

Subject card

Subject name and code	Project Planning Techniques, PG_00156054						
Field of study	Management						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2024/2025		
Education level	Master's 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	part-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	2		ECTS credits		4.0		
Learning profile	academic		Assessment form				
Conducting unit	Katedra Strategicznego Rozwoju -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Joanna Sadkowska				
	Teachers		dr hab. Joanna Sadkowska				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	8.0	8.0	0.0	0.0	0.0	16
	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	16		35.0		49.0	100
Subject objectives	The aim of the course is: a. to impart knowledge in the field of broadly understood project management b. for students to acquire techniques of project management techniques in the project initiation and planning phases. Students, having learnt the techniques of planning the course of projects, proceed to perform tasks related to: initiating, planning individual projects. The implementation of the topics is complemented by the students' solving of practical case studies focused on the issues undertaken in the given topic.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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.	Is ready to work in, contribute to or manage teams. Takes initiative when working in teams. Is able to lead and supervise a team.	[SK8] observation of student's independent or team work
	[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	[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work
	[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 on specific issues in project management	[SU2] presentation/project/paper/report
	[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 methods and tools used in project management	[SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[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.	Is able to correctly select and apply advanced methods and tools used in project management, including project stakeholder management	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report
Subject contents	The problems of the lecture are closely integrated with the problems of the exercises. Introduction to project management; Project life cycle; Project initiation and planning: Defining project objectives and scope. Project charter Project Charter. Stakeholder identification and analysis. Risks in a project. Project work breakdown structure (SPP/WBS). Matrix Responsibility Matrix (RAM); Selected techniques in project planning: Schedules. Gantt chart. Histogram. Cost chart. Network techniques. Optimisation of project duration using CPM-PDM (Critical Path Method). Critical path analysis in project. Time stock analysis. Analysis of opportunities to reduce project duration.		
Prerequisites and co-requisites	Attendance- Students are entitled to 1 unexcused absence. In the case of a larger number of absences not documented by a doctor's exemption or a certificate from the University Authorities, each additional absence will result in the grade being lowered by half. A number of undocumented absences exceeding 50% of the number of classes attended will result in failing to pass the course. Students are allowed two credit periods to obtain/improve their grades. In justified cases, a Student may be given the opportunity to improve/obtain a mark during a re-sit session. In the case of unexplained absence during a given grading period, this period is forfeited. credit, this period will be forfeited. There may be 2 unannounced entrance exams during the class. Failure to pass both will result in failing the entire course.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam	51.0%	60.0%
	team project	51.0%	20.0%
	classroom activities	0.0%	20.0%
Recommended reading	Basic literature	Wysocki R., Efektywne zarządzanie projektami: tradycyjne, zwinne, ekstremalne, OnePress, Gliwice, wydanie najnowsze. lub Wysocki R., Efektywne zarządzanie projektami, wydanie najnowsze, OnePress, Gliwice, wydanie najnowsze	

	Supplementary literature	Trocki M., Grucza B., Ogonek K., Zarządzanie projektami, PWE, Warszawa 2003. Pietras P., Szmit M., Zarządzanie projektem-wybrane metody i techniki, Horyzont, Łódź 2003. Mingus N., Zarządzanie projektami, OnePress, Gliwice 2002. Philips J., Zarządzanie projektami IT, Helion, Gliwice 2005. Joanna Sadkowska, The Difficulty in Following Project Schedule as a Key Project Management Challenge: Family Firm Perspective , Management and Economics Review , vol. 1, issue 2, 2016, ss. 136-147.
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed	What will be the consequences of delaying a task with a free sloat of 3 days by 4 days? Draw a project charter for the project Launching an Italian café in Sopot.	
Work placement	Not applicable	

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