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	• Accounting and Finance planning – usage level • Micro, small and middle enterprise management – understanding / usage level • Commerce – understanding / usage level • Human Resources and Human Resource Management – understanding / usage level • Tourism and Hotel Services – understanding / usage level • Organisation and Management of Government Institutions - insight level • Law – insight level
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):	The final evaluation is calculated: Moodle discussion/tasks – 50% Exam – 50% *For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.* *Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities*

Study Results:

1. *Knowledge. During the course, students will obtain knowledge in the following fields:*
    1.1. Project management – theory and terminology;
    1.2. Integrated project management;
    1.3. Project spheres / scope management;
    1.4. Project time management;
    1.5. Project budget management;
    1.6. Project human resource management;
    1.7. Project risk management;
    1.8. Management of project procurement, subcontractors, external suppliers;
    1.9. Project quality management;
    1.10.   Project communication management.

2. *Skills. During this course following skills shall be obtained:*
   2.1. Ability to evaluate the necessity of project management according to the professional situation;
   2.2. To identify the appropriate project start, planning, execution, supervision and project end processes;
3. *Competency. During this course, students will obtain following competency:*
   3.1. Management of simple projects;
   3.2. Membership in simple and partially complex project task groups;
   3.3. In order to obtain the goals of the highest complexity in the professional work sphere, to choose professional project management services and successful cooperation with them.

Content of the Course

No.	Subjects	Contact hours/ video audio lessons	Distance learning	Exercises, self-assessment questions and tests	Individual work/ discussions in distance	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)	8	3	1	2	2

	Project life cycle				
2.	**Starting a project** Clarification of project requirements, deadlines, goals Identification of parties involved in project Preparation of project start notice	4	2	2	
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**	5	2	2	

	Project scope control Integrated project change management Project sphere verification Time schedule control 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	Taking up project	Work with different

	project task group	management duties	projects (as a part of project team or as a manager, project outsourcing skills)

Acknowledgement of the obtained study results

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 vadibas koledza, 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/