

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Projektni menedžment
Course title:	Project Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment (UN), prva stopnja / Social management (BSc), first level	/	3.	6.

Vrsta predmeta / Course type Obvezni/Compulsory

Univerzitetna koda predmeta / University course code: PM / PM

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija / Other forms of Study	Samost. delo Individ. work	ECTS
20	0	50	0	0	110	6

Nosilec predmeta / Lecturer: prof. dr. Andrej Raspor / Prof. Andrej Raspor, Ph.D.

Jeziki / Languages:	Predavanja / Lectures: Slovensko / Slovenian, Angleško / English
	Vaje / Tutorial: Slovensko / Slovenian, Angleško / English

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

Študent/študentka mora pred pristopom k zagovoru empirične seminarske naloge izvesti uspešno (najmanj 75 %) samoevalvacijo pojmov povezanih s teorijo.

Prerequisites:

All students are required to successfully conduct a self-assessment of their theoretical knowledge (with at least 75% marks) in order to deliver the oral defence of their empirical paper.

Vsebina:

- Uvod v projektno vodenje;
- Udeleženci projekta;
- Projektna organizacija;
- Procesi – postopki projektnega vodenja;
- Kadrovanje in nagrajevanje pri projektih;
- Planiranje projekta;
- Organiziranje projekta;
- Vodenje projekta;
- Kontrola projekta;
- Tveganje pri projektih;
- Projektna dokumentacija;
- Vplivneži in projekti;
- Komunikacija na projektu.

Content (Syllabus outline):

- Introduction to Project Management;
- Project Participants;
- Project Organizational Structures;
- Project Management Processes;
- Project Staffing and Reward System;
- Project Planning;
- Project Organization;
- Project Management;
- Project Control;
- Project Risk Management;
- Project Documentation;
- Project Sponsors;
- Project Communication.

Temeljni literatura in viri / Readings:

- Raspor, Andrej (2022): *Projektni menedžment (Project Management)*. Dolga Poljana: Perfectus.
- Raspor, Andrej (2022): *Vaje iz projektnega menedžmenta (Project management: student workbook)*. Dolga Poljana: Perfectus.

Dodatna literatura / Additional readings

- Hauc, Anton (2022): *Projektni management*. Ljubljana: GV Založba.
- Hartley, Stephen (2020): *Project Management: A practical guide to planning and managing projects*. Routledge.
- Meredith, Jack R., Shafer, Scott M., Mantel, Samuel, J. (1995): *Project Management: A Managerial Approach*. John Wiley & Sons. New York.
- Rant, Marko, Jeraj, Miro, Ljubič, Tone (1995): *Vodenje projektov*. Radovljica: POIS.
- Stare, Aljaž (2011): *Projektni menedžment: teorija in praksa*. Ljubljana: Agencija Poti.
- Turner, Rodney J. (2008): *Handbook of project-based management*. McGraw-Hill Professional Publishing.

Cilji in kompetence:

Predmet razvija naslednje predmetno-specifične kompetence:

- sposobnost zagona strategij oziroma pretvorbe strategij v projekte;
- sposobnost razvijanja alternativnih rešitev v procesu strateškega načrtovanja;
- sposobnost za izdelavo projekta, ki lahko kandidira za mednarodna sredstva.

Objectives and competences:

The course contributes to the development of the following subject-specific competences:

- the capability to develop strategies and to convert strategies to individual projects;
- the capability of developing alternative solutions in the process of planning strategies;
- the ability to apply a project to gain funding in an international environment.

Predmet razvija tudi naslednje splošne (prenosljive) kompetence:

- poglobljeno razumevanje odnosa med organizacijo in njenim družbenim okoljem;
- poglobljeno razumevanje odnosa med organizacijo in posameznikom;
- razvoj kritične in samokritične presoje;
- sposobnost fleksibilne uporabe znanja v praksi;
- razumevanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu.

The course also contributes to the development of the following general competences:

- comprehensive understanding of the relationship between the organisation and its environment;
- comprehensive understanding of the relationship between organizations and individuals;
- development of critical and self-critical judgment;
- the ability of the flexible use of knowledge in practice;
- the understanding of the importance of work quality through autonomy, ability of divergent thinking, critical (auto)judgment, (self)evaluation in expert environments.

