorstwie. Oficyna a Wolters Kluwer business, Warszawa, 2010.

2. Adamczyk M., Trzcieliński S., Procesowe kształtowanie struktury organizacyjnej przedsiębiorstwa - niektóre wyniki badań literaturowych, , Zeszyty Naukowe Politechniki Poznańskiej, Organizacja i Zarządzanie, nr 40, Poznań, 2005.

3. Hammer M., Champy J., Reengineering w przedsiębiorstwie, Neumann Management Institute, Warszawa, 1996.

4. Burlton R.T., Business Process Management: Profiting From Process , , Sams Publishing, USA, 2001.

Result of average student's workload

Activity	Time (working hours)
1. 1. Lectures	15
2. 2. Exercises	15
3. 3. Preparation of project tasks after exercise: 3x15h	45
4. 4. Consultations design tasks: 3x2h	6
5. 5. Preparing to pass lectures:	19

Student's workload

Source of workload	hours	ECTS
Total workload	100	4
Contact hours	39	1
Practical activities	15	1