



GDYNIA MARITIME UNIVERSITY Management and Quality Science



SYLLABUS

Code	Course	In English	PROJECT MANAGEMENT
		In Polish	ZARZĄDZANIE PROJEKTAMI

Field of study	Maritime Business and Management
Specialization	-
Level	first-degree (Bachelors')
Form	full time
Profile	general academic
Status of the course	obligatory
Rigour	exam

Term of studies	ECTS	Number of hours per week				Number of hours per term			
		Lec.	Ex.	Lab.	Proj.	Lec.	Ex.	Lab.	Proj.
III	4	-	-	-	-	30		30	30
Total number of hours						60			

Prerequisites for knowledge, skills and other competencies

It should be implemented after the lectures regarding theory of management.

Objectives of the course

Provide knowledge of the methodology for preparation, implementation and evaluation of projects by public and private entities.

Learning outcomes for the course (EKP)

Symbol EKP	After completing the course the student:	Reference to the learning outcomes for the field of study
EKP_01	has the ability to generate ideas for new projects and can plan their implementation on the market in line with the idea of sustainable development.	NK_U01, NK_U08, NK_K02, NK_K05
EKP_02	has the ability to formulate project goals and plan activities to achieve them.	NK_W06, NK_U01,
EKP_03	has knowledge in the field of finance and management necessary in the planning and implementation of projects.	NK_W01, NK_W05
EKP_04	knows and can use project management techniques and tools.	NK_W10, NK_K02,
EKP_05	can develop project execution schedule and plan project team work.	NK_U08, NK_K02
EKP_06	can identify risks in the implementation of projects and react to emerging changes.	NK_W06, NK_U04,
EKP_07	can create a project budget, identify sources of capital acquisition for its implementation and assess its profitability.	NK_U08, NK_K02,

Course content	Number of hours				References to EKP
	Lec.	Ex.	Lab.	Proj.	
Development of the project concept (idea and purpose of the project, nature of the project, time frame.	2			2	EKP_01
Tools used in project management. Programs and systems supporting project management.	3			4	EKP_04
Risk identification and risk management in projects. Analysis of opportunities and threats for the project from a strategic and operational perspective.	3			4	EKP_06

Create a project team. Determination of staffing needs, selection of employees for the project, determination of competences and skills of the project staff.	2			4	EKP_02, EKP_05
Identification and delegation of tasks in the project. Rights and competences of project employees.	2			4	EKP_02, EKP_05
Communication within the project team. Principles and styles of leading, motivating and inspiring project employees, conflicts in project teams, conflict response techniques.	2			4	EKP_05,
Timeline for the implementation of the project. Models of work planning in the project, material and financial schedule of the project.	2			3	EKP_02, EKP_04, EKP_05
Creating a project budget and determining the sources of its financing. Determination of direct and indirect costs of the project, internal and external sources of project financing.	4			2	EKP_03, EKP_04, EKP_06
Monitoring and control of project implementation. Rules for creating a project control and monitoring plan, tasks of project control and monitoring staff, rules for creating a project control report.	4			1	EKP_04, EKP_06
Project change management. Creating scenarios for project implementation paths, the process of accepting changes in the project.	2			1	EKP_06
Evaluation of project results. Consequences of deviations from the expected effects of the project implementation.	2			1	EKP_06
Specificity of the management of projects co-financed from public funds. Eligible and ineligible costs in projects, direct and indirect costs.	2				EKP_03, EKP_06
Total	30			30	

Methods of verification of learning outcomes for the course

Symbol EKP	Test	Oral exam	Written exam	Colloquium	Report	Project	Presentation	Practical assessment	Other
EKP_01						X			
EKP_02						X			
EKP_03	X								
EKP_04	X								
EKP_05	X					X			
EKP_06	X					X			
EKP_07						X			

Criteria for passing

Written test - obtaining a minimum 60% of points (it takes 60% of the final grade) and developing of a project with a positive grade (it takes 40% of the final grade).

Remark: student receives satisfactory rating, if achieved learning outcomes exceed the required minimum.

Student workload

Form of activity	Estimated number of hours to complete the activity			
	Lec	Ex.	Lab.	Proj.
Contact hours	30			30
Reading literature	10			10
Preparation for class, laboratory, project				10
Preparation for the exam/ passing the course	6			7

Project/report/presentation preparation			10
Participation in pass tests and exams	2		5
Participation in the consultation hours	5		5
Total number of hours	53		77
Summary number of hours for the course	130		
ECTS credits	4		
	Number of hours	ECTS	
Student workload associated with practical activities	70	2	
Student workload for classes which require the presence of teachers and students	60	2	

Basic literature
Maylor H., <i>Project Management 5e</i> , Pearson, University of Oxford, 2022.
Robinson B. <i>Project Management For Beginners</i> , Ingram Publishing, 2019.
<i>A Guide to the Project Management Body of Knowledge, 6th Edition Sixth Edition</i> , Project Management Institute, 2017.
Additional literature
Kizielewicz J., Winiarska M., Skrzyszewska K., Szelągowska-Rudzka K., <i>Efficiency of project management in higher education establishments on the example of Gdynia Maritime University</i> , Management, Vol. 26, No. 1., 2022.
Winiarska M., Kizielewicz J., <i>The essence of process management through the methods and techniques used in it</i> , Organization & Management, Series No. 188/2023.

Person responsible for the course	
Assoc.Prof. Joanna Kizielewicz Ph.D.	KZiE
Other persons engaged in the course	
Magdalena Winiarska MA	GMU
Assoc.Prof Michał Igielski Ph.D.	KZiE