

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
Mediji in novinarstvo / Media and Journalism	Program nima smeri / Program has a single course	tretji / third	prvi / first
Visokošolski strokovni / B.A.			

Vrsta predmeta / Course type obvezni / mandatory

Univerzitetna koda predmeta / University course code: PM / PM

Predavanja / Lectures	Seminar / Seminar	Vaje / Tutorial	Klinične vaje / Practical exercises	Druge oblike študija / Other forms of study	Samost. delo / Individ. work	ECTS
20		60			100	6

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

Jeziki / Languages:	Predavanja / Lectures: slovenščina, angleščina / Slovene, English
	Vaje / Tutorial: slovenščina, angleščina / Slovene, 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.

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

- Vplivneži in projekti.
- Komunikacija pri projektu.

- Project Sponsors
- Project Communication

Temeljni literatura in viri / Readings:

Obvezna literatura/ Obligatory literature:

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

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

Priporočena literatura / Recommended readings:

Hauc, Anton. 2022. *Projektni management*. Ljubljana: GV Založba.

Hartley, Stephen. 2020. *Project Management: A practical guide to planning and managing projects*. Routledge.

Vrečko, Igor, Gajšek, Brigita. 2024. *The future of project management: adapting to modern needs*. Cambridge Scholars Publishing.

Salem, Carter. 2023. *A Guide to the Project Management Body of Knowledge*. Independently published.

Cilji in kompetence:

- razvoj kritične in samokritične presoje;
- sposobnost fleksibilne uporabe znanja v praksi;
- poznavanje koncepta kakovosti in vztrajno prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu;
- sposobnost timskega dela, zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z uporabniki;
- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo);
- sposobnost povezovanja koherentno obvladanega temeljnega znanja, pridobljenega pri obveznih predmetih, ter njegova uporaba v praksi;
- razumevanje metod kritične analize in razvoja ter njihova uporaba pri

Objectives and competences:

- Development of critical and self-critical judgement
- Ability to flexibly apply knowledge in practice
- Knowledge of the concept of quality and persistent efforts for the quality of professional work through autonomy, (self)criticality, (self)reflexivity and (self)evaluation in professional work
- Ability to work in a team, ability to establish and maintain cooperative relationships to work in a group and with users
- Ability to identify and take advantage of opportunities offered in the work and social environment (which are manifested as an entrepreneurial spirit and active citizenship)
- Ability to integrate coherently mastered basic knowledge acquired in compulsory subjects and its application in practice
- Understanding the methods of critical analysis and development and their

reševanju konkretnih problemov pri delu v sodobnih medijih.

use in solving concrete problems at work in modern media

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 prijave 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 družbenih nalog zaposlenih pri obvladovanju projektov in projektnega dela ter umeščenost projektnega menedžmenta v širše družbene kontekste.

Intended learning outcomes:

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
- In connection with other courses, students understand the complexity of professional and social tasks of employees in managing projects and project work, as well as the integration of project management into broader social contexts

Metode poučevanja in učenja:

- predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov);
- seminarske vaje (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre);
- individualne in skupinske konzultacije (diskusija, 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 active participation of students (explanation, discussion, questions, examples, problem solving)
- Seminar exercises (reflexion on experiences, project work, team work, methods of critical thinking, discussion, feedback, social games)
- Individual and group consultations (discussion, additional explanation, addressing 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:**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>Delež (v %) / Weight (in %)</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 tutorials <p>Grading scale – in accordance with the Faculty's Rules on Assessment 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. (url). *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. at. al. *Strategy for fostering innovation in sustainable tourism for the Adriatic-Ionian region*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. (url.). *Postavitve 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., 2017.

RASPOR, Andrej, LABOVIĆ BEGOVIĆ, Dunja. *Dinamična sistemizacija delovnih mest (Dynamic systemization of jobs)*. Dolga Poljana: Perfectus, 2017.

RASPOR, Andrej. *Prepletenost motivacijskih teorij in teorij menedžmenta v sistemih nagrajevanja (Motivation and management theory in reward system)*. Dolga Poljana: Perfectus, 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, Andrej. A case study of ethno village in Slovenia and Bosnia and Herzegovina. *Economics*, 2020, 8 (2), str. 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, str. 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), str. 641-660.

KOVAČIČ, Andrej, MACUH, Bojan, RASPOR, Andrej, SRAKA, Marko, ŠKABAR, Matjaž. 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*, 2018.

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

RASPOR, Andrej, DIVJAK Marko. What is tipping in post-communist countries? A case study from Slovenia. *Teorija in praksa*, 2017, 54 (6), str. 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), str. 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 in raziskovalno delo/ Pedagogical activity and Research work:

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) Odrpte 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).