Subject code		Subject name	**Project management**
Field of study			Finance and accounting - first degree studies
Type of subject or module			C. Degree module
Profile of education (studies)		practical	
Speciality		1. Finance and accounting in business 2. Public sector finance and accounting	
Semester		5	
Language of classes		Polish	

Hourly dimension of classes and student work	Full-time studies	Part-time studies
1. Lectures (joint participation of academic teachers and students)	15	10
2. Workshops (joint participation of academic teachers and students)	30	20
3. Consultation with the teacher	10	10
Together 1+2+3	**55**	**40**
4. Internships (conducted independently by students)	—	—
5. Student's own work (including homework and design work, preparation for the credit/examination)	20	30
Together 4+5	**20**	**30**
SUM 1+2+3+4+5	**75**	**75**
Total ECTS credits according to study plan	**3**	

Description of learning outcomes for the subject

	DESCRIPTION OF THE LEARNING OUTCOME IN QUESTION	SYMBOL EKK (reference to directional learning outcomes)
has the knowledge - knows and understands:		
K_W01	Has basic knowledge of project management taking into account the specifics of projects and project management methodologies.	K_W01 K_W09
K_W02	Has basic knowledge of project management taking into account the specifics of projects and project management methodologies.	K_W01 K_W09

	has the following skills - is capable, can:		
K_U03	The student will acquire the ability to manage a project from the moment of needs analysis, planning, implementation, including monitoring and evaluation, using project management methodologies.	K_U03 K_U17 K_U18	
K_U04	The student will acquire the ability to use basic IT tools in project management as well as to create procedures for the needs of the implemented project.	K_U13 K_U17 K_U18	
K_U05	The student will be able to make decisions and solve problems and manage risks.	K_U14 K_U17 K_U18	
	has the following social competences - is aware and ready to:		
K_K06	The student will be aware of the different roles in group work, following the adopted role and ethical principles and will be able to work in partnership in human teams.	K_K06	

Learning objectives

- transfer of knowledge on project management

- acquisition of practical skills in the construction and implementation of projects

Educational content

Lectures:
1. The basics of project management - historical background, project management as an independent field of knowledge.
2. Basic parameters of projects.
3. Criteria of project division and examples.
4. Scope of knowledge for the management staff in the field of project management.
5. Definition of terms: project, project management, process.
6. Project life cycle.
7. Methodical support of project management.
8. Methods of project management.
9. Problem areas of project management.
10. Organisational structures of a project.
11. Project team building and project team structure.
12. Project division into tasks.
13. Planning of the project course.
14. Project time, resources, requirements and costs forecasting.
15. Organising the project execution - resources and budget.
16. Schedule and network techniques.
17. The method of obtained value.
18. Project risk management.
19. Project management methodologies.
20. Project closure.
21 Project management IT tools.
22. Project quality control. Project monitoring and evaluation.

Workshops (in computer laboratory with TimeCamp programm):

1. Building a design team.

2. Key concepts - examples and exercises.

3. Creating a project plan - principles.

4. Time management and organization of own and team work.

5. Project structures.

6. Delegating tasks in project teams.

7. Allocating resources in the project.

8. Creating a project plan of your own project.

9. Estimating the duration of activities in the project.

10. Network diagrams.

11. Schedules.

12. Determination of critical path.

13. Risk management in a project.

14. CV and SV deviation study - applying the Earned Value method when controlling the project implementation.

15. Analysis of project effectiveness.

16. Methods of project implementation control.

17. Monitoring and controlling the progress of work on the project.

18. Closing of the project.

Recommended literature

7. Wysocki R.K., Efektywne zarządzanie projektami wydanie VII. 2018, Onepress
8. Trocki M, Grucza B, Ogonek K, 2009, Zarządzanie projektami; Polskie Wydawnictwo PWE
9. Lock D, (przekł. G. Łuczkiewicz), Podstawy zarządzania projektami, 2009, Polskie Wydawnictwo Ekonomiczne.
10. Newton R(przeł. Katarzyna Piotrowska). Skuteczny kierownik projektu : sztuka osiągania celów, 2015, Wolters Kluwer
11. Haffer J, Skuteczność zarządzania projektami w przedsiębiorstwach działających w Polsce, 2009, "Dom Organizatora".
12. Bochnak S [et al. ; pod red. Michała Trockiego i Ewy Sońty-Drączkowskiej, Strategiczne zarządzanie projektami, , 2009, Bizarre.

Methods and forms of conducting classes	Yes (X) / no
Lecture with multimedia presentation of selected issues	
Conversion lecture	X
Problematic lecture	
Informational lecture	X
Discussion	
Working with the text	
Case study method	
Problem-based learning	
Teaching/simulation game	X
Exercise method	X

Workshop method	
Design method	X
Multimedia presentation	
Audio and/or video demonstrations	
Activation methods (e.g. "brainstorming", SWOT analysis, decision tree technique, "snowball" method, "thought maps" construction)	
Group work	X
Others (what?) – workshops in computer laboratory with TimeCamp using	X
Methods and forms of verification of learning outcomes	**Tak (X) / nie**
Written examination	X
Oral examination	
Written credit at the end of classes	
Oral credit at the end of classes	
Written intersemesterly colloquium	X
Intermediate oral colloquium	
Test	
Written work	
Report	
Multimedia presentation	
Others (what?) –	
Remarks by the facilitator	
Scale of marks and way of establishing marks	

The scale of the ratings:	The evaluation is based on the following scale:
insufficient (2)	Less than 55.00 % - grade 2
sufficient (3)	55.00 % or more - rating 3
sufficient plus (3.5)	60.00 % or more - rating 3.5
good (4)	70.00 % or more - rating 4
good plus (4.5)	80.00 % or more - rating 4.5
very good (5)	90.00 % or more - rating 5