COURSE DESCRIPTION CARD - SYLLABUS

Course name
Project Management (PM)

Course

Field of study
Management and Production Engineering
Area of study (specialization)
-
Level of study
First-cycle studies
Form of study
full-time

Year/Semester
4/7
Profile of study
general academic
Course offered in
polish
Requirements
compulsory

Number of hours

Lecture
15
Laboratory classes
Other (e.g. online)
Tutorials
Projects/seminars
15

Number of credit points

3

Lecturers

Responsible for the course/lecturer:
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Faculty of Mechanical Engineering

Piotrowo 3, 60-965 Poznan, Poland

Responsible for the course/lecturer:

Prerequisites

The student should have knowledge in the field of management and operation of the production company. Student has IT skills - knowledge of MS Office and the basics of AutoCAD. Social competences - the student understands the need to learn and acquire new knowledge; can work in a team; recognizes

the possibilities of continuous improvement in various areas of life, including the activities of organizations, with particular emphasis on manufacturing enterprises.

Course objective

To familiarize the student with project management methodologies and selected software supporting project management.

Course-related learning outcomes

Knowledge

The student knows the standards of project management; knows different approaches to project management and is able to characterize them. The student knows what IT tools can be used to support project management.

Skills

The student knows how to develop a project plan, formulate goals and tasks, set the rules for communication of the project team; knows how to draw up a project report.

The student knows how to apply selected IT tools / programs supporting project management.

Social competences

The student has the competence to work in a project team.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formulation assessment:

Lecture – Evaluation based on answers to questions about the material discussed in the previous lectures.

Project – Evaluation based on assessment of current progress of tasks

Summary assessment:

Lecture – Examination on the basis of a colloquium consisting of 8 general questions (credit in the case of a correct answer to at least 4 questions (each question for 1 point): 3 points and less – Not credited, 4 - Satisfactory, 5 – Satisfactory plus, 6 - Good, 7 – Good plus and 8 – Very good. Credit – during the last lecture (at the end of the semester). Discussion the results of the exam.

Project – working in a team; checking the design tasks performed during the semester. Credit and grade at the end of the semester.

Programme content

Lecture:

1. Project definition. Introduction to project management. Project management stages: project start, project planning, milestones, project budget, project implementation, project monitoring, project control, project closure.

2. Introduction to Design Thinking.

3. Business Model Canvas - BMC.

4. Project management according to the PMBOK Guide standard.

5. Methodologies and approaches in project management, including PRINCE2, SCRUM, Agile, KPI.

6. Project manager's competences. Communication in the project. Projects portfolio.

7. Selected IT tools supporting project planning and implementation. Project management in Project Professional, Google Project Sheet.

8. 3DEXPERIENCE platform in engineering project management (guest lecture).

9. Science-industry cooperation - R&D&I projects. Scope of project application.

Project:

Development of selected elements of project documentation (including project card, project schedule, project budget); project application.

Learning how to use Project Professional.

Teaching methods

Lecture: multimedia presentation illustrated with examples given on the board, discussion.

Project: performing problem tasks, team working.

Bibliography

Basic

1. Kompendium wiedzy o zarządzaniu projektami, A Guide to the Project Management Body of Knowledge, PMBOK Guide, ed. 6, 2018.

2. Zarządzanie projektami krok po kroku, Mariusz Kapusta, 2013.

Additional

1. PRINCE2 – Skuteczne zarządzanie projektami, 2018.

2. Podstawy zarządzania projektami, Dennis Lock, 2003.

3. Zdążyć przed terminem: opowieść o zarządzaniu projektami, Tom DeMarco, 2002.

4. Kaplan S., Norton David S., Strategiczna karta wyników, 2001.

5. Goldratt E.M., Łańcuch krytyczny, 2000.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	45	2,0
Student's own work (literature studies, preparation for project classes/tutorials, preparation for tests/exam) [1]	30	1,0

[1] delete or add other activities as appropriate