

ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020
of 13 July 2020 *on the model card*
subject at the Higher School of Management
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
COURSE NAME - PROJECT PLANNING										
Name of the organizational unit leading the course:				Faculty of Management and Technical Sciences						
Name of the field of study, level of education:				Management I degree						
Learning profile:				General Academic						
Name of the specialty:				Project management						
Type of learning module:				specialty						
Year/Semester:				Year 3 Semester 6						
Person coordinating the subject:				Dr. P. Mikosik						
Prerequisites (resulting from the succession of items):				Knowledge, skills and competences acquired as a result of teaching related subjects at first-cycle studies						
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	20	30								50
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes			Didactic methods							
Lecture			Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature.							
Exercises/ workshops/ project			Exercises assuming hypothetical-deductive thinking of listeners, work with the text and tests carried out in class.							
IV. OBJECTIVE LEARNING OUTCOMES IN RELATION TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question							Directional effect reference		
Knowledge:										
1.	knows at an advanced level issues related to the area of project planning							ZO1_W01 P6S_WG		
2.	knows in depth the essence of the selection of project etodykes j, project quality planning, including defining quality in ymagans and planning control activities							ZO1_W11 P6S_WG		
4.	knows in depth the essence and application of research and analytical methods and tools from various areas of the company's activity, including in the project planning process							ZO1_W12 P6S_WG		
5.	knows and understands in depth issues related to the planning, identification, assessment and management of design changes, and							ZO1_W14 P6S_WG P6S_WK		

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Abilities:		
1.	is able to use their knowledge – formulate, plan and solve complex and unusual problems in the area of project and resource management	ZO1_U01 P6S_UW
2.	is able to make decisions, plan and organize work – individually and in a team	ZO1_U03 P6S_UO
4.	is able to creatively and innovatively apply knowledge in the area of project planning	ZO1_U05 P6S_UW
5.	is able to verify the organization's strategies in the long and short term, choose project methodologies	ZO1_U08 P6S_UW
Social competences:		
1.	is ready to recognize the importance of knowledge in solving problems, including communication in the project planning process	ZO1_K01 P6S_KK
3.	is ready to maintain, develop and effectively use interpersonal skills in the project management process	ZO1_K05 P6S_KR
4.	is ready to adapt and operate in new conditions and situations and take into account the associated risks at the project planning stage	ZO1_K06 P6S_KO
5.	is ready to work in a project team	ZO1_K07 P6S_KO
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Introduction to the subject: - definitions characterise the subject matter of the subject, - Defining the lazy requires them and grading rules.	ZO1_W01 ZO1_W11 ZO1_W12 ZO1_W14 ZO1_U01 ZO1_K01 ZO1_K07 ZO1_K05 ZO1_K06
2.	Introduction to project planning here: - project definition, - classifications.	
3.	Introduction to project management: - definition of project management, - project triangle - project examples (Case Study). Basic project management methodologies: - "Projects in Controlled Environment" (PRINCE), - "Project Management Institute" (PMI).	
4.	Identification of project requirements; - identification of stakeholders, - needs and objectives, - choice of action strategy.	
5.	Project phases: - life cycle, - project preparation (acquisition, planning, project initiation). - A success story for the project.	
6.	Project change management - the process of identification, evaluation and management of project changes	
7.	Project methodologies - choosing the right methodology for the project and team	
8.	Project resource management – including time, cost and people management	

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9	Risk management in projects - identification, analysis and minimization of risk	
10	Summary and preparation for final projects: -summary of the most important issues of the subject, Overview of the final design concept	
Lp.	Exercises/workshops/project:	Reference to the learning outcomes in question
1.	About the organization of the project team	ZO1_W01 ZO1_W11 ZO1_W12 ZO1_W14 ZO1_U01 ZO1_K01 ZO1_K07 ZO1_K05 ZO1_K06
2	Planning communication in the project - determining ways of communication within the team and with clients	
3	Project risk management.	
4	Project schedule in the form of: - CPM networks, - CPM and PERT methods, - Chain and Critical path method, - Gantt chart.	
5	Project methodologies - choosing the right methodology for the project and team	
6	Project change management - the process of identifying, evaluating and managing design changes	
7	Project resource management – including time, cost and people management	
8	Project quality planning - defining quality requirements and planning control activities	
9	Project management	
10	Sources of project financing.	
VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES		
Learning outcomes	Verification method	Form of classes in which EUS is verified (Learning outcome)
Knowledge:		
ZO1_W01 ZO1_W11 ZO1_W12 ZO1_W14	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
Abilities:		
ZO1_U01 ZO1_U03 ZO1_U05 ZO1_U08	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
Social competences:		
ZO1_K01 ZO1_K07	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises

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ZO1_K05 ZO1_K06				
VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. number of points	For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. number of points	For each of the learning outcomes identified for the Knowledge, Skills and Competences module
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS		Student load		
		Studies Stationary	Part-time studies	
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II		50	30	
Exam/Passing				
Participation in the consultation				
Project / Essay		10	10	
Independent preparation for didactic classes		20	30	
Preparing to pass a teaching class		29	30	
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS		4 ECTS/ 100 h	4 ECTS/ 100 h	
Student load in classes in direct contact with the teacher		50	30	
Student load in practical classes		50	70	
Student load in practical vocational preparation classes				
Student load in research preparation classes				
IX. LITERATURE AND OTHER DIDACTIC MATERIALS				
Basic literature:				
- "Project Management", M. Wirkus, H. Roszkowski, E. Dostatni, W. Gierulski, Państwowe Wyd. Economic, Warsaw 2014,				
- Michał Trocki, Paweł Wyróżębski, Planning the course of projects, Oficyna wydawnicza Warsaw School of Economics 2015				
Supplementary literature:				
- "Management of the European project", M. Trotsky, B. Grucz, Wyd. PWE, Warsaw 2007,				

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- "Risk management in projects. Theory and Practice", C. Pritchard, ed. WIG-PRESS, Warsaw 2002,
- Project management : lecture materials / Tadeusz Jan Strzelecki. - Warsaw : Wyższa Szkoła Menedżerska, 2009.
- Project management / Marek Pawlak. - Warsaw : PWN, 2006.
- "Project management, essence, procedures and their application in the use of EU funds", H. Roszkowski H., A.P. Wiatrak, Second edition corrected and supplemented, Wyd. SGGW, Warsaw 2006.
- Websites containing announcements of competitions and tenders for the implementation of projects and providing tools for the preparation of a project application.

Other teaching materials:

case studies, TED talks, support materials from the Internet.