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“**THE RUSSIAN PRESIDENTIAL ACADEMY OF NATIONAL ECONOMY AND PUBLIC ADMINISTRATION**”

The Institute of Business Studies
Department of International Business and Business Administration

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MODULE SYLLABUS

PROJECT MANAGEMENT

38.03.02 Management

International Management

Bachelor

Full-time

Intake Year – 2018

Moscow, 2017

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1. The list of the module's intended learning outcomes, mapped to the learning goals and objectives of the educational program.

1.1. **Module "Project Management" ensures the development of the following competences taking into account the stage of development**:

Competence code	Competence name	Stage of competence development code	Name of the competence development stage
UK OS-2	Ability to develop a project basing on the evaluation of resources and constraints	UK OS -2.2	Ability to select optimal means of achieving set goals within the framework of a project, taking into account existing limitations.
PK-6	Ability to participate in project management, in a program of implementation of technological and innovative organizational changes	PK-6.1	Basic definitions and procedures in the field of project management
PK-7	Skills of monitoring and controlling the implementation of business plans and terms of signed agreements and contracts/ ability to coordinate the activities of participants with the help of methodological tools of management decision implementation in the field of functional management for achieving coherence while implementing specific projects.	PK-7.1	Skills of monitoring and controlling the implementation of business plans and terms of signed agreements and contracts

Upon completion of the module the students should have the following competences

General work functions	Stage of competence development code	Learning outcomes
	UK OS -2.2	Knowledge level: - Methods of working under constraints; - Methods of management decision making; - Methods of risk evaluation.
		Competence level: Analyze the environment of a project and single out the decisive factors.
		Skills level: Determine the optimal ways of achieving goals, set

		in the project.
Finding new solutions in business and ensuring their implementation.	PK-6.1	Knowledge level: - Understanding emotional and motivational background that facilitates constructive interaction in the external and internal environment of an organization; - Knowledge of the main standards of building interaction systems in an organization.
		Competence level: - Select appropriate motivation mechanisms constructive interaction in the external and internal environment of an organization.
		Skills level: - Creative design of communication events at the stage of constructive interaction in the external and internal environment of an organization.
Ability to establish constructive interaction in the external and internal environments.	PK-7.1	Knowledge level: - Knowledge of business procedures, that regulate the implementation of business plans and terms of signed agreements and contracts.

2. The module's workload in credit units with the number of academic or astronomic contact hours, distributed among different types of learning experiences, students' independent study workload and the module's place in the program's structure and curriculum.

Workload

The program curriculum specifies the following workload for the module "Project Management":

- Total workload – 2 credit units,
- Contact hours – 28 hours, including 14 lecture hours and 14 seminar hours;
- Independent student work – 44 hours.

The module's place in the educational program's structure

The module "Project Management": is designed for Year 3 students, and is delivered in Semester 5. Prerequisite modules:

- Macroeconomics
- Mircoeconomics
- System approach and general management
- Legal basics of entrepreneurial activity

Final module assessment – test.

3. Summary of the module's content by topics (section) with the amount of academic or astronomic hours per topic (section) and types of student learning experiences. The module's structure.

(full time study format)

Item N	Topic/section name	Module workload, hours						Current and final module assessment
		Total	Contact hours and learning experience types				Self study	
			Lectures	**Lab work**	**Seminars**	**Course paper**		
Topic 1	The basics of project management	10	2		2		6	Q, GP
Topic 2	Project planning.	10	2		2		6	Q, GP
Topic 3	Project value management	12	2		2		8	Q, GP
Topic 4	Control and regulation of a project	10	2		2		6	Q, GP
Topic 5	Completion of a project	10	2		2		6	Q, GP
Topic 6	Production innovation projects	10	2		2		6	Q, GP
Topic 7	Project economic indicators	10	2		2		6	Q, GP
Final module assessment								**test**
	Total:	**72**	**14**		**14**		**44**	

Note*:*
** – forms of current assessment:*
Quiz(Q)
Group project (GP)

Summary of Module Content

Topic 1. The basics of project management
- Classification of the basic notions of project management;
- The goal and strategy of a project;
- Manageable parameters of a project;
- Project environment;
- Project participants.

Topic 2. Project planning
- Network planning
- Identifying critical path elements;
- Identifying the main stages

Topic 3. Project value management
- The main principle of managing project value;
- Estimating project value;
- Budgeting a project;
- The methods of controlling project value;

Topic 4. Control and regulation of a project
- Goals and essence of project control;
- Monitoring project work.
- Change management

Topic 5. Completion of a project

- Procedures of completing a project;
- Procedures of exiting a project.

Topic 6. Production innovation projects

- Types of production innovations;
- Management of technological innovations' implementation ;
- Management of product innovations' implementation;
- Management of organizational change implementation;

Topic 7. Project economic indicators

- Indicators of project profitability;
- Economic efficiency of innovations;
- Financial indicators of a project.

4. Assessment materials and tools for current and final module assessment

4.1. Forms and methods of current assessment and final module assessment.

4.1.1. The following methods of current assessment are used in **"Project Management" module** :

Topic	Current assessment methods
Topic 1.The basics of project management	Quiz, group project
Topic 2 Project planning.	Quiz, group project
Topic 3 Project value management	Quiz, group project
Topic 4 Control and regulation of a project	Quiz, group project
Topic 5 Completion of a project	Quiz, group project
Topic 6 Production innovation projects	Quiz, group project
Topic 7 Project economic indicators	Quiz, group project

4.1.2. The test is administered in the form of a group project.

a. Materials for current module assessment

Sample assignments:

Questions for discussions

- What are the basic notions of project management?
- What is a goal and strategy of a project?
- What is a project cycle?

