# POZNAN UNIVERSITY OF TECHNOLOGY

## EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

# COURSE DESCRIPTION CARD - SYLLABUS

Course name
Project management [S1Log2>ZProj]

## Course

Field of study
Logistics

Year/Semester
2/4

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-cycle

Course offered in
Polish

Form of study
full-time

Requirements
compulsory

## Number of hours

Lecture
15

Laboratory classes
0

Other (e.g. online)
0

Tutorials
15

Projects/seminars
15

## Number of credit points

4,00

## Coordinators

dr hab. inż. Magdalena Wyrwicka prof. PP
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## Lecturers

## Prerequisites

Basic knowledge of management and logistics; Basic skills of Mathematics; Knowledge of communication rules.

## Course objective

Preparation to the project-manager role.

## Course-related learning outcomes

Knowledge:
1. Student knows the basic issues of the life cycle of socio-technical systems (logistics systems) and the life cycle of industrial products [P6S_WG_06]
2.Student understands the basic management issues specific to logistics and supply chain management [P6S_WG_08]
3. Student knows the rules of compliance with the accepted rules of the game and competition [P6S_WK_03]

Skills:

1. Student is able to see in engineering tasks systemic and non-technical aspects as well as socio-technical, organizational and economic [P6S_UW_04]
2. Student can present by means of properly selected means a problem that falls within the logistics and its specific issues and supply chain management [P6S_UK_01]
3. Student can identify and formulate a practical (engineering) project task, characteristic of logistics [P6S_UO_01]

Social competences:
1. Student is aware of the critical assessment and perception of cause-and-effect relationships in achieving the set goals and ranking the significance of tasks [P6S_KK_01]
2. Student is able to plan and manage in an entrepreneurial manner [P6S_KO_01]
3. Student is aware of cooperation and teamwork in solving problems within logistics and supply chain management [P6S_KR_02]

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture:Formative assessment: presence and activity during classes, results of solved cognitive tasks, participation in the discussion. Summative assessment: the result of the written test (containing 4-5 open problem questions; max 13 points, passing from 50% of points).
Tutorials:Formative assessment: presence and activity during classes, results of solved cognitive tasks, participation in the discussion. Summative assessment: independent performance of a given cognitive task and its presentation in the forum of the group.
Project:Formative assessment: presence and involvement during project consultations, ongoing assessment of work progress. Summative assessment based on the presentation of the project elaboration and group discussion.

## Programme content

Lecture: Determining the place and role of projects in management. Project management premises. Project as a task with special characteristics. Types of projects (by size, object, complexity and complexity).
Typical project course (initiating, establishing requirements, defining goals and identifying conditions, feasibility analysis, risk analysis, task structuring (WBS), resource and work flow planning, budgeting, course management, project closure). A diagram of the actual course of project implementation, indicating the need for careful preparation. Project organization (appointing a project manager and his roles, principles of team formation and problems when transforming a group into a team, team structure adequate to the project, locating the team in the enterprise structure (4 options), project support, communication system, identification of weak points). Indication of the possibility of using IT support. Practical problems of the project manager - presentation of examples of situations that reduce the success of the project.
Exercises: Negotiations regarding a project order, determining requirements, determining conditions, presentation of the plan in the form of a Gantt chart or a network of activities based on the structuring of the project, assessment of purposefulness (profitability)
undertaking work or calculating a unit price.
Project: Preparation of a selected project for implementation using MsProject or PERTbest IT support

## Course topics

Lecture: Defines and manages the scope of a project. Establish project governance structure (Alignment with allstakeholders; Appropriate delegation; Decision gates; Consistent and transparent reporting, Independent review). Understands the concept of project management life cycle (Initiation, Planning, Execution,Closure). Applies phase gate process to a project. Coaches projects managers and team.
Tutorials:Project order negotiations, setting requirements, presenting a plan in the form of a Gantt chart or a network of activities, structuring the project, assessing the purposefulness (profitability) of starting project.
Project: Preparation of the project for implementation with the use of IT support.

## Teaching methods

Lecture: problem lecture or seminar, work with a book.
Tutorials:auditorium exercises - solving cognitive tasks, discussion.

Project: laboratory exercises on the use of IT support, academic debate, consultations.

## Bibliography

Basic:
1. Prussak W., Wyrwicka M., Zarządzanie projektami, Zachodnie Centrum Organizacji, Poznań 1997,
2. Wyrwicka M., Niektóre uwarunkowania efektywnej realizacji projektów, Zeszyty Naukowe Politechniki Poznańskiej, seria Organizacja i Zarządzanie, 2000 Nr 29, s. 113-118.
3. Wyrwicka M., Zarządzanie projektowe [w:] Fertsch M. (red.), Elementy inżynierii logistycznej, Wydawnictwo Instytut Logistyki i Magazynowania, Biblioteka Logistyka, Poznań 2017, s. 53-74.
4. Wysocki R., Efektywne zarządzanie projektami. Tradycyjne, zwinne, ekstremalne, Wydawnictwo Helion, Gliwice 2013.

Additional:
1. Głodzieński E., Efektywność w zarządzaniu projektami. Wymiary, koncepcje, zależności, PWE Warszawa 2017.
2. Koszlajda A., Zarządzanie projektami IT. Przewodnik po metodykach, Wydawnictwo Helion, Gliwice 2010.
3. Kozarkiewicz A., Zarządzanie portfelami projektów, Wydawnictwo Naukowe PWN, Warszawa 2012.

## Breakdown of average student's workload

|  | Hours | ECTS |
|---|---|---|
| Total workload | 100 | 4,00 |
| Classes requiring direct contact with the teacher | 47 | 2,00 |
| Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation) | 53 | 2,00 |