

Title of the Course	PROJECT MANAGEMENT		
Amount in credit points/ECTS)	2 / 3	Volume (in hours)	80
Grounding	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	
1. level professional study programme	Law		
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 learn the process of project management theory and practice (understanding level)		
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. Knowledge: 1.1. the student explains the conditions that characterize the project initiation, project planning, project execution, project supervision and project closure management processes; 1.2. the student identifies and explains such project components as: sphere, time, budget, quality, risks, staff, organization, procurement, communication, integrated management; 1.3. the student demonstrates knowledge of project management terminology. 2. Skills: 2.1. the student tests the theoretical knowledge of project management by completing the training tests included in the course material, analyzing the obtained results and supplementing the knowledge, thus preparing for the final exam / test of the course; 2.2. the student researches current information and literature in the field of project management and chooses appropriate solutions for the implementation of practical tasks of the discussion; 2.3. the student prepares proposals for solutions to the practical tasks of the discussion and discusses them with the other participants of the course, accepting criticism and making improvements, both in their proposals and in the solutions offered by other participants. 3. Competency: 3.1. the student compiles up-to-date information in the field of project management and applies it for the needs of simple project management, participation in simple and medium-complex project working groups or for the use of professional project managers;			

3.2. the student acquires project management knowledge from various literature sources and forms an integrated view of such project management components as sphere, time, budget, quality, risks, personnel, communication and procurement;

3.3. the student explains and justifies the need to apply project management processes and the choice of a suitable project implementation method to achieve goals of different 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.	Exams/tests
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
Competencies	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

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Study results Evaluation method	1.1.-1.10.	2.1.-2.2.	3.1.-3.3.
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature:

1. Linde I. Project Preparation and Management, Biznesa vadības koledža, 2009.
2. K. Kogan, S. Blakemore, J. Wood, Project Management for the Unofficial Project Manager: A FranklinCovey Title, 2015 (reading time 5-6 hours)

Additional Literature:

1. Trevors L. Jangs, How to Manage a Project, Zvaigzne ABC, 2009.
2. J. Knight, R. Thomas, Project Management for Profit: A Failsafe Guide to Keeping Projects On Track and On Budget, Harward Business Review Press, 2012 (reading time 3-4 hours)

Recommended Periodicals:

1. Project management discussion and news group – Project Management Intensive Latvia
<https://www.facebook.com/groups/ProjectManagementIntensiveLatvia/>
2. PMBOK Guide – Fifth Edition, Project Management Institute, 2013.
3. Project Management Institute – <https://www.pmi.org/>
4. Latvian national project management association – <http://lnpva.lv/>