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 snovi, pogovori, vprašanja, primeri, reševanje problemov);
- Seminarske vaje v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja,

Learning and teaching methods:

- Lectures with the active participation of students (presentation materials, interviews, questions, examples, problem solving);
- Tutorial in conjunction with the practice (reflection of experience, project work,

<p>pogovori, sporočanje povratne informacije, socialne igre, ekskurzija);</p> <ul style="list-style-type: none"> • Individualne in skupinske konzultacije (pogovori, dodatna razlaga, obravnava specifičnih vprašanj); • Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij; • Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje). 	<p>team work, critical thinking, discussion, feedback, social games, excursion);</p> <ul style="list-style-type: none"> • Individual and group consultations (interviews, additional explanation, specific questions); • Use of online classroom or other contemporary ICT tools; • Animation of independent study and research (motivation, guidance, self-observation, self-regulation, reflection, self-assessment).
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Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
<p>Načini:</p> <ul style="list-style-type: none"> • Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge • Sodelovanje na predavanjih in vajah <p>Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.</p>	<p>50%</p> <p>50%</p>	<p>Types:</p> <ul style="list-style-type: none"> • Empirical seminar reports and presentations of project work tasks • Participation in lectures and exercises <p>Grading scale - in accordance with the Rules of examination and evaluation of knowledge.</p>

Reference nosilca / Lecturer's references:

Knjige/Books

RASPOR, Andrej. *Projektni menedžment (Project Management)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej, MACUH Bojan. *Trajnostno naravnani dostopni turizem (Sustainable accessible tourism)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. *Od teorije organizacije do sistemizacije in organizacije dela. (From organization theory to systematization and work organization)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. *Napitnine: Orodje za povečanje učinkovitosti poslovanja podjetja (Tipping: improving efficiency in the company)*. Murska Sobota: BoMa, 2021.

RASPOR, Andrej. *Kako do izboljšanja kakovosti gostinske storitve (Improving quality in the hospitality industry)*. Murska Sobota: BoMa, 2021.

RASPOR, Andrej. *Strateško planiranje (Strategic planning)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. (url). *Vzpon in zaton slovenskega čezmejnega igralništva. (Rise and decline of the Slovenian cross-border Gambling)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej. (url). *Igre na srečo od pradavnine do današnjih dni. (Gambling since ancient times to the present day)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej, NEŽIČ, Metka. *S skrbjo za sodelavce do boljših rezultatov podjetja (With care for employees to better company results)*. Dolga Poljana: Perfectus, 2020.

LACMANOVIĆ, Darko, RASPOR, Andrej. *Sales management in hospitality industry*. Perfectus, Dolga Poljana, 2020.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Od nagrajevanja za plačo do nagrajevanja s plačo (From rewards for a salary, to the reward with a salary)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej. (url). *Analitika, odzivnost in avtomatizacija kadrovskih poslovnih procesov, (Analytics, responsiveness and automation of HR business processes)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Trajnostni turizem v Zahodno Balkanski regiji (Sustainable tourism in the Western Balkan region)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Od organizacije do kompetenc (From the organization to the competence)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Upravljanje organizacije in vodenje sodelavcev (Organization Management and Leadership)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Dolgoročni razvoj sodelavcev in podjetja (Long-term development of employees and company)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Teorija preobrata podjetja v krizi s študijo primera (Company in crisis turnover theory with case studies)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Menedžment igralniško-zabavišnega turizma: primeri in navodila iz prakse (Gambling and entertainment tourism management: examples and practical instructions)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Od teorije organizacije do sistemizacije in organizacije dela (From organization theory to systemization and organization of work)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. at. al. *Strategy for fostering innovation in sustainable tourism for the Adriatic-Ionian region*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. (url). *Postavitev izhodišč za razvoj turizma za starejše in gibalno ovirane osebe (Setting the starting points for the development of tourism for older and disabled people)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. *Kako postaviti sistem inovacij v turizmu (How to set up a system of innovation in tourism)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. *Nematerialno nagrajevanje (Nonmaterial reward)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej, LACMANOVIĆ, Darko, POPOVIĆ, Maria. *Chinese tourists in Western Balkan: facts and forecast*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej, LABOVIĆ BEGOVIĆ, Dunja. *Dinamična sistemizacija delovnih mest*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.

RASPOR, Andrej. *Prepletenost motivacijskih teorij in teorij menedžmenta v sistemih nagrajevanja*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.

RASPOR, Andrej, LACMANOVIĆ, Darko, STRANJANČEVIĆ, Ana, BULATOVIĆ, Iva. *Chinese tourists in Slovenia and Montenegro: preferences, characteristics and trip motivation*. Vega Press, 2016.

