



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Process management

### Course

Field of study

Year/Semester

Engineering Management

1/2

Area of study (specialization)

Profile of study

Level of study

Course offered in

Second-cycle studies

Form of study

Requirements

part-time

compulsory

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

15

Tutorials

Projects/seminars

15

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

Dr Edmund Pawłowski

Responsible for the course/lecturer:

### Prerequisites

Basics of management

### Course objective

to convey the essence and appropriateness of the process approach to management; to understand and acquire competence in applying process management principles and tools

### Course-related learning outcomes

Knowledge

has in-depth knowledge of methods and tools for modelling information and decision-making processes

has an in-depth knowledge of the conditions of organisational structures knows the structural mechanisms and methods of modelling and changing organisational structures

has knowledge of the links existing in network organisations (corporations, holdings, clusters, etc.) and in-depth knowledge of organisational relations between organisational units of the enterprise and virtual units



### Skills

can use theoretical knowledge to describe and analyse the causes and course of social processes and phenomena (cultural, political, legal, economic), and can formulate their own opinions and critically select data and methods of analysis

is able to forecast and model complex social processes involving phenomena from different areas of social life (cultural, political, legal, economic) using advanced management methods and tools

has the ability to apply the acquired knowledge in various scopes and forms, extended by a critical analysis of the effectiveness and usefulness of the applied knowledge

has the ability to propose solutions to a specific management problem and to carry out a procedure to resolve it

### Social competences

is able to make a substantive contribution to the preparation of social projects and manage projects arising from them

can initiate actions for social projects

is able to plan and manage business ventures

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Wiedza z wykładów jest weryfikowana w trakcie sprawdzianu pisemnego. Sprawdzian pisemny w dwóch wersjach: 1/ 5 pytań otwartych, 2/ 10 pytań testowych wielokrotnego wyboru. Maksymalna liczba punktów = 100. Ocena pozytywna od 65 pkt.

Wiedza z ćwiczeń jest weryfikowana poprzez obronę projektu

### Programme content

Functional and process orientation in organization management, process approach in selected management concepts, definition and generic classification of processes, models and standardization of processes, essence and objectives of process management, methodology of economic process management (safety), identification and mapping of processes, process design and implementation of changes, process management, methods and techniques of process improvement and management, implementation of process approach in the organization, form of process organization

### Teaching methods

1. lecture: Monographic lecture, case studies

2 Exercises: multimedia presentation illustrated with examples given on the board and project execution

### Bibliography



Basic

1. Trzcieleński S., Adamczyk M., Pawłowski E., Procesowa orientacja przedsiębiorstwa, Wydawnictwo Politechniki Poznańskiej, Poznań 2013
2. Jeston J., Nelis J., Business Process Management. Practical Guidelines to Successful Implementations, Elsevier, Hungary, 2008
3. Burlton R.T., Business Process Management: Profiting From Process , , Sams Publishing, USA, 2001
4. Adamczyk M., Trzcieleński S., Koordynacja działań przedsiębiorstwa w świetle orientacji procesowej - niektóre wyniki badań empirycznych. w: Nowoczesne przedsiębiorstwo , IIZ PP, Poznań, 2005.
5. Czekaj J. (Red.). Zarządzanie procesami biznesowymi. Aspekt metodyczny. Wydawnictwo Uniwersytetu Ekonomicznego w Krakowie, Kraków, 2009.
6. Grajewski P., Organizacja procesowa, PWE, Warszawa, 2007

Additional

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

**Breakdown of average student's workload**

	Hours	ECTS
Total workload	100	4,0
Classes requiring direct contact with the teacher	30	1,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	70	2,5

<sup>1</sup> delete or add other activities as appropriate