



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Project Management [N2IŚrod1>ZP]

### Course

Field of study

Environmental Engineering

Year/Semester

1/1

Area of study (specialization)

Heating, Air Conditioning and Air Protection

Profile of study

general academic

Level of study

second-cycle

Course offered in

polish

Form of study

part-time

Requirements

compulsory

### Number of hours

Lecture

8

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

dr inż. Radosław Górzeński

radoslaw.gorzenski@put.poznan.pl

### Lecturers

dr inż. Radosław Górzeński

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### Prerequisites

1. Knowledge: General knowledge on entrepreneurship obtained at the first level of studies 2. Skills: General group interaction skills 3. Social competencies: General knowledge about the need for self-improvement, lifelong education and awareness of the role of a technical university graduate. Competence in providing clear information and passing on your own opinions.

### Course objective

The aim of the course is preparation for management of simple projects implemented both within the enterprise and at the request of the partners external. Conducted lectures and seminars give students theoretical knowledge that is used during workshops ensuring the acquisition of practical skills directly related to project management. Over 80% of the classes are workshops during which practical experiences are discussed and presented.

### Course-related learning outcomes

Knowledge:

1. Has knowledge of project planning and scheduling, including how to define tasks.
2. Has knowledge of risk, budgeting and financial management in the project.

3. Has knowledge of building a team of people, and the need to properly delegate tasks and make decisions regarding a team of people.
4. Has knowledge of project management methods, including innovative methods related to contract performance.
5. Has knowledge in the field of project management in the field of environmental engineering.

#### Skills:

1. Is able to perform the tasks entrusted to the group, is able to cooperate in carrying out the entrusted task.
2. Is able to assume the role suitable for himself during the group task.
3. Is able to define his role in the team based on the objectives of the task.

#### Social competences:

1. By solving the task, he can use the knowledge acquired during the lecture in a way that allows entrepreneurial activity.
2. Understands the need to maintain ethical standards of a technical university graduate.
3. He understands the need for further training and self-improvement in the face of tasks related to the role of a technical university graduate which is often project or people management.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

A form of checking knowledge will be to discuss a given case study on project management. Topics will be given during the first class.

Knowledge check will take place during the last class.

The assessment will cover: the use of methods presented in the lecture, clarity of presentation of the topic, quality and completeness of the conclusions drawn.

The detailed scope required during the assessment will be given during the first class.

In order to complete the course you must obtain a minimum of 50% of the points possible

### Programme content

Lecture topics:

Project planning and schedule

Risk, budgeting and financial management in the project

Project team management

Project supervision - network methods

Task flow management, supervision over contract performance

Thinking Tools - innovative management tools in practice

### Teaching methods

Lecture, presentation, discussing case study, discussion, group problem solving case study.

### Bibliography

Basic:

1. Gierszewska G. Analiza strategiczna przedsiębiorstwa
2. Romanowska M. Planowanie strategiczne
3. Niemczyk A. Książka dla skutecznych szefów
4. Dawson R. Sekrety negocjacji dla biznesmenów

Additional:

1. Kelley T. The ten faces of innovation.

### Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,00
Classes requiring direct contact with the teacher	8	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	17	0,50