

Information sheet for the course

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: KMaREZ/ PMaP/2lzl1dA/22	Course unit title: <i>Project management + project</i>
<p>Type, scope and method of learning activities: <i>Weekly number of teaching hours in the form of lectures, seminars: full-time form 1/2;</i> <i>Teaching method: face to face / combined</i></p> <p><i>Weekly number of teaching hours in the form of lectures, seminars: part-time form 1/2;</i> <i>Teaching method: face to face / combined</i></p>	
Number of credits: 5	
Recommended semester/trimester of study: <i>2nd semester in the full-time form of study and 2nd semester in the part-time form of study within the Human Resources and Personnel Management study program</i>	
Degree of study: <i>II. (Master)</i>	
Course prerequisites:	
<p>Assessment methods: <i>A student may receive a maximum of 100 points in total, including 70 points for the preliminary assessment and 30 points for the final assessment.</i> <i>The preliminary assessment consists of:</i> <i>- interim test - verification of theoretical knowledge - 15 points;</i> <i>- project development - 40 points;</i> <i>- project presentation - 10 points;</i> <i>- activity on exercises - 5 points.</i> <i>The final assessment consists of:</i> <i>- oral examination - 30 points.</i> <i>Assessment:</i> <i>A from 100-93 points; B from 92-85 points; C from 84-76 points; D from 75-68 points; E from 67-60 points, Fx less than 60 points.</i></p>	
<p>Learning outcomes: <i>By completing the course, the student will gain a comprehensive system of knowledge in the field of planning, creation, management and completion of the project. After completing the course, the student is able to analyze and assess the context of a project and apply the knowledge gained to the creation and management of a project.</i> <i>Theoretical knowledge:</i> <i>- Determine the job requirements of a project.</i> <i>- Specify methods of recording working time and work performance.</i> <i>Practical skills:</i> <i>- Manage the work performance of teams and individuals in a project organisation.</i> <i>- Systematically collect and evaluate information about the content of work, its conditions and requirements of the job holders, as well as continuously updating updating of all information.</i> <i>- Analyse working conditions in the context of the work performed, technological procedures and technical equipment, division of labour and cooperation, working environment, safety and timed conditions of work performance.</i> <i>Competence:</i> <i>Independence. Graduates demonstrate a high degree of autonomy in analysing and solving of</i></p>	

specific problems and projects, in planning and organising work, in obtaining and selecting and selection of employees, approach to the development and implementation of the organisation's training policy and controlling human resources.

- Responsibilities. Graduates are responsible for the quality of their work, the performance of their tasks and duties and their own personal development, as well as for the training and development of the organisation's employees.

- Communication skills. Graduates are able to listen actively, ask stimulating questions and provide feedback, present and defend their own feelings, opinions, and needs in interactions with other people and/or in front of a professional audience, including in writing.

- Innovativeness/creativity/conceptual thinking. Graduates have a creative and imaginative approach to work.

- Leadership. Graduates demonstrate the ability to work effectively as a member or leader of a team. They can Motivate team members and build strong working relationships within the team as well as with other stakeholders groups of people (stakeholders).

Course contents:

- 1. Introduction to project management.*
- 2. Project management processes and standards.*
- 3. Project initiation and project scope planning.*
- 4. Project logical framework.*
- 5. Project resource and resource planning.*
- 6. Project team building and teamwork.*
- 7. Managing project risks.*
- 8. Quality and change management in the project.*
- 9. Execution, management and control of work in the project.*
- 10. Completion and documentation of the project.*
- 11. Solving problems in projects.*
- 12. Creativity and creativity in project management.*

Recommended and required reading:

- Sedláček, M.: Základy projektového manažmentu. Trenčín: FSEV TnUAD, 2015. ISBN 978-80-8075-695-6*
- Všetečka, P.: Projektové myslenie, sprievodca súborom znalostí. Liptovský Mikuláš: Petr Všetečka, 2017. . ISBN 9788097268398*
- Svozilová, A.: Projektový management, 3. aktuálne a rozšírené vydanie. Praha: Grada Publishing, 2016. ISBN 978-80-271-0075-0*
- Doležal, J. a kol.: Projektový management komplexne, prakticky a podle světových standardů. Praha: Grada Publishing. 2016. ISBN 978-80-271-5620-2*

Language: Slovak/English

Remarks:

The course is profile and compulsory.

Full-time study:

- Lectures and seminars 12+24 = 36 hours*
- Preparation for lectures and seminars = 12 hours*
- Preparation for mid-term test = 10 hours*
- Project preparation = 39 hours*
- Project consultation = 1 hour*
- Preparation of project presentation = 1.5 hours*
- Project presentation = 0.5 hours*
- Preparation for oral exam = 24 hours*
- Oral examination = 1 hour*

Total: 125 hours

*Student contact workload: 38.5 hours,
non-contact: 86.5 hours*

External study:

- *Lectures and seminars 5+10 = 15 hours*
- *Preparation for lectures and seminars = 12 hours*
- *Self-study = 31 hours*
- *Project preparation = 39 hours*
- *Project consultation = 1 hour*
- *Preparation of project presentation = 1.5 hours*
- *Project presentation = 0.5 hours*
- *Preparation for oral exam = 24 hours*
- *Oral examination = 1 hour*

Total: 125 hours

Student contact workload: 17.5 hours,

non-contact: 107.5 hours

*Note: (5*25 = 125, 1 credit represents 25-30 hours of student work)*

Evaluation history:

Total number of evaluated students:

A	B	C	D	E	FX

Lecturers:

Ing. Katarína Haviernikova, PhD.

Last modification:

Approved by: *Doc. PhDr. Zoltán Rózsa, PhD.*