

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: Projektno upravljanje
Course title: Project management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment, prva Social management, first	Program nima smeri. The programme has no field.	Tretji Third	Peti Fifth

Vrsta predmeta / Course type

Obvezni/Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	/	45	/	/	105	6

Nosilec predmeta / Lecturer:

doc. dr. Dolores Modic

**Jeziki /
Languages:**

**Predavanja /
Lectures:** Slovensko / Slovenian
Vaje / Tutorial: Slovensko / Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Vpis v 3. letnik študija.

Prerequisites:

Enrollment into the third year.

Vsebina:

Content (Syllabus outline):

•Projekti v organizacijah.

Izhodiščna definicija projekta in vrste projektov. Pregled osnovnih karakteristik projektov. Povezanost strategij in projektov. Oblikovanje ciljev in namenov projekta. Življenjski cikel projekta.

•Projektni menedžment.

Opredelitev projektnega menedžmenta. Prilagodljivi modeli projektnega menedžmenta.

• Snovanje projektov.

Inovacije in projekti. Projekti v inovacijskem procesu. Projekti inovacije proizvodov in storitev. Od pobude do predloga projekta. Kriteriji izbora projektov.

• Planiranje projektov.

Planiranje časa, stroškov, ljudi, tveganj. Členitev projekta (PBS in WBS). Mrežno planiranje. Obremenitve in izravnavanje obremenitev izvajalcev. Modeli organiziranja projektov. Projektno usmerjeni poslovni procesi.

•Organiziranje in izvedba projektov.

Organizacijske strukture in projekti (projekti v matrični, funkcijski in projektni organizaciji). Organizacija izvajalcev projekta (OBS in RBS). Metode matričnega razčlenjevanja projektnega vodenja.

• Vodenje projektov.

Projektni menedžer in načela vodenja in izvajanja projektov. Projektni timi. Dinamičnost projektnega vodenja. Obvladovanje vplivnežev in menedžment tveganj.

• Kontroliranje projektov in konec projekta.

(administrativni konec projekta in konec opravil).

• Projektna administracija.

Projektni informacijski sistem. Projektna dokumentacija.

• Praktični pristop.

Projektni menedžment v gospodarstvu, upravi in neprofitnih organizacijah. Mednarodni projektni menedžment. Postopki prijave projektov za koriščenje sredstev.

• Projects in organizations.

Project definition and project types. Overview of basic characteristics of projects. Implementing strategy through projects. Designing objectives and goals of the project. The project life cycle.

• Project management.

The definition of project management. Adaptive models of project management.

• Project conception/initiation.

Innovations and Projects. Projects in the innovation process . Innovation processes of products and services. From the initiative to the project proposal. Project selection.

• The process of project planning.

Planning time, costs, personnel and risks. Structuring of the project (PBS and WBS). Network planning . Loads and load balancing of project staff. Models of organizing projects. Project -oriented business processes.

• Organising and implementing projects.

Organizational structures and projects (projects in matrix, functional and project organizations). Organization of project participants (OBS and RBS). Methods for matrix organisation of projects.

• Project management and project participants.

Project manager and principles of project management and project implementation. Project teams. The dynamic project management. Dealing with influential individuals and risk management.

• Monitoring/controlling of projects and project termination (auditing project and terminating projects).

• Project administration.

Project information system. Project documentation.

• Practical approach.

Project management in business, public and nonprofit organizations. Project management in an international environment. Project applications.

Temeljni literatura in viri / Readings:

Stare, Aljaž. (2011). Projektni menedžment: teorija in praksa. Ljubljana: Agencija Poti.

Hauc, A. (2002): Projektni management. Ljubljana: GV Založba.

Turner, Rodney J. (2009). The Handbook of Project Based Management: Leading Strategic Change in Organizations. New York: McGraw-Hill.

Meredith, Jack R. et Mantel, Samuel J. (2006). Project Management: A Managerial Approach. John Wiley et Sons.

