

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)										
ITEM NAME – MANAGING CHANGES IN THE PROJECT										
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 5								
Person coordinating the subject:		M. Lewandowski, PhD								
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	36	30								66
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 the essence of change management in a project							ZO1_W01 P6S_WG		
2.	knows trends, challenges and conditions in the area of change management depending on the type of organization and the area of its operation							ZO1_W09 P6S_WG		
3.	knows and understands in depth the importance of organizational culture management in the context of change - strategies, techniques and tools for managing organizational culture in the context of the change process							ZO1_W10 P6S_WG P6S_WK		
4.	Knows in depth methods and techniques of assessing the results of change management activities in the project, strategies, techniques and tools for maintaining business continuity in the context of the change process.							ZO1_W11 P6S_WG		

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Abilities:		
1.	is able to use their knowledge – formulate and solve complex and unusual problems in the area of change management in the project and perform tasks in conditions of uncertainty	ZO1_U01 P6S_UW
2.	is able to make decisions, plan and organize the process of changes in the project	ZO1_U04 P6S_UO
3.	is able to apply theoretical knowledge in a creative and innovative way in a selected functional area of the organization	ZO1_U05 P6S_UW
4.	is able to maintain strategies, techniques and tools for maintaining business continuity in the context of the change process in both the long and short term	ZO1_U08 P6S_UW
5.	is able to assess the impact of changes on the project in terms of cost, benefit and risk analysis associated with the introduction of changes in the project	ZO1_U09 P6S_UW
Social competences:		
1.	is ready to critically assess their knowledge in the area of change management in the project and solve problems in this area	ZO1_K01 P6S_KK
2	is ready to develop interpersonal skills and use them in implementing changes in various types of projects	ZO1_K05 P6S_KR
3	is ready to work in a team, assume the role of a precursor of changes in the organization	ZO1_K07 P6S_KO
4.	is ready to initiate the implementation of changes in the process of implementing activities, projects, m.in for environmental protection and sustainable development;	ZO1_K06 P6S_KO
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Introduction to project change management and its importance in the context of project management	ZO1_W01 ZO1_W09 ZO1_W10 ZO1_W11 ZO1_U01 ZO1_U04 ZO1_U05 ZO1_U08 ZO1_U09 ZO1_K01 ZO1_K05 ZO1_K06 ZO1_K07
2.	Enterprise development as a prerequisite for the process of strategic change. The essence of change management in modern enterprises, key concepts.	
3.	Sources and factors of change in the enterprise. Approaches to change management in the enterprise. Preparing the company for the process of change	
4.	Models and types of changes.	
5.	Creativity and innovation and organizational change.	
6.	Identification of the need for change in the project - processes for identifying and assessing the need for a change in the project	
7.	Assessment of the impact of the change on the project - analysis of costs, benefits and risks associated with the introduction of a change in the project	
8.	Project change planning - developing a strategy for making changes to the project, scheduling and resource allocation	
9.	Managing communication during change - ensuring effective communication during the change process, exchanging information and explaining the context of change	
10.	Organizational culture management in the context of change - strategies, techniques and tools for managing organizational culture in the context of the change process	
11.	Agile project management in the context of change - challenges and techniques of change management in Agile projects	
12.	Technologies and tools for change management in the project - the use of information technology and specialized tools	

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13.	Evaluation of the effectiveness of change management in the project - methods and techniques for evaluating the results of change management activities in the project	
14.	Business continuity - strategies, techniques and tools for maintaining business continuity in the context of the change process.	
15.	Project change management – case study	
Lp.	Exercise	Reference to the learning outcomes in question
1.	Examination of the organizational potential of the company for the needs of change	
2.	Cultural differences and change management	
3	Identification of vision and strategy for change.	
4	Development of the draft change	ZO1_W01
5	Launch and implementation of the change process	ZO1_W09
		ZO1_W10
6	Identification of the need for change in the project - processes for identifying and assessing the need for a change in the project	ZO1_W11
		ZO1_U01
7	Project change planning - developing a strategy for making changes to the project, scheduling and resource allocation	ZO1_U04
		ZO1_U05
8	Managing communication during change - ensuring effective communication during the change process, exchanging information and explaining the context of change	ZO1_U08
		ZO1_U09
9	Organizational culture management in the context of change - strategies, techniques and tools for managing organizational culture in the context of the change process	ZO1_K01
		ZO1_K05
10	Agile project management in the context of change - challenges and techniques of change management in Agile projects	ZO1_K06
		ZO1_K07
11	Technologies and tools for change management in the project - the use of information technology and specialized tools	
12	Evaluation of the effectiveness of change management in the project - methods and techniques for evaluating the results of change management activities in the project	
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_W09 ZO1_W10 ZO1_W11	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
Abilities:		
ZO1_U01 ZO1_U04 ZO1_U05 ZO1_U08 ZO1_U09	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
Social competences:		

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ZO1_K01 ZO1_K05 ZO1_K06 ZO1_K07	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
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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	66	30
Exam/Passing	1	1
Participation in the consultation	1	1
Project / Essay	15	15
Independent preparation for didactic classes	20	43
Preparing to pass a teaching class	22	35
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	5 ECTS credit/ 125 h	5 ECTS credit/ 125 h
Student load in classes in direct contact with the teacher	66	30
Student load in practical classes	59	95
Student load in practical vocational preparation classes		
Student load in research preparation classes		

IX. LITERATURE AND OTHER DIDACTIC MATERIALS

Basic literature:

- Harvard Business Review Project Management Handbook, Antonio Nieto-Rodriguez, Rebis 2022
- Project management , Pawlak Marek, Wydawnictwo Naukowe PWN 2022
- Change management. From strategy to action, Kurtyka Michał , Roth Gerhard, CeDeWu Sp. z o.o. 2017

Supplementary literature:

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- "Management of innovative activities", L. Białoń, Wyd. Placet, Warsaw 2010,
- "Change Management", W. Bridges, ed. Jagiellonian University, Cracow 2008,
- "Changes in organization – fashion or necessity", Z. Ściborek, Wyd. A. Marszałek, Toruń 2007.
- Change and transition management / [Richard Luecke] ; trans. Karolina Krzywicka-Szpor. - Warsaw : "MT Biznes", cop. 2003.
- Management methods", M. Brzozowski, T. Kopczyński, Wyd. UE in Poznań, Poznań 2011,
- "Project and change management in the enterprise", M. Brzozowski, T. Kopczyński, Wyd. Advertiva s.c., Poznań 2011,
- "Change management. From strategy to action", G. Roth, M. Kurtyka, Wyd. CeDeWu, Warsaw 2008,
- "Organizational changes in the enterprise", A. Zarębska, Wyd. Difin, Warsaw 2002.

Other teaching materials:

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