

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 (VS) / Social management (BA)	Program nima smeri / Program has a single course	Tretji / Third	Peti / Fifth
Prva stopnja / First level			

Vrsta predmeta / Course type Obvezni / Obligatory

Univerzitetna koda predmeta / University course code: PU / PM

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija/ Other forms of Study	Samost. delo Individ. work	ECTS
20	0	60	0	0	70	5

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

Jeziki / Languages:	Predavanja / Lectures: Slovenski / Slovenian, Angleški / English
	Vaje / Tutorial: Slovenski / Slovenian, Angleški / 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
- Proces – postopki projektnega vodenja
- Kadrovanje in nagrajevanje pri projektih
- Planiranje projekta
- Organiziranje projekta
- Vodenje projekta
- Kontrola projekta
- Tveganje pri projektih

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

- Projektna dokumentacija
- Vplivneži in projekti
- Komunikacija pri projektu

- 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:

Pridobljene splošne kompetence:

- sposobnost zagona strategij oziroma pretvorbe strategij v projekte;
- sposobnost za pripravo in realizacijo projekta na področju socialnih dejavnosti, ki lahko kandidira za lokalna, nacionalna, EU in druga mednarodna sredstva;
- razvoj kritične in samokritične presoje;
- sposobnost fleksibilne uporabe znanja v praksi;
- poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu;
- sposobnost timskega dela, tj. pripravljenost na sodelovanje, kooperativnost, upoštevanje mnenj drugih in izpolnjevanje dogovorjene vloge v okviru tima in skupine;

Objectives and competences:

Acquisition of general competences:

- ability to launch strategies or turn strategies into projects;
- ability to prepare and realize a project in the field of social activities that can apply for local, national, EU and international funding;
- development of critical and self-critical judgement;
- the ability of the flexible use of knowledge in practice;
- understanding the importance of quality, and striving for quality professional work through autonomy (self) criticism, (only) and reflexivity (self) evaluation of the technical work;
- ability to teamwork, i.e. willingness to cooperate, cooperation, respect the opinions of others and fulfil roles within the team or group;

- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo);
- sposobnost razvijanja alternativnih rešitev v procesu strateškega načrtovanja;
- sposobnost oblikovanja izvirnih idej, konceptov in rešitev določenih problemov.

Pridobljene predmetno-specifične kompetence:

- razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje;
- komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami;
- sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov;
- sposobnost za upravljanje s časom, za samo pripravo in načrtovanje ter samokontrolo izvajanja načrtov;
- razvoj veščin za rabo znanja, raziskovalnih metod in postopkov na področju managementa projektov;
- razumevanje okoliščin, ki vplivajo na uspešno uvajanje, izvedbo in obvladovanje projektov.

- ability to recognise and exploit opportunities provided in the working and social environment and manifested as entrepreneurial spirit and active citizenship;
- the ability to develop alternative solutions in the process of strategic planning;
- ability to formulate original ideas, concepts and solutions to specific problems.

Acquisition of course-specific competences:

- in-depth understanding of the relationship between the individuals, organisation and its social environment, ability to systemically view and function;
- communicating with experts in various fields of economic and social life as well as with different stakeholders;
- ability to solve concrete social and work problems using scientific methods and procedures;
- the ability to manage time, to self-prepare and plan, and to self-control the implementation of plans;
- develop the skills to use knowledge, research methods and processes in the field of project management;
- understanding the circumstances that affect the successful introduction, implementation and project management.

Predvideni študijski rezultati:

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 (lokalna, nacionalna, EU in mednarodna) 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

Intended learning outcomes:

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 (local, national, EU and international) funding calls and their basic requirements;
- know and understand the role and importance of the quality of project management;

družbenih nalog zaposlenih pri obvladovanju projektov in projektne dela ter umeščeno projektne menedžmenta v širše družbene kontekste.

- 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, pogovori, sporočanje povratne informacije, socialne igre, ekskurzija)
- 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)

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, team work, critical thinking, discussion, feedback, social games, excursion)
- 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)

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 laboratory 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 igralnštva. (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 elderlys 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, predavanja. /International project management, research, lecture (2011- in progress).