



UČNI NAČRT / COURSE SYLLABUS

Študijsko leto 2020/2021

Predmet / Course	Projektni management / Project management
Šifra predmeta / Course Code	B13PROJMA-PM9-PSD
Nosilec predmeta / Course Coordinator	prof. dr. Nada Trunk Širca
Vrsta predmeta / Type of the course	obvezni/compulsory
Jezik / Language - Predavanja / Lecture - Vaje / Tutorials	Slovenski / Slovene, - Slovenski / Slovene, -
Študijski program / Programme	Poslovanje v sodobni družbi (1. stopnja) / Business in Contemporary Economy (1st cycle)
Letnik / Year	3.
Pogoji za vključitev / Requirements	/

Predavanja Lectures	Vaje Tutorials	Druge oblike študija Other Type of Study	Samostojno delo Individual work	Ure dela Work hours	ECTS
30	60	0	135	225	9

Vsebina / Content:

<p>Projektno vodenje je najbolj učinkovit način za zagotavljanje proizvodov oz rezultatov znotraj omejitev stroškov, časa in drugih virov. Ta predmet vam daje znanje, da bodo vaši projekti zaključeni v roku in v skladu s proračunom, medtem ko daje uporabniku izdelek, ki ga pričakujejo. Pridobili boste aktivno znanje in poznavanje osnov projektnega vodenja in boste usposobljeni, da to znanje takoj uporabite za učinkovito upravljanje projektov. Na koncu predmeta boste sposobni prepoznati in upravljati projekte - opredeliti namena projekta/izdelka, zgraditi strukturo, razčleniti delo na posamične delovne pakete, ustvariti načrt projekta, ustvariti proračun projekta, opredeliti potrebna sredstva, upravljati razvoj projekta, prepoznavati in obvladovati tveganja, in razumeti postopek oddaje javnega naročila za projekt, ter postopek prijave na razpise.</p> <ul style="list-style-type: none"> • vloga tima pri vodenju projektov • orodja in tehnike za razvoj in krepitev tima • faze projektnega cikla • dobre prakse za razvoj kompetenc in spretnosti v načrtovanju in nadzoru projektov za zagotovitev uspešnih rezultatov • spremljanje projektnih dejavnosti in ocena napredka • strokovno poročanje o stanju projekta in delovanja interesnih skupin in prispevati k bazi znanja 	<p>Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This course gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process.</p> <ul style="list-style-type: none"> • Learn about the role of high performance teams and leadership in project management • Learn about the tools and techniques for developing and strengthening high performance teams and team members • Learn about the stages in project cycle • Apply best practices to develop competencies and skills in planning and controlling projects to ensure successful outcomes • Learn how to monitor project activities and assess progress • Learn to communicate proficiently to report project status and performance to stakeholders and contribute to organizational knowledge base
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Splošne kompetence / General Competencies:

<p><i>Student bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i></p> <p>SPL1: Delo s podatki in informacijami; SPL4: Sodelovalno, timsko delo, delo v skupini; SPL8: Spretnosti kritičnega mišljenja; SPL10: Inicijativnost ter podjetnost; SPL11: Spretnosti</p>	<p><i>Student will acquire knowledge and skills in the following general areas:</i></p> <p>SPL1: Work with data and information; SPL4: Cooperation, team work, group work; SPL8: Critical thinking; SPL10: Initiative and entrepreneurial skills; SPL11: Organising and planning skills;</p>
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organiziranja in načrtovanja (npr. lastnega dela, dela drugih);	
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Predmetno specifične kompetence / Course Specific Competencies:

<p><i>Študent bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i></p> <p>PSP2: Pregled poslovanja, problemi, izzivi in njihovo reševanje, svetovalni načrt.; PSP4: Metode in orodja za analizo notranjega in zunanjega okolja in določanje razvojnih perspektiv organizacije; PSP6: Računovodski in finančni sistemi; PSP7: Upravljanje s spremembami; PSP12: Informacijski sistemi in programska oprema na vsebinskem področju predmeta; PSP16: Raziskovalna metodologija na vsebinskem področju predmeta; PSP18: Splošna razgledanost na vsebinskem področju predmeta.</p>	<p><i>Student will acquire knowledge and skills in the following specific areas:</i></p> <p>PSP2: Organisational audit, problems and challenges in business, problem solving, consultancy plans; PSP4: Methods and tools for analysis of an organisation and its environment to identify perspectives; PSP6: Accounting and financial systems; PSP7: Change management; PSP12: Information systems and software in the fields of the course; PSP16: Research methodology in the fields of the course; PSP18: General overview of the course content area.</p>
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Predvideni študijski izidi / Intended Learning Outcomes:

<p><i>Študent bo dosegel naslednje študijske izide:</i></p> <ol style="list-style-type: none"> 1. priprava projekta 2. izvedba manjšega projekta ali dela večjega projekta 3. vrednotenje prijave projekta z razpisom 4. zna narediti SWOT analizo povezano s projektom 5. priprava, izvedba in evalvacija projekta 6. pripraviti finančni načrt projekta 7. ovrednotiti kritične točke projekta in pravočasno ukrepati 8. zna uporabljati aplikacijo "project management" 9. logični okvir projekta 10. projektno delo kot način delovanja in odgovornost za realizacijo projektov 	<p><i>Student will achieve the following learning outcomes:</i></p> <ol style="list-style-type: none"> 1. project preparation 2. execution of a small project or part of the large project 3. evaluation of the project application to the tender 4. knows how to do a SWOT analysis related to the project 5. preparation, implementation and evaluation of the project 6. the project budgete 7. valuate the critical points in the project and to take timely action 8. knows how to use the application "project management" 9. the logical framework of the project 10. project work as a mode of action and responsibility for the realization of projects
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Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

