

Subject card

Subject name and code	Process & Project Management, PG_00178217						
Field of study	Management						
Date of commencement of studies	October 2025	Academic year of realisation of subject				2026/2027	
Education level	Bachelor's studies	Subject group				Optional subject group 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				Polish	
Semester of study	4	ECTS credits				7.0	
Learning profile	academic	Assessment form				exam	
Conducting unit	Department of Organisation and Management -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		prof. dr hab. Agnieszka Szpitter				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	30.0	15.0	0.0	0.0	75
	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	75		4.0		96.0	175
Subject objectives	<p>Project Management Module Objective</p> <p>The goal of the Project Management module is to impart contemporary and crucial knowledge about project management in business. It aims to acquaint students with the concepts, terminology, methods, and practices related to project management according to the latest edition of the international, widely recognized PMBoK PMI standard.</p> <p>Process Management Module Objective</p> <p>The objective of the Process Management module is to familiarize students with the types and purposes of process-oriented solutions that support organizational management in today's market realities. Furthermore, it prepares students for the practical design of business processes, the configuration of organizational structure and management systems with a process orientation, and the assessment of an organization's process maturity level.</p>						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZL3_W04] To an advanced degree, the student knows and understands a person's role, place, and behaviour in an organization, both in individual, group, and organizational dimensions.	<p>Upon completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Communicate effectively within a team, both verbally and non-verbally, to ensure efficient information exchange and build shared understanding. • Actively participate in teamwork, taking on various roles (e.g., leader, team member, facilitator) depending on the task's needs and group dynamics. • Collaborate to achieve common goals, sharing knowledge, experience, and responsibility. • Constructively resolve conflicts and tensions within the team, striving to develop satisfactory solutions. • Give and receive feedback, using it to improve their own teamwork skills. • Recognize and respect the diversity of perspectives and working styles among team members, leveraging them as assets in accomplishing tasks. 	[SW4] test/exam - oral or written [SW5] implementation of a problem task
	[ZARZL3_U02] The student can identify problems related to the organization's functioning, its processes, and its relations with the environment and propose adequate solutions.	<p>Upon completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Independently identify key problems and challenges impacting an organization's operations, both internally (e.g., internal processes) and in its interactions with the external environment. • Formulate precise goals for proposed solutions, considering the organizational and strategic context. • Generate diverse and innovative solutions for identified problems, leveraging knowledge from the field of management. • Assess the adequacy and feasibility of proposed solutions, taking into account available resources, limitations, and potential risks. • Present and argue their proposed solutions clearly and convincingly, justifying their potential impact on organizational effectiveness. 	[SU2] presentation/project/paper/report [SU5] implementation of a problem task
	[ZARZL3_U11] The student can engage and collaborate in teams, assuming different roles.	<p>Upon completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Communicate effectively within a team, both verbally and non-verbally, to ensure efficient information exchange and build shared understanding. • Actively participate in teamwork, taking on various roles (e.g., leader, team member, facilitator) depending on the task's needs and group dynamics. • Collaborate to achieve common goals, sharing knowledge, experience, and responsibility. • Constructively resolve conflicts and tensions within the team, striving to develop satisfactory solutions. • Give and receive feedback, using it to improve their own teamwork skills. • Recognize and respect the diversity of perspectives and working styles among team members, leveraging them as assets in accomplishing tasks. 	[SU2] presentation/project/paper/report [SU5] implementation of a problem task [SU6] demonstration of practical skills

	Course outcome	Subject outcome	Method of verification
	<p>[ZARZL3_U04] The student can correctly select and properly apply methods and tools from management and quality sciences, as well as economics and finance, to decision-making processes.</p>	<p>Upon completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Select and justify the application of appropriate methods and tools from management, quality, economics, and finance to analyze complex decision-making problems within an organization. • Formulate and present clear arguments for choosing specific solutions, supporting them with financial analysis. • Adapt the selection of methods and tools to the industry's specifics, the organization's size, and available resources. 	<p>[SU2] presentation/project/paper/report [SU5] implementation of a problem task</p>
	<p>[ZARZL3_W05] The student has advanced knowledge and understanding of methods and techniques for acquiring, developing and using data in decision-making and management processes.</p>	<p>Upon completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Identify and select appropriate data acquisition methods and techniques, considering their specificity and the context of decision-making and management processes. • Critically evaluate the reliability and utility of acquired data and its analyses for specific management decisions. • Indicate and implement ways to use data and analysis results in an organization's planning, organizing, motivating, and controlling processes. • Utilize IT tools that support data acquisition, processing, and visualization. 	<p>[SW4] test/exam - oral or written [SW5] implementation of a problem task</p>

Subject contents

PROJECT MANAGEMENT

Presented according to international project management standards used in business practice, covering fundamental concepts, standards, practices, and project performance domains. Lectures, tutorials, and laboratory sessions form an inherent whole.

