

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)										
NAME OF THE SUBJECT – IT TOOL PROJECT MANAGEMENT										
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. A. Goralski						
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	15	15								30
Part-time studies	12	12								24
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes				Didactic methods						
Lecture				Multimedia presentations, discussions, brainstorming, case-study,						
Practiceda				problem methods, brainstorming, teamwork, project.						
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 impact of information technology on project management								ZO1_W01 P6S_WG	
3.	knows and IT instruments used in the project management process								ZO1_W02 P6S_WK	
4.	knows and understands in depth the essence of integration of various IT tools for project management in order to improve the work of the project team.								ZO1_W09 P6S_WG	
5.	knows the methodology for choosing software supporting project management								ZO1_W11 P6S_WG	
6.	knows and understands to an in-depth degree the possibilities of supporting communication in the project team through the use of IT tools								ZO1_W07 P6S_WG	
Abilities:										

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1.	is able to use IT tools in project management	ZO1_U01 P6S_UW
2.	is able to make decisions, plan and organize work in a project team with the support of IT tools	ZO1_U03 P6S_UO
3.	is able to manage time, resources and tasks in a project team using the support of IT tools	ZO1_U05 P6S_UW
4.	is able to choose appropriate analytical methods and tools as well as IT systems supporting decision-making processes in the organization	ZO1_U09 P6S_UW
Social competences:		
1.	is ready to critically assess their knowledge in the area of IT tools used in project management	ZO1_K01 P6S_KK
2.	is ready to work in a project team, taking on various roles and functions m.in leader, leader, innovator, manager	ZO1_K07 P6S_KO
3.	is ready to initiate and engage in the implementation of activities, projects m.in. for environmental protection and sustainable development with the support of IT tools	ZO1_K06 P6S_KO
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Introduction to IT tools in project management - the impact of information technology on project management and a general overview of IT tools for project management.	ZO1_W01 ZO1_W02 ZO1_W09 ZO1_W11 ZO1_W07 ZO1_U01 ZO1_U03 ZO1_U05 ZO1_U09 ZO1_K01 ZO1_K07 ZO1_K06
2.	And the importance of IT solutions in the process of planning and implementing projects.	
3.	IT instruments in the project management process.	
4.	Presentation of selected IT tools helpful in project management.	
5.	Criteria for selecting software supporting project management	
6.	Preparation of the schedule using various IT platforms.	
7.	Reporting the progress of the project using various tools.	
8.	Execution of project tasks related to: building schedules, creating a list and structure of tasks, resource planning.	
9.	Projects requiring time, resources and task management - tools available in the Office 365 package.	
10.	GanttProject - the use of a free tool for scheduling and resource scheduling.	
11.	MS Project as a basic IT tool in project management. Planning the harmonogram, tasks, assigning resources to tasks, controlling the implementation of the project.	
Lp.	exercise	Reference to the learning outcomes in question
1	Project Management Software - Review and analysis of project management software such as Jira, Trello, Asana, MS Project, etc.	ZO1_W01 ZO1_W02
2	Document management tools - An overview of tools such as Google Drive, Dropbox, OneDrive, project document management, and document versioning.	ZO1_W07 ZO1_W09

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3	Communication in projects using IT tools - the use of tools for communication in the project, such as Skype, Slack, Microsoft Teams, etc.	ZO1_W11 ZO1_U01 ZO1_U03 ZO1_U05 ZO1_U09 ZO1_K01 ZO1_K07 ZO1_K06
4	Project calendars and schedules – Overview of project scheduling tools such as GanttProject, TeamGantt, etc.	
5	Project Cost Analysis - Project cost analysis tools such as Microsoft Excel, Google Sheets, Zoho Sheet, etc.	
6	Design Risk Analysis - Design Risk Analysis tools such as Qualitative Risk Analysis, Quantitative Risk Analysis, Monte Carlo Simulation, etc.	
7	Agile and Scrum - tools supporting Agile and Scrum methodologies, such as Jira, Trello, KanbanFlow, etc.	
8	Project Asset Management Tools – Project asset management tools such as Teamwork, Workzone, FunctionFox, etc.	
9	Tools integration - discusses how to integrate different IT tools for project management in order to improve the work of the project team.	

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_W02 ZO1_W09 ZO1_W11 ZO1_W07	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture / Exercises
Abilities:		
ZO1_U01 ZO1_U03 ZO1_U05 ZO1_U09	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture / Exercises
Social competences:		
ZO1_K01 ZO1_K07 ZO1_K06	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture / Exercises

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	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

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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		30	24	
Exam/Passing				
Participation in the consultation				
Project / Essay		5	5	
Independent preparation for didactic classes		5	11	
Preparing to pass a teaching class		10	10	
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS		2 ECTS credits/ 50 h	2 ECTS credits/ 50 h	
Student load in classes in direct contact with the teacher		30	24	
Student load in practical classes		20	26	
Student load in practical vocational preparation classes				
Student load in research preparation classes				
IX. LITERATURE AND OTHER DIDACTIC MATERIALS				
Basic literature:				
- "Project management in the enterprise", A. Karbownik, Wyd. Silesian University of Technology, Gliwice 2017,				
- "Data analysis in project management, Spalek Seweryn, Helion 2020				
Supplementary literature:				
- "Efficient project management", K. Schwaber, Wyd. APN Promise, Warsaw 2005,				
- "Efficient Extreme Programming Software", K. Beck, Wyd. Mikom, Warsaw 2009,				
- "Project Management", M. Trocki, B. Grucza, K. Ogonek, Wyd. PWE, Warsaw 2003.				
"eXtreme programming - Theory and practice of conducting IT projects", D. Astells, G. Miller, M. Novak, Wyd. Helion, Gliwice 2002,				
"Project Management", M. Wirkus, H. Roszkowski, E. Dostatni, W. Gierulski, Wyd. PWE, Warsaw 2014.				
Other teaching materials:				
case studies, TED talks, support materials from the Internet.				