Oblike dela	Frontalna oblika poučevanja; Delo v manjših skupinah; Samostojno delo študenta; E-učenje
Types of Teaching and Learning	Frontal teaching; Work in smaller groups or pairs; Independent student work; E-learning
Metode dela	Proučevanje primera; Reševanje nalog; Gost iz prakse; Praktično delo;
Teaching and Learning Methods	Case study; Solving exercises; Guest from practice; Practical work;

Načini ocenjevanja v % / Types of Student Assessment

Sprotno ustno ocenjevanje / Oral Assessment	/
Sprotno pisno ocenjevanje / Written Assessment	20 %
Daljši pisni izdelek /Longer written casework ¹	40 %
Javni nastop s predstavitvijo rezultatov / Presentations ²	20 %

¹ Seminarska ali projektna naloga, raziskovalna naloga ipd.

² Plakat, naloga, prispevek

Končni pisni izpit / Final written examination/	/
Končni ustni izpit / Final oral examination	/
Udeležba in sodelovanje / Participation and cooperation	20 %
Lestvica ocenjevanja / Grading scale	številsko/numeric

Temeljna literatura / Literature:

1. Stare, A. 2018. *Projektni management : teorija in praksa*. Ljubljana: Agencija Poti.
2. MS Project Software, <http://www.capterra.com/project-management-software/spotlight/1419/MS%20Project/Microsoft>
3. Project Management Institute. 2013. *A Guide to the Project Management Body of Knowledge: PMBOK Guide (5th Edition)*. Project Management Institute.
4. Izbrani članki iz revij Projektna mreža Slovenije , International Journal of Project Management , International Journal of Managing Projects in Business ter International Journal of Project Organization and Management in drugih

Reference nosilca / Lecturer's references:

1.01 Izvirni znanstveni članek

1. BABNIK, Katarina, TRUNK ŠIRCA, Nada. Knowledge creation, transfer and retention : the case of intergenerational cooperation. *International journal of innovating and learning*, ISSN 1471197, 2014, vol. 15, no. 4, str. 349-364.
2. TRUNK ŠIRCA, Nada, BABNIK, Katarina, BREZNIK, Kristijan. Towards organisational performance : understanding human resource management climate. *Industrial management + data systems*, ISSN 0263577, 2013, vol. 113, no. 3, str. 367-384.
3. DERMOL, Valerij, TRUNK ŠIRCA, Nada, BABNIK, Katarina, BREZNIK, Kristijan. Connecting research, higher education and business : implication for innovation. *International journal of Euro-Mediterranean studies*, ISSN 1855362. [Print ed.], 2013, vol. 6, no. 1, str. 65-80.

1.08 Objavljeni znanstveni prispevek na konferenci

4. BABNIK, Katarina, TRUNK ŠIRCA, Nada, DERMOL, Valerij. Individuals learning in work teams : support to knowledge management initiatives and an important source of organizational learning. V: ABRUDAN, Ioan (ur.). *Challenges and innovations in management and leadership*, (Procedia - social and behavioral sciences, ISSN 1877-0428, vol. 124). New York: Elsevier, 2014, str. 178-185,
5. TRUNK ŠIRCA, Nada, NOVAK, Anica. Cooperation between EU and ENP in the area of higher education. V: SIRBU, Olesea (ur.), DEVETAK, Silvo (ur.), CRUDU, Rodica (ur.). *EU and its eastern neighbourhood : fostering deeper europeanization of Moldova*, (Jean Monnet Publications). Chişinău: Association for Ethnic and Regional Studies of Moldova, cop. 2016, str. 219-231

1.16 Samostojni znanstveni sestavek ali poglavje v monografski publikaciji

6. BARLE LAKOTA, Andreja, TRUNK ŠIRCA, Nada, BABNIK, Katarina. Pomen vseživljenjskega učenja za družbo prihodnosti. V: DERMOL, Valerij (ur.). *Sodobni izzivi managementa človeških virov*, (Znanstvene monografije MFDPŠ, ISSN 2232116). Celje: Mednarodna fakulteta za družbene in poslovne študije, 2013, str. 141-152.

2.01 Znanstvena monografija

7. MAJCEN, Špela, TRUNK ŠIRCA, Nada (avtor, avtor dodatnega besedila). *European Union on demand : an overview of some key policies of the European Union*. Bangkok; Celje; Lublin: ToKnowPress; Celje: distributed by International School for Social and Business Studies, 2015. 79 str.,
8. ŠIROK, Klemen, DERMOL, Valerij, JURIČ, Alenka, MARJETIČ, Duša, TRUNK ŠIRCA, Nada. *Socrates and Leonardo da Vinci in Slovenia : impact of Socrates II and Leonardo da Vinci II programmes in Slovenia*, