

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Darija Ivandić Vidović	
The name of the college	Project Management	
Study program	Professional Graduate Study Business Management MBA	
Status of the College	Mandatory	
Year	1 st year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V+S)	42+14

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p>Students are expected to develop core project management competencies divided into three competency areas:</p> <ol style="list-style-type: none"> Contextual competencies Competencies of behavior within the project Technical competencies <p>with a focus on:</p> <ul style="list-style-type: none"> identify methods and methodological frameworks of project management Understand the importance of integrating strategic and project management. systematically and meaningfully argue project management approaches

- effectively apply the acquired knowledge and contribute at all stages of the project lifecycle
- analyze and critically assess which nominated projects should be implemented and which should not be implemented
- develop valid and reliable techniques for successful project management
- apply knowledge and skills in the field of project management

1.2. *Requirements for enrolment in the course*

No conditions

1.3. *Expected learning outcomes for the course*

- Break down project management approaches (traditional, agile, hybrid approach)
- Evaluate the application of project management in the realization/operationalization of the strategy and strategic initiatives of the business entity, the role of the project manager and the characteristics of an effective project team.
- Identify interest groups on the project and appropriate project organizational structures depending on the project management approach; Break down all phases of the project lifecycle as well as integrate project management and change management phases
- Apply nomination methods (feasibility study, project cost-effectiveness calculations, selection, selection, prioritization)
- Plan the project in detail, realize it and properly close a successfully implemented project. In addition, apply a transparent project supervision and control system with regard to the basic elements of project management (scope, costs, time, quality, resources, risks)
- Practical application of computer support for project management in the agile/traditional DevOps/MS Project management approach

1.4. *Course content*

Introduction to the College

Basic definitions, approaches, methodologies and standards of project management as well as project management in the service of strategic management

- Definition and basic properties of project and project management
- Comparison and characteristics of different project management approaches, standards and methodologies
- Project management in the service of the implementation of business strategy
- Development and management of project portfolios, programs and projects
- Building and developing and maintaining an effective project team, core project team competencies

Stakeholders on the project and Project organization – roles and responsibilities

- Identification and analysis of interest/influence stakeholders in the project



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- Project Organization - Roles and Responsibilities in Project Management
- Characteristics of the Project Office

Project lifecycle phases and integration with change management lifecycle phases

- Stages of the project life cycle
- Change management and integration with project management

Project initiation

- Defining the project
- Formation of the project team
- Feasibility study of the project
- Selection, selection and prioritization of the project

Project planning

- Key principles of project planning
- Planning the scope of the project. Creating a WBS
- Project Execution Time Planning
- Resource planning and communication plan development
- Budgeting and cost estimation
- Risk identification and assessment

Project implementation

- Implementation of activities in accordance with the project implementation plan
- Change management
- Communication management
- Managing expectations
- Stakeholder management

Monitoring progress and controlling project performance

- Methods of comparing the realization and implementation plan of the project
- Reporting on the progress of the project implementation
- Project Risk Management

Closing the project

- Eligibility criteria for project deliveries

- Conditions for closing the project
- Project closure procedures

Computerized support in project management depending on the management approach

- Creating a list of project activities/tasks
- Entry and allocation of resources to project activities
- Entering and displaying project costs
- Creating a report on the progress of the project

1.5. *Types of teaching (put X)*

X lectures

seminars and workshops

X Exercises

Distance education

Field Teaching

X Standalone Tasks

Multimedia & Network

laboratory

Mentoring work

X **Other** _Work on the project

1.6. *Student obligations*

The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:

ATTENDANCE: *students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;*

- *Full-time students must attend at least 70% of the total number of classes to be eligible to sign.*
- *Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.*

PASSING EXAMS: *in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.*

**FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.*



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PROJECT: the student is obliged to create a nomination and a project plan on a topic of his/her choice, independently or in a team of a maximum of three students, and present it at the end of the course or in the term of the second intermediate exam. The presentation will test the practical application of knowledge. Understanding and critical thinking skills in a solid field of application.

