

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 – COMMUNICATION 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 profiles:	General Academic									
Name of the specialty:	Project management									
Type of learning module:	specialty									
Year/Semester:	Year 2 semester 4									
Person coordinating the subject:	Anna Kacprzak, M.A.									
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	12	12								24
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes	Didactic methods									
Lecture	Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature.									
Practiced	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 communication in projects and its importance in the context of project management								ZO1_W01 P6S_WG	
2.	knows and understands the importance of organizational culture for communication in the project and ways of its impact on the communication process								ZO1_W06 P6S_WK	
3.	has a deeper knowledge of communication and the effectiveness of communication and the relationship between management and management functions								ZO1_W09 P6S_WG	
4.	With in-depth communication strategies and techniques in national and international projects								ZO1_W10 P6S_WG	

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

		P6S_WK
Abilities:		
1.	is able to use their knowledge – formulate and solve complex and unusual problems in the area of communication in the project and perform tasks in conditions of uncertainty	ZO1_U01 P6S_UW
2.	is able to participate in a debate – present, evaluate and discuss different opinions and positions	ZO1_U02 P6S_UK
2.	is able to effectively communicate in the project team, define the needs and expectations of clients, team members and other stakeholders	ZO1_U03 P6S_UO
3.	is able to creatively and innovatively apply theoretical knowledge in a selected functional area of the organization	ZO1_U05 P6S_UW
4.	is able to develop communication strategies with various types of stakeholders, recognize the motives and causes of problems / conflicts in the organization and indicate ways to solve them alternatively in project teams	ZO1_U08 P6S_UW
Social competences:		
1.	is ready to critically assess their knowledge in the area of effective communication in the project team , to recognize the importance of knowledge in solving problems as part of the project implementation process	ZO1_K01 P6S_KK
2	is ready to use interpersonal skills in the work of project teams	ZO1_K05 P6S_KR
3	is ready to adapt and act in new conditions and situations during the implementation of projects, e.g. related to cultural diversity, innovations, especially in the context of increasing the effectiveness of communication	ZO1_K06 P6S_KO
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Introduction to project communication and its importance in the context of project management	ZO1_W01 ZO1_W06 ZO1_W09 ZO1_W10 ZO1_U01 ZO1_U02 ZO1_U03 ZO1_U05 ZO1_U08 ZO1_K01 ZO1_K05 ZO1_K06
2.	Interpersonal communication in the project - the meaning, types and techniques of interpersonal communication	
3.	Communication and management functions and functions, information gap in projects	
4.	Communication styles and communication skills.	
5.	Agreeing on a common position in conditions of conflict of interest; Negotiations e.	
6.	Planning communication in the project - defining the needs and expectations of customers, team members and other stakeholders	
7	The influence of organizational culture on communication in the project - the importance of organizational culture for communication in the project and ways of its impact on the communication process	
8	Communication in international projects - challenges and communication techniques in international projects	
9	Project conflict management - recognizing and resolving conflicts in the project	

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

10	Communication in an Agile project - challenges and communication techniques in Agile projects	
11	Technologies and tools for communication management in the project - the use of information technologies and specialized tools	
12	Communication with project stakeholders - meaning, types of stakeholders and strategies for communication with them	
13	Evaluation of the effectiveness of communication in the project - methods and techniques for evaluating the results of communication management activities.	
Lp.	exercises:	Reference to the learning outcomes in question
1.	Communication with the environment.	
2.	Communication styles and communication efficiency	
3.	Communication and culture.	ZO1_W01
4.	Non-verbal communication.	ZO1_W06
5.	Techniques of communication in international projects	ZO1_W09
6.	Local information in various projects (Case Study).	ZO1_W10
7.	Getting to know and resolving conflicts in the project	ZO1_U01
8.	Techniques of communication in Agile projects	ZO1_U02
9.	Technologies and tools for communication management in the project - the use of information technologies and specialized tools	ZO1_U03
10.	Strategies for communication with stakeholders	ZO1_U05
11.	Interpersonal skills of the project manager	ZO1_U08
12.	Evaluation of the effectiveness of communication in the project - methods and techniques for evaluating the results of communication management activities.	ZO1_K01
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_W06 ZO1_W09 ZO1_W10	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture /Exercises
Abilities:		
ZO1_U01 ZO1_U02 ZO1_U03 ZO1_U05 ZO1_U08	Essay (written paper), multiple-choice test, discussion activity, assessment interview	Lecture + exercises
Social competences:		

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

ZO1_K01 ZO1_K05 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 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	24	
Exam/Passing		1	1	
Participation in the consultation		1	1	
Project / Essay		12	12	
Independent preparation for didactic classes		25	42	
Preparing to pass a teaching class		20	45	
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	12	
Student load in practical classes		59	113	
Student load in practical vocational preparation classes				
Student load in research preparation classes				
IX. LITERATURE AND OTHER DIDACTIC MATERIALS				
Basic literature:				
- Communication in project management, Katarzyna Kandefer-Winter, Olga Nadskakuła, CeDeWu 2021				
Supplementary literature:				
- "Communication and negotiations in business", G. Rosa, Wyd. Scientific University of Szczecin, Szczecin 2009,				
- "Managerial Communication", M. Munter, ed. ABC a Wolters Kluwer Business, Warsaw 2009,				
- "Communication in business", H. Mruk, Wyd. Poznań University of Economics, Poznań 2002.				

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

- "Internal communication instruments in the enterprise", A. Potocki, Wyd. Difin, Warsaw 2008,
- "Interpersonal communication in management", S. Frydrychowicz, Wyd. PASSAT Scientific Forum, Poznan 2009,
- "Communication in management", L. Kiełtyka, Wyd. Placet, Warsaw 2002,
- "Communication techniques in economic organizations", A. Potocki, Wyd. Difin, Warsaw 2003.

Other teaching materials:

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