

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course Holder	Assoc. Prof. Prof. Dr. Sc. Darija Ivandić Vidović	
Name of the College	Project Management	
Study program	Professional Graduate Study Business Management MBA	
Status of the College	Mandatory	
Code	MBA-UP-18	
Year	1. Year	
Point value and method of teaching	ECTS Student Workload Coefficient	6
	Number of hours (P+H+S)	42+14

DESCRIPTION OF THE COLLEGE
<i>1.1. Objectives of the course</i>
Students are expected to develop foundational project management competencies divided into three competency areas: a) Contextual competencies b) Behavioral competencies within the project c) Technical competencies with an emphasis on: • identify project management methods and methodological frameworks • Understand the importance of integrating strategic and project management • systematically and meaningfully argue project management approaches • effectively apply the acquired knowledge and contribute in all phases of the project life cycle • 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
<i>1.2. Requirements for enrolment in the course</i>
No conditions
<i>1.3. Expected learning outcomes for the course</i>
• 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 stakeholders and influence 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 the phases of project management and change management • Apply nomination methods (feasibility study, project profitability calculations, selection, selection, prioritization)

- Plan the project in detail, implement it and properly close the successfully implemented project. In addition, apply a transparent system of supervision and control of the project with reference to the basic elements of project management (scope, costs, time, quality, resources, risks)
- Practically apply computer support for project management in the agile/traditional approach to project management DevOps/MS Project

1.4. *The content of the course*

Introduction to the course

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

- Definition and basic characteristics of project and project management
- Comparison and characteristics of different project management approaches, standards and methodologies
- Project Management in the Service of Business Strategy Implementation
- Development and management of project portfolio, programs and projects
- Building and developing and maintaining an effective project team, the core competencies of the project team

Project stakeholders and Project Organization – roles and responsibilities

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

Initiation of the project

- Defining the project
- Formation of a project team
- Project Feasibility Study
- Selection, selection and prioritization of the project

Project planning

- Key principles of project planning
- Planning the scope of the project. Creating a WBS
- Planning the project execution time
- 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 the progress and control of project performance

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

Closing the project

- Eligibility criteria for project deliverables
- Conditions for closing the project
- Project closure procedures

Computer support in project management depending on the management approach

• Creating a list of project activities/tasks • Entering and allocating resources to project activities • Entry and display of project costs • Creating a project progress report								
1.5. Types of teaching (put X)				X lectures ☐ Seminars and workshops x Exercises ☐ Distance education ☐ Field Teaching	X Stand-alone tasks ☐ Multimedia & Network ☐ Laboratory ☐ mentoring work X other _Work on the project			
1.6. Obligations of students								
The obligations of students are prescribed in detail by the Statute and the Study Regulations. The key obligations of students are: ATTENDANCE AT CLASSES: 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 commitments 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 teaching hours to be eligible to sign. EXAM: in order to achieve a positive grade in a 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 (has achieved a total of at least 54 points in the course and met the lower point threshold for the acquisition of each learning outcome, i.e. at least 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam. 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 during the second intermediate exam. The presentation will test the practical application of knowledge. Understanding and critical thinking skills in the given field of application. CONTINUOUS ASSESSMENT OF KNOWLEDGE: for more efficient progress of students in teaching, a written intermediate exam, preparation of presentations, group work are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.								
1.7. Monitoring of student work (add X with the appropriate form of monitoring)								
Attendance	x	Teaching activity		Term paper		Experimental work		
Written exam	x	Oral exam		Essay		Research		
Design	x	Continuous assessment*		Paper		Practical work		

Portfolio							
1.8. <i>Assessment and evaluation of students' work during classes and at the final exam</i>							

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

Allocation of points according to forms of student performance monitoring

	Attendance	Written exam	Design	Term paper	Practical work	Total
I1		16				
I2		16				
I3		16				
I4			16			
I5			16			
I6			16			
OUT OF THE BOX	4					
TOTAL						100

Linking learning outcomes, teaching methods and methods of assessment of knowledge:

Forms of Tracking	Learning outcomes	Teaching method	Method of assessment of knowledge	Maximum number of rating points
Attendance	All outcomes (1-6)	Lecture, exercises	Attendance records	4
	OUTCOME 1 Break down project management approaches			

<i>Written exam</i>	(traditional, agile, hybrid approach)	<i>Lecture, Asking questions, group discussion, open-ended questions, exercises</i>	<i>Written exam: essay-type questions, the acquired knowledge on the topic of methodologies and approaches to project management, as well as all the basic elements that make up project management, is tested, all according to learning outcomes 1-3</i>	48
	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			
	OUTCOME 3 Identify stakeholders and influence groups on the project and appropriate project organizational structures; Break down all phases of the project lifecycle as well as integrate the phases of project management and change management			
<i>Design</i>	OUTCOME 4 Apply nomination methods (preparation of a feasibility study, calculations of the profitability of the project)	<i>Lecture, exercises, feedback, consultations via email, corrections in presentations</i>	<i>An individual or team project tests the practical application of what has been learned – knowledge, understanding, skills on the project, overall competencies from three areas are presented – contextual, behavior and technical competencies through public speaking</i>	48
	OUTCOME 5 Plan the project in detail with reference to the basic elements of project management (scope, costs, time, quality, resources, risks)			
	OUTCOME 6 Practical application of project management computer support			
Total	/	/	/	100

JUDGING:

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.

Grades are calculated based on the following distribution of points:

NUMBER OF POINTS	RATING
0,00 – 53,90	Insufficient (1)
54,00 – 64,90	Sufficient (2)
65,00 – 79,90	Good (3)
80,00 – 89,90	Very Good (4)
90.00 and more	Excellent (5)

The evaluation is carried out in a transparent manner by collecting points. Each course is valued 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 by 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 subject. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved is 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.

Monitoring the workload of students through ECTS credits

Type of student workload	Hours of student workload	ECTS credits
Attending face-to-face 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

<i>1.9. Required literature and number of copies in relation to the number of students currently attending classes in the course</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Heerkens, Gary R.: Project Management, Mate, Zagreb, 2020.	5* *students receive compulsory literature in permanent ownership	60
Buble, M.: Project Management, Dugopolje, Minerva, 2010 ISBN 953-56361-0-6	5* *students receive compulsory literature in permanent ownership	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. Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences</i>		
• 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 teachers. • achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose the final/graduate thesis in this subject), • analysis of the reports of the Quality Center 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.		