Učbeniki/Textbooks

RASPOR, Andrej. *Vaje iz projektnega menedžmenta (Project management: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Oblikovanje in trženje velneških proizvodov (Development and marketing of wellness products and services)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz oblikovanja in trženja velneških proizvodov (Development and marketing of wellness products and services: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Upravljanje in poslovanje velneških centrov (Wellness centre management)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz upravljanja in poslovanja velneških centrov (Wellness centre management: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Trženje storitev (Services marketing)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz trženja storitev (Services marketing: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz strateškega planiranja (Strategic planning: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz teorije organizacije (Organization theory: student workbook)*. Dolga Poljana: Perfectus, 2022.

Članki/Articles

RASPOR, Andej. A case study of ethno village in Slovenia and Bosnia and Herzegovina. *Economics*, 2020, 8(2), 89-102.

MACUH, Bojan, RASPOR, Andrej, SRAKA, Marko, KOVAČIČ, Andrej. Media exposure and education of first to six grade children from slovenia-parent opinions. *International Journal of Cognitive Research in Science, Engineering and Education*, 2018, 6(3), 49-58.

MACUH, Bojan, RASPOR, Andrej. Duhovna oskrba starejših v domovih za starejše (Spiritual support of elderly in homes for the elderly). *Bogoslovni vestnik: glasilo Teološke fakultete v Ljubljani*, 2018, 78(2), 641-660.

KOVAČIČ, Andrej, MACUH, Bojan, RASPOR, Andrej, SRAKA, Marko, ŠKABAR, Marjaž. Starši kot medijski opismenjevalci osnovnošolskih otrok prve in druge triade (Parents as media educators of primary school children of the first and second triad?). *Pedagoška obzorja: časopis za didaktiko in metodiko*, ISSN 0353-1392, 2018, 33(2), str. 20-37.

BULATOVIĆ, Iva, STRANJANČEVIĆ, Ana, LACMANOVIĆ, Darko, RASPOR, Andrej. Casino Business in the Context of Tourism Development (Case: Montenegro). *Social Sciences*, 2017, 6(4), 146.

RASPOR, Andrej, DIVJAK Marko. What is tipping in post-communist countries? A case study from Slovenia. *Teorija in praksa*, 2017, 54(6), 1023-1039.

ROZMAN, Tomislav, STJEPANOVIČ KOCJAN, Tanja, RASPOR, Andrej. An Analysis of Web-based Document Management and Communication Tools Usage Among Project Managers. *International Journal of Human Capital and Information Technology Professionals (IJHCITP)*, 2017, 8(1), 1-24.

KOVAČIČ, Andrej, PODGORNIK, Nevenka, PRISTOV, Zorica, RASPOR, Andrej. Mobbing in a Non-Profit Organisation. *Organizacija*, 2017, 50(2), 178-186.

RASPOR, Andrej, KOBAL, Tanja, RODIČ, Blaž. Chinese tourists—are they an opportunity for the Slovene and Croatian tourist industry? *Tourism and hospitality management*, 2012, 18(1), 111-125.

Pedagoška dejavnost/ Pedagogical activity

Področja delovanja: Družboslovje; Upravne in organizacijske vede s poudarkom na raziskavah: (1) Delovna razmerja in procesi s poudarkom na optimizaciji delovnih procesov, tako z vidika kadrov, stroškov, organizacije delovnega časa; (2) Turizem s poudarkom na kitajskem in afriškem izhodnem turizmu, Turizmu za ljudi s posebnimi potrebami in trajnostnemu turizmu; (3) Odprte inovacije in industrija 5.0; (4) Igralništvo; (5) Ljudje s posebnimi potrebami (starejši, invalidi, mladi).

Social sciences; Administrative and organisational sciences with a focus on research: (1) Employment relationships and processes with a focus on optimisation of work processes in terms of personnel, costs and organisation of working time; (2) Tourism with a focus on Chinese and

African outbound tourism, tourism for people with special needs, sustainable tourism and smart tourism; (3) Open innovations and industry 5.0; (4) Gambling and gaming; (5) People with special needs (the elderly, disabled, young).

DELOVNE IZKUŠNJE/ WORK EXPERIENCE:

39 let, od tega 20 let na vodilnih delovnih mestih. / 39 years, including 20 years in management positions.

Mednarodni projekti, raziskave, predavanje. /International project management, research, lecture (2011- in progress).