Cilji in kompetence:

- poznavanje in razumevanje družbenih procesov ter sposobnost za njihovo analizo, sintezo in predvidevanje rešitev in njihovih posledic;
- razvoj kritične in samokritične presoje;
- poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu;
- sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov;
- organizacijske in vodstvene spretnosti za organiziranje aktivnega in samostojnega dela, razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje;
- poznavanje in razumevanje teoretičnih osnov analitičnega in svetovalnega dela (prenos znanja do uporabnika) načrtovanje in obvladovanje sprememb ob oblikovanju celovite ocene stanja v organizaciji ali družbenem okolju z upoštevanjem različnih dejavnikov.

Objectives and competences:

- Knowledge and understanding of social processes and the capacity for analysis, synthesis and prediction solutions and their consequences;
- development of critical and self-critical assessment;
- knowledge of the importance of quality, and striving for quality professional work through autonomy (self) criticism, (self) reflection and (self-) evaluation of the professional work;
- ability to solve concrete social and working problems through the use of social scientific methods and procedures;
- organizational and management skills for organizing active and independent work, understanding relationships between individuals, organizations and social environment, the ability of a complex system vision and action;
- Knowledge and understanding of theoretical basis of analytical and advisory work (knowledge transfer to the user) planning and management of change with the creation of a comprehensive assessment of the situation in the organization or social environment, taking into account various factors.

Predvideni študijski rezultati:

Znanje in razumevanje:

Študenti se naučijo:

- uporabljati osnovno znanje in veščine s področja projektnega menedžmenta;
- izvesti študijo primera/projekt z uporabo osnovne (brezplačne) programske opreme;
- spoznajo različne možnosti prijav projektov na razpise za sredstva in njihove osnovne zahteve;
- poznajo in razumejo vlogo in pomen kakovosti projektnega menedžmenta;
- v povezavi z drugimi predmeti poznajo in razumejo kompleksnost strokovnih in družbenih nalog zaposlenih pri obvladovanju projektov in projektnega dela ter umeščenost projektnega menedžmenta v širše družbene kontekste;

Intended learning outcomes:

Knowledge and understanding:

The students learn to:

- apply basic knowledge and skills in project management;
- carry out a case study /project using the basic (free) software;
- learn about various options of project applications to funding calls and their basic requirements;
- know and understand the role and importance of the quality of project management;
- together with knowledge and skills from other courses know and understand the complexity of professional tasks of project participants in project management and understands the embeddedness of project management in broader social contexts;

Metode poučevanja in učenja:

- Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- Delo v skupini, ki temelji na sodelovalnem in problemskem učenju (diskusija, sodelovalno učenje, izdelava projekta, prezentacija projekta);
- Individualne konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj relevantnih za izbrane projekte);
- Spodbujanje samostojnega študija (motiviranje, usmerjanje, samouravnavanje, refleksija).

Learning and teaching methods:

- Lectures with active student participation (explanation, discussion, questions, cases, problem solving);
- Team work based on experience, co-operation, problem learning (discussion, co-operative learning, project design, project presentation);
- Individual consultations (discussion, additional explanation, treatment of specific questions);
- Encouraging independent study (motivation, mentorship, self-regulation, reflexion).

Delež (v %) /

Načini ocenjevanja:

Weight (in %)

Assessment:

Pisni izpit	50%	Written exam
Projekt/projektna naloga	50%	Project work

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Reference nosilca / Lecturer's references:

Rončević, Borut, Modic, Dolores. Social fields of technological innovations. V: Genov, Nikolai (ur.). Global trends and regional development, (Routledge studies in development and society, 28). New York: Routledge, cop. 2012, str. 226-247.

Modic, Dolores. Entrepreneurial universities, intellectual property and sustainability. V: Žuborova, Viera (ur.), IANCU, Diana Camelia (ur.), Pinterič, Uroš (ur.). Social responsibility in 21st century. Ljubljana: Vega, 2011, str. 347-369.

Modic, Dolores. Corporate social responsibility and the role of the state. Innovative issues and approaches in social sciences, sep. 2008, vol. 1, no. 3, str. 7-42.

Rončević, Borut, Modic, Dolores. Regional systems of innovations as social fields. Sociologija i prostor, 2011, vol. 49, no. 191, str. 313-333.