I. Key Concepts in Project Management

II. Project Performance Domains:

1. Development of project management approaches: traditional and modern agile.
2. Project planning principles and methods (WBS, CPM).
3. Requirements management, describing project requirements.
4. Project costs and budget measurement methods in projects.
5. Project schedules.
6. Project team principles of collaboration.
7. Tasks in projects. Methods in project management.
8. Utilization of specialized project management software (e.g., Mcs Project).

PROCESS MANAGEMENT

1. Lecture Topics:

- **Introduction:** Business Process Management (BPM), characteristics of modern organizations.
- **Process as an object for building an operational system and organizational structure:** Business process, typology of processes, concepts and methods of process management, stages of evolution in process management.
- **Process identification, formalization, and exploration:** Identification and formalization of business processes, business process exploration (process mining), process measurement, process standardization.
- **Process organization:** Cultural determinants of process organization, evolution of organizational structures towards processes, strategies for change towards processes.
- **Organizational process maturity:** Process maturity models.

2. Tutorial Topics:

- Classical vs. process approach to organizational structure: essence, differences, and significance for achieved results.
- Transforming an organization from functional to process-oriented.

	<ul style="list-style-type: none"> Designing organizational structure according to process conventions. <p>3. Laboratory Topics:</p> <ul style="list-style-type: none"> Modeling a business process workflow map using specified computer software. 														
Prerequisites and co-requisites	Students are required to attend both lectures and tutorials. Attendance at tutorials is mandatory. Basic knowledge of organizational theory and management is required. Completed introductory courses: Management.														
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="453 405 798 439">Subject passing criteria</th> <th data-bbox="801 405 1141 439">Passing threshold</th> <th data-bbox="1144 405 1490 439">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 443 798 472">Grades from written assignments</td> <td data-bbox="801 443 1141 472">51.0%</td> <td data-bbox="1144 443 1490 472">30.0%</td> </tr> <tr> <td data-bbox="453 477 798 506">Grades from graded assignments</td> <td data-bbox="801 477 1141 506">51.0%</td> <td data-bbox="1144 477 1490 506">20.0%</td> </tr> <tr> <td data-bbox="453 510 798 539">Final colloquium grade</td> <td data-bbox="801 510 1141 539">51.0%</td> <td data-bbox="1144 510 1490 539">50.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Grades from written assignments	51.0%	30.0%	Grades from graded assignments	51.0%	20.0%	Final colloquium grade	51.0%	50.0%
Subject passing criteria	Passing threshold	Percentage of the final grade													
Grades from written assignments	51.0%	30.0%													
Grades from graded assignments	51.0%	20.0%													
Final colloquium grade	51.0%	50.0%													
Recommended reading	Basic literature	<p>Project Management</p> <p>Required literature for passing the course (exam):</p> <ol style="list-style-type: none"> PMBok 7th ed. 2021, PMI. (International Project Management Standard) Wysocki, R.K., & McGary, R. (2005). <i>Effective Project Management</i> (7th ed.). One Press, Warsaw (3rd ed. 2005, 7th ed. 2018). <p>Process Management</p> <p>Required literature for passing the course (exam):</p> <ul style="list-style-type: none"> Bitkowska, A. A. (2019). <i>From Classical to Integrated Process Management in Organizations</i>. Wyd. CH Beck. Grajewski, P. (2016). <i>Process Organization</i>. Polskie Wydawnictwo Ekonomiczne. Sliż, P. (2021). <i>Process-Project Organization: Essence, Modeling, Maturity Measurement</i>. Difin, Warsaw. 													

	Supplementary literature	<p>Project Management</p> <p>Supplementary Literature:</p> <ol style="list-style-type: none"> 1. Szpitter, A.A. (2018). <i>Project Management Methodologies Applied by Distribution System Operators in Poland.</i> Wyd. UG, Sopot. 2. Mingus, N. (2009). <i>Project Management.</i> One Press Helios, Gliwice. 3. Szpitter, A.A. (2013). <i>Knowledge Management in Innovation Creation: A Project Maturity Model for Organizations.</i> Wyd. UG, Sopot. <p>Process Management</p> <p>Supplementary Literature:</p> <ol style="list-style-type: none"> 1. Nowosielski, S. (2018). <i>Processes and Projects in an Organization. On the Need and Methods of Cooperation.</i> Studia i Prace Kolegium Zarządzania i Finansów, (169), 109-129. 2. Nowosielski, S. (2017). <i>Processes and Projects in Organizational Change Management.</i> Prace Naukowe Uniwersytetu Ekonomicznego we Wrocławiu, (463). 3. Nowosielski, S. (2017). <i>Processes vs. Projects in an Organization .</i> <i>Ekonomika i Organizacja Przedsiębiorstwa</i>, (12), 140-150.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.