CONTINUOUS ASSESSMENT OF KNOWLEDGE: in order to make students progress more efficiently in class, a written midterm exam, making presentations, and group work are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project	x	Continuous Assessment*		Report		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam



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Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.

Allocation of points according to the forms of student work monitoring

	Attending classes	Written exam	Project	Seminar paper	Practical work	Altogether
I1		16				16
I2		16				16
I3		16				16
I4			16			16
I5			16			16
I6			16			16
OUT OF OUTCOME	4					4
ALTOGETHER	4	48	48			100



Linking learning outcomes, teaching methods and knowledge assessment methods:

Forms of monitoring	Learning outcomes	Teaching method	Knowledge assessment method	Maximum number of points
<i>Attending classes</i>	<i>All outcomes (1-6)</i>	<i>Lecture, exercises</i>	<i>Records of attendance at classes</i>	<i>4</i>
<i>Written exam</i>	<p>OUTCOME 1 Break down project management approaches (traditional, agile, hybrid approach)</p>	<p><i>Lecture</i> <i>Asking questions, group discussion, open-ended questions, exercises</i></p>	<p><i>Written exam: essay-type questions are tested on the acquired knowledge on the topic of methodologies and approaches to project management, as well as all the basic elements that make up project</i></p>	<i>48</i>
	<p>OUTCOME 2 Evaluate the application of project management in the realization of business strategy, review the role of the project manager and the characteristics of an effective project team,</p>			



	<p>OUTCOME 3 Identify interest groups on the project and the appropriate project organizational structures; Break down all phases of the project lifecycle as well as integrate project management and change management phases</p>		<p><i>management, all according to learning outcomes 1-3</i></p>		
<i>Project</i>	<p>OUTCOME 4 Apply nomination methods (feasibility study, project cost-effectiveness calculations)</p>	<p><i>Lectures, exercises, feedback, consultations via e-mail, corrections in presentations</i></p>	<p><i>An individual or team project verifies the practical application of what has been learned – knowledge, understanding, skills, overall competencies in three areas are presented on the project – contextual, behavioral and technical competencies through public speaking</i></p>	<p>48</p>	
	<p>OUTCOME 5 Plan the project in detail with regard to the basic elements of project management (scope, costs, time, quality, resources, risks)</p>				
	<p>OUTCOME 6 Practical application of computer support for project management</p>				
Altogether	<i>/</i>	<i>/</i>	<i>/</i>	100	



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Type of student workload	Student Load Hours	ECTS credits
Attending contact classes	42	1,4
Field Trips/Visits Outside the College		
Independent study/research	30	1
Out-of-classroom preparation and preparation of seminars/presentations	15	0,5
Work on an out-of-classroom project assignment	42	1,4
Independent preparation for exams and exam time	36	1,2
Consultation activities	15	0,5
Other		
TOTAL ECTS credits	180	6

RATING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.



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Grades are calculated based on the following distribution of points:

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

Grading is carried out in a transparent manner by collecting points. Each subject is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.



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1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Heerkens, Gary R.: Project Management, Mate, Zagreb, 2020.	5* <i>*students receive compulsory literature in permanent ownership</i>	60
Buble, M.: Project Management, Dugopolje, Minerva, 2010 ISBN 953-56361-0-6	5* <i>*students receive compulsory literature in permanent ownership</i>	60
<i>1.10. Supplementary literature</i>		
International Project Management Association: Basic Individual Competencies for Project Management, Zelina Printing House, 2018, ISBN 978-953-98870-4-7		
Wysocki R.K.: Effective Project Management: Traditional, Agile, Extreme, Hybrid, Wiley, 2019; ISBN-13: 978-1119562801; ISBN-10: 1119562805		
<i>1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies</i>		
<ul style="list-style-type: none">• analysis of exam results, achieved results, level of understanding and knowledge during exercises, practical tasks and group work,• conducting a survey among students,• Evaluation of the teacher,• achieved results and level of knowledge shown during the preparation and defense of the final thesis (students who choose the final/diploma thesis in this course),• Analysis of the Quality Center report and• Feedback from students who have already graduated and their employers on the usefulness of the content of this course in the performance of the work they do.		