

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Project Management				
Head of course	MSc Anita Stilin, Senior Lecturer				
Study programme	Professional undergraduate study Telematics				
Status of a course	Obligatory				
Year of study	2.	Semester	III	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2L+3S				
Goals of a course					
Introducing students to basic concepts in project management. Acquisition of project planning competences Acquiring competencies for project implementation, control and implementation					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 14: Apply methods of organizing business systems and marketing of products and services in the context of entrepreneurship in telematics. Outcome 15: Participate in teamwork and independently present professional content in written and spoken form in Croatian and English.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Identify project, program, portfolio and project management features 2. Describe the link between strategy, changes and organizational culture with projects 3. Describe different interest-influential groups and/or individuals 4. Create and present a project plan after choosing from proposed projects 5. Apply network planning techniques 6. Describe the method of implementation, control and conclusion of projects in an organization 					
Content of a course					
Definition and characteristics of management. Management vs. entrepreneurship. The person of a manager and levels of managers, their activities and roles, manager's skills. Planning – levels and process of planning, types of plans; prediction, strategic planning, levels of strategies, modelling of strategies. Theory of decision making. Organizing – the concept and content of organizing, modelling and types of organizational structures, traditional and modern forms of organization, contemporary trends in organization modelling. Human resources management – recruitment and selection, career management, performance appraisal and rewarding, education and development, salaries and compensations. Leadership and a leader - definition, leadership skills, elements, power and authority, styles of leadership, approaches to leadership. Theory of motivation, techniques of motivation. Control – concept and process of controlling, phases of control, methods and techniques of control.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					
Grading, evaluation and monitoring of students' work continuously during lectures and exams					
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of					

students.

Continuous check-up:

Outcomes	Pre-exam 1	Pre-exam 2	Tasks (assignment and / or case study)	Development and presentation of the project plan	Threshold	Max
Outcome 1	10 %		6 %		8 %	16 %
Outcome 2	6 %		4 %		5 %	10 %
Outcome 3	10 %		2 %		6 %	12 %
Outcome 4		7 %	3 %	20 %	15 %	30 %
Outcome 5		5 %	6 %		5,5 %	11 %
Outcome 6		17 %	4 %		10,5 %	21 %
Percentage of ECTS	1,3	1,45	1,25	1		
Total	26 %	29 %	25 %	20 %	50 %	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	16 %		16 %
Outcome 2	10 %		10 %
Outcome 3	12 %		12 %
Outcome 4	10 %	20 %	30 %
Outcome 5	11 %		11 %
Outcome 6	21 %		21 %
Percentage of ECTS	4	1	
Total	80 %	20 %	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Omazić, M., A., Baljikas, S., Projektni menadžment, Sinergija nakladništvo, Zagreb, 2005.

Additional literature

1. Hauc, A., Projektni menadžment i projektno poslovanje, M.E.P. Consult, Zagreb, 2007.
2. Kerzner, H., Project management: A Systems Approach to Planning, Scheduling, and Controlling, 10th ed., John Wiley & Sons, Inc., New Jersey, 2009.
3. Maylor, H., Project management, 4th ed., Pearson Education Limited, Harlow, 2010.
4. Njavro, Đ., Njavro, M. (ur.), Vodič kroz znanje o upravljanju projektima (Vodič kroz PMBOK), Mate, Zagrebačka škola ekonomije i managementa, Zagreb, 2011.

5. Pinto, J. K., Project Management: Achieving Competitive Advantage, 2nd edition, Prentice Hall, Harlow, 2010.