Project assignment – "Building a hotel" (4 stars, 50 rooms)

1. Determine the mission and goals of a project,
2. Identify the necessary strategies types and develop three strategies, basing on the three main parameters of the project: duration, quality and costs.
3. Identify the project's participants.

4.3. Assessment tools for final module assessment

4.3.1. The list of competences with the stages of their development in the process of the educational program

Competence code	Competence name	Stage of competence development code	Name of the competence development stage
UK OS-2	Ability to develop a project	UK OS -2.2	Ability to select optimal means

	basing on the evaluation of resources and constraints		of achieving set goals within the framework of a project, taking into account existing limitations.
PK-6	Ability to participate in project management, in a program of implementation of technological and innovative organizational changes.	PK-6.1	Basic definitions and procedures in the field of project management.
PK-7	Skills of monitoring and controlling the implementation of business plans and terms of signed agreements and contracts/ ability to coordinate the activities of participants with the help of methodological tools of management decision implementation in the field of functional management for achieving coherence while implementing specific projects.	PK-7.1	Skills of monitoring and controlling the implementation of business plans and terms of signed agreements and contracts.

4.3.2 Indicators and criteria for assessing competences at different stages of their development

Stage of competence development	Indicator	Criterion
UK OS -2.2	Ability to apply project approach as a means of solving professional problems (tasks).	-Is able to identify the basic parameters of a project (goals, deadlines, the team, resources, constraints, control); -Is able to suggest adequate means of attracting (using) resources for the realization of the project.
PK-6.11	-Ablity to develop the plan for the project realization; -Ability to form a project team; -Ability to evaluate a project's efficiency.	-Formulates a project's goal; -Draws up a plan of work; -Sequence of assignments is defined; -Network schedule is developed; -Critical path elements are defined.
PK-7.1	- Ability to work with the mail regulating documents of a project; - Ability to define the main processes and participants of a project; - Ability to use the main control processes and procedures.	- Is able to develop documentations in compliance with the International Standards of Project Management и ISO 215000:2012; - Is able to define the main business processes within the framework for the project; - Is able to define he criteria for selecting project participants; - Is able to read a network plan;

		- Is able to determine the control procedures for the use of labour, material and information resources of a project.

4.3.3 Samples of test assignments and other materials (typical assessment materials) used for assessing knowledge, competences and skills and/or activities the stages of competences development in the process of the education program progression.

The test is administered in the form of a group project defense "Building a hotel". The project should include:

- Mission, goals and strategy of a project;
- A list of participants;
- Network schedule;
- Budget;
- Cash flow management system;
- Risk-management;
- Project finalization;
- Implementation of technological, product and organizational measures;
- Economic feasibility study of a project.

Converting points into the traditional grading scale:

100 point scale	5 point scale	Pass/fail
85-100 points	Excellent	Pass
70-84 points	Good	Pass
55-69 points	Satisfactory	Pass
Less than 55 points	Unsatisfactory	Fail

4.4. Learning guidelines, explaining the processes used for assessing knowledge, competences and skills and/or activities at different stages of competence development in the process of the education program.

Project defense procedure:

1. Time allocated – 20 minutes.
2. The use of c computer technologies and handouts are allowed.
3. Project explanatory notes should be submitted to the Professor 24 hours prior to the project defense
4. The leading speaker' s presentation should not exceed 5 minutes, other speakers - 3 minutes.

5. Learning guideline for students

The following recommendations should be followed while working on a group project:

1. No criticism is allowed during brainstorming.
2. Advice, evaluation and interpretations of any participant is not permitted.
3. The moderator should facilitate the participation of all group members though asking questions and opinions or inviting members to speak up.
4. Participants should not be afraid of making mistakes.
5. Participants are encouraged to use computer technologies.

6. The lists of essential and further reading, necessary for studying the module, a list of recommended internet sources, teaching materials and guidelines for students' independent study.

6.1. Essential reading

1. Project management and practicum for bachelor students/ A. T. Zub. — M.: Uraite press, 2014. — 422 p.
2. Project management: a textbook and practicum for bachelor students / A. I. Balashov, E. M. Rogova,. — M. : Uraite press, 2016. — 383 p. —— ISBN 978-5-9916-8283-1. B9AFAB49-767B-41AE-8FF5-2337F967AA89

6.2. Further reading

1. Trotskiy M. Project management (electronic source). — Electron. data. — Moscow : Finance and statistics, 2011. https://e.lanbook.com/book/5370

6.3 Self-study guides

Not used

6.4 Legal normative documents.

1. Sample documentation of the International Standards of Project Management ISO 215000:2012**. https://www.iso.org/standard/50003.html**

6.5 Internet sources:

1. Sofonov and Partners, training center. http://sofonov.ru/

6.6 Other sources Not used

7. The necessary equipment and technology used for implementing the educational process for the module, including a list of software and information databases if applicable.

- multimedia projector
- a notebook
- flipchart and markers
- blackboard
- A4 paper sheets for group work.