

## COURSE DESCRIPTION

<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Management	
<b>Course ID:</b> FM.KIS/051AB/16	<b>Course title:</b> Project Management - Foundation
<b>Educational activities:</b> <b>Type of activities:</b> lecture / seminar <b>Number of hours:</b> <b>per week:</b> 2 / 2 <b>per level/semester:</b> 28 / 28 <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 5	
<b>Recommended semester:</b> 4.	
<b>Educational level:</b> I., II.	
<b>Prerequisites:</b>	
<b>Recommended prerequisites:</b> no	
<b>Course requirements:</b> Scale of assessment (preliminary/final): Assessment of the course by grades from A to FX is in accordance with the rules set by the study regulations at FM UK, valid for the academic year. From 100% points, it is possible to get 50% during the semester and 50% points during the final exam in the trial period. Assessment points during the semester can be obtained:- 30% Elaboration and presentation of a semester project- 10% Midterm test 1- 10% Midterm test 2 Assessment points in the final exam:- 45% Final test- 5% Oral answer	
<b>Learning outcomes:</b> <ul style="list-style-type: none"> <li>- Understanding the basics, basic principles of project management and its importance for practice</li> <li>- Familiarity with the terminology of project management, their mapping to practical examples, the dictionary of the project manager</li> <li>- Explanation of basic methodologies in project management, explanation of differences, approaches to their implementation in real projects</li> <li>- Importance and use of tools to support project management</li> </ul>	
<b>Class syllabus:</b> Brief syllabus - lectures: <ol style="list-style-type: none"> <li>1. Introduction to project management, its basic principles, building components, Triple Constraint of project management, organization of exercises</li> <li>2. Project creation, operation - project, justification of projects</li> <li>3. Project management methodologies, their differences, implementation for different types of projects, soft and hard skills of a project manager</li> <li>4. Organizational structure of the project team, its creation and RACI matrix, the role of the project team</li> <li>5. Mind maps, time planning of projects, creation of project plans</li> <li>6. Quality management in project management, quality management process, quality register</li> <li>7. Risk management in project management, risk management process, risk register</li> <li>8. Change management in project management, change management process, register of open points</li> </ol>	

9. Project budgeting and return on investment
10. Project management tools, software support, MS project, MS Visio
11. Consultations and preparation of presentations for semester projects
12. Presentation of semester projects
13. Summary and conclusion of the subject

**Scope of Exercises:**

1. Division of students into teams, assignment of teams to a semester project, assignment of tasks for the next exercise, Creating a rationale for the project
2. Presentations of team preparations - Creating the rationale of the project, assigning tasks for the next exercise, Creating the organizational structure of the project team
3. Presentations of team preparations - Creating the organizational structure of the project team, assigning tasks for the next exercise, Creating the RACI matrix
4. Presentations of team preparations - Creating a RACI matrix, assigning tasks for the next exercise, Creating project plans
5. Presentations of team preparations - Creating project plans, assigning tasks for the next exercise, Design of qualitative indicators of the project, quality register
6. Presentations of team preparations - Design of qualitative indicators of the project, quality register, assignment of tasks for the next exercise, Identification of project risks, risk register
7. Presentations of team preparations - Identification of project risks, risk register, assignment of tasks for the next exercise, Identification of project changes, register of open points
8. Presentations of team preparations - Identification of project changes, register of open points, assignment of tasks to the next exercise, Project budgeting and return on project investment
9. Presentations of team preparations - Creation of the project budget and return on project investment, assignment of tasks for the next exercise, Creation of a project plan in the SW application MS Project
10. Presentations of team preparations - Creating a project plan in the SW application MS Project
11. Consultations and preparation of presentations for semester projects
12. Presentation of semester projects
13. Summary and conclusion of the subject

**Recommended literature:**

PRINCE2, Managing Successful Projects with PRINCE2, [www.tso.co.uk](http://www.tso.co.uk)  
 Project Management For Dummies,  
[http://ce.sharif.edu/courses/90-91/1/ce428-1/resources/root/ebooksclub.org\\_\\_Project\\_Management\\_For\\_Dummies\\_\\_3rd\\_Edition.pdf](http://ce.sharif.edu/courses/90-91/1/ce428-1/resources/root/ebooksclub.org__Project_Management_For_Dummies__3rd_Edition.pdf)

**Languages necessary to complete the course:**

English

**Notes:**

**Past grade distribution**

Total number of evaluated students: 86

A	ABS	B	C	D	E	FX	M
38,37	0,0	24,42	17,44	8,14	4,65	6,98	0,0

**Lecturers:** Ing. Peter Balco, PhD., Mgr. Sharon Cheronno Murgor

**Last change:** 03.02.2021

**Approved by:**