

Title of the Course		PROJECT PREPARATION AND MANAGEMENT	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Entrepreneurship		
Science Sector	Social Science		
Science Subsector	Management		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
1st level professional study programme	Office Management		
Author(s) of the course	Janis Koklacs, Mg., PMP No. 1222301, PRINCE2 Practitioner		
Lecturer(s) of the course	Janis Koklacs, Mg., PMP No. 1222301, PRINCE2 Practitioner		
Goal of the course:	The goal of the course is to understand the process of project management theory and practice		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 50% Exam – 50% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. <i>Knowledge:</i> 1.1. A student explains the conditions of the project initiation, project planning, project execution, project monitoring and project closing process; 1.2. A student identifies and explains such project components as sphere, time, budget, quality, risk, personnel, organisation, procurement, integrated management; 1.3. A student demonstrates the terminology knowledge of project management. 2. <i>Skills:</i> 2.1. A student checks own theoretical knowledge on the project management by completing self-check tests included in the study materials, analysing the gained results and complementing knowledge in this way preparing oneself for the course final test/exam; 2.2. A student researches the actual information and literature in the field of project management, chooses the most appropriate solutions for the completion of practice tasks; 2.3. A student prepares recommendation for the solutions for the practice tasks and discusses them with other course-mates, accepting criticism and approving own suggestions and the ones of other participants. 3. <i>Competences:</i> 3.1. A student summarizes the actual information in the field of project management and applied it for the needs of simple project management, for the participation in simple or at an average complicated project work groups or for the use of services of a professional project manager;			
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3.2. A student forms an integrated view on various project management components as sphere, time, budget, quality, risk, personnel, procurement, based on information from different literature sources;

3.3. A student explains and arguments the choice of the selected methods for the realization of the project for reaching the goals of various complexity.

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Overall knowledge of project management What is project? What is project management? Why do I need project management skills? Project manager and their role Terminology of project management Insight in international standards and certification of project management Usage of project management approach in entrepreneurship and other life situations How and when to start a project and how to define project requirements? Evaluation of project benefits Five processes of project management (start, planning, execution, supervision and control, finishing and evaluation of work) Project life cycle	8	3	1	2	2
2.	Starting a project Clarification of project requirements, deadlines,		4	2	2	

	goals Identification of parties involved in project Preparation of project start notice					
3.	Planning a project (1) Preparation of project management plan Gathering project requirements Project management plan Preparation of time schedule and graph Project cost calculation Project budget planning		5	2	2	
4.	Planning a project (2) Project quality management plan Project human resources management plan Project communication management plan		5	2	2	
5.	Planning a project (3) Risk management planning Risk identification Risk analyses and strategies External supplier and procurement planning		5	2	2	
6.	Project scope execution Project scope management (starting and finishing project scopes) Attraction personnel / team Team development Team management Communication of project information Management of involved parties needs Procurement management		5	2	2	
7.	Project supervision and control Project scope control Integrated project change management Project sphere verification Time schedule control		5	2	2	

	Cost control Execution of quality control Project status overviews Risk monitoring and control Procurement tracing					
8.	Project closure Closure of project or project phase Conclusion of procurement Formalities of project result Project delivery acceptance formalities Summarisation of knowledge and information obtained during the project Assessment of project and project team Final report on project completion Summary of the course		5	1	2	
TOTAL:		8	40	14	16	2
		80				

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	Mastered 4 to 7 project management areas	Mastered up to 9 project management areas	Mastered all 10 project management areas
Skills	Ability to recognise situations, where project management could be applied	Ability to plan a project as a solution to reaching a goal	Ability to combine all project management processes and areas of knowledge
Competences	Participation in project task group	Taking up project management duties	Work with different projects (as a part of project team or as a manager, project outsourcing skills)

Acknowledgement of the obtained study results

Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature

1.	Linde I. Projektu sagatavošana un vadīšana, Biznesa vadības koledža, 2009.
2.	NCB – Projektu vadīšanas nacionālās kompetences vadlīnijas, versija 3.1. LNPVA, 2012. (http://lnpva.lv/wp-content/uploads/2014/05/NCB_3.1.pdf)
3.	K. Kogan, S. Blakemore, J. Wood, Project Management for the Unofficial Project Manager: A FranklinCovey Title, 2015 (lasīšanas laiks 5-6 stundas)
4.	Forands I. Projekta menedžments - Rīga: Latvijas Izglītības fonds, 2006. - 258 lpp.
5.	Huemann, Martina, Pernille Eskerod, and Claudia Ringhofer. Rethink! Project Stakeholder Management. Newtown Square, Pennsylvania: Project Management Institute, 2016.

Additional Literature

1.	Kalderons Adizess Ichaks, Prasmīga pārmaiņu vadība, Zvaigzne ABC, 2018
2.	Trevors L. Jangs, Kā vadīt projektu, Zvaigzne ABC, 2009.
3.	A Guide to the Project Management Body of Knowledge (PMBOK® Guide). PMI, 2017
4.	J. Knight, R. Thomas, Project Management for Profit: A Failsafe Guide to Keeping Projects On Track and On Budget, Harvard Business Review Press, 2012 (lasīšanas laiks 3-4 stundas)
5.	Managing Successful Projects with PRINCE2, Axelos 2017th Edition

Recommended Periodicals

1.	PRINCE2 projektu vadīšanas metode - https://www.axelos.com/best-practice-solutions/prince2
2.	Projektu vadības diskusiju un ziņu grupa – Project Management Intensive Latvia https://www.facebook.com/groups/ProjectManagementIntensiveLatvia/
3.	Agile Alliance - https://www.agilealliance.org/
4.	Scrum ceļvedis - https://www.scrumguides.org/
5.	Scrum Alliance - https://www.scrumalliance.org/
6.	Projektu vadības institūts (Project Management Institute) – https://www.pmi.org/
7.	Latvijas nacionālā projektu vadītāju asociācija – http://lnpva.lv/