



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Project management [S1ZiIP1>ZPr]

### Course

Field of study

Management and Production Engineering

Year/Semester

4/7

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

0

Projects/seminars

15

### Number of credit points

3,00

### Coordinators

dr inż. Magdalena Hryb

magdalena.hryb@put.poznan.pl

### Lecturers

### 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

Introduction to project management.

Project management stages.

Business Model Canvas - BMC.

Methodologies and approaches in project management.

Project manager's competences.

Science-industry cooperation - R&D&I projects.

## Course topics

### 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. 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. Zdażyć 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	3,00
Classes requiring direct contact with the teacher	45	2,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00