

Subject card

Subject name and code	Process and Project Management, PG_00155509						
Field of study	Management						
Date of commencement of studies	October 2024		Academic year of realisation of subject			2025/2026	
Education level	postgraduate studies		Subject group			Obligatory subject group in the field of study Subject group related to scientific research in the field of study	
Mode of study	full-time studies		Mode of delivery			at the university	
Year of study	2		Language of instruction			English	
Semester of study	3		ECTS credits			4.0	
Learning profile	academic		Assessment form				
Conducting unit	Katedra Strategicznego Rozwoju -> Faculty of Management						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Joanna Sadkowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	30.0	0.0	0.0	0.0	45
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	45		6.0		49.0	100
Subject objectives	This course aims at providing Students with process and project management knowledge, techniques and tools. Students, while working in project teams, will gain a practical approach towards managing projects during particular stages of the life cycle.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZMU2_W04] The student has an extended knowledge of the enterprise environment, its factors and changes occurring in this area, as well as the relations, significance and influence of the environment and stakeholders on the functioning of the enterprise. The student has expanded knowledge of tools for diagnosing macro- and micro-environment.	Has an extended knowledge of the project environment, the impact of the environment and stakeholders on the functioning of the project. Has a broad knowledge of stakeholder diagnosis tools.	[SW2] presentation/project/paper/report
	[ZARZMU2_U10] The student has an in-depth ability to prepare written works and multimedia presentations on specific issues in management and quality studies, present them, and lead discussions in Polish and foreign languages.	Has an in-depth ability to prepare written work and multimedia presentations.	[SU2] presentation/project/paper/report
	[ZARZMU2_K06] The student is ready to work in, contribute to or manage groups. Takes the initiative when working in a group. The student can lead and supervise a team.	She/He is ready to work as part of a team.	[SK8] observation of student's independent or team work
	[ZARZMU2_U05] The student can correctly select and apply advanced, complex methods and tools used in management and quality studies.	Can correctly select and apply advanced, complex methods and tools used in process and project management.	[SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[ZARZMU2_W11] The student knows and understands in an in-depth manner the principles of obtaining and using various types of resources in the implementation of the development objectives of the enterprise.	Knows and understands in depth the principles of acquiring and using different types of resources in achieving project objectives.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[ZARZMU2_K07] The student is aware of the need to adapt his behavior and conduct to his role in the team. Is prepared to perform a professional role responsibly under changing social needs.	Is aware of the need to adapt his/her behaviour and conduct to his/her role in the team.	[SK8] observation of student's independent or team work

Subject contents	Area I. Process Management Introduction into business process management Process and BPM life cycles Process identification Process formalization and process mining Process measurement and analysis Process management and improvement Process management maturity Area II. Project Management I.Introduction into project management. Idea of project management Projects in history of project management Project basic parameters and features Project types Project stages II. Project life cycle. The idea of a project life cycle Stages of a project life cycle The analysis of a project life cycle III. Project: Initiating and planning. Defining objectives and scope of a project Project Charter Stakeholder analysis 3. Workbreakdown Structure in a project (WBS) The purpose for building WBS WBS types Building WBS Responsibility Assignment Matrix (RAM) IV.Selected project planning techniques. Gantt Chart Critical Path method in project planning CPM- PDM basic assumptions Project as a web structure Time floats and its role In Project planning (Total Float/Free Float) Determining critical path in a project The role of the critical path 3. PERT method- for self study V. Project implementation VI. Project closing VII. Processes and projects integration- conclusions														
Prerequisites and co-requisites	Very good/good knowledge of English An ability to communicate with other Students while working in project teams														
Assessment methods and criteria	<table><tr><td>Subject passing criteria</td><td>Passing threshold</td><td>Percentage of the final grade</td></tr><tr><td>tutorials - exercises - process task evaluation</td><td>51.0%</td><td>30.0%</td></tr><tr><td>tutorials- project task evaluation</td><td>51.0%</td><td>30.0%</td></tr><tr><td>tutorials- classroom activities</td><td>0.0%</td><td>40.0%</td></tr></table>			Subject passing criteria	Passing threshold	Percentage of the final grade	tutorials - exercises - process task evaluation	51.0%	30.0%	tutorials- project task evaluation	51.0%	30.0%	tutorials- classroom activities	0.0%	40.0%
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Recommended reading	Basic literature	Wysocki R., Effective Project Management- the newest edition if possible IPMA ICB 4.0., https://shop.ipma.world/shop/ipma-standards/e-books-ipma-standards/individual-competence-baseline-for-project-management-ebook/?v=9b7d173b068d (free of charge) Dumas M., La Rosa M., Mendling J., & Reijers H. A. Fundamentals of business process management, Springer, 2013. Hammer M. What is business process management?. In Handbook on business process management, Springer, 2015.													
	Supplementary literature	Kerzner H., Project Management: Best practices on Implementation, John Wiley and Sons, Hoboken, 2004. Philips J., IT Project Management- On Track from Start to Finish, McGraw-Hill Osborne, 2004. IPMA PEB, https://ipma.pl/publikacje/ , (free of charge) IPMA OCB, https://ipma.pl/publikacje/ , (free of charge) PMI PMBOK, www.pmi.org , (free of charge) Röglinger M., Pöppelbuß J.,Becker J., Maturity models in business process management. Business process management journal, 2012. Van Der Aalst W., Adriansyah A., De Medeiros A. K. A., Arcieri F., Baier T., Blickle T., Wynn, M., Process mining manifesto. In International Conference on Business Process Management (pp. 169-194). Springer, 2011 • Joanna Moczydlowska, Joanna Sadkowska, Beata Żelazko, Ewa Stawicka, <i>Understanding risk culture in the context of a sustainable project A preliminary study</i> , Sustainability 15 (5302), pp. 1-16.													

	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed	<i>What is the primary objective of Business Process Management (BPM)?</i> Please draw a simple project charter (PID) for the project "Trip to Nepal".	
Work placement	Not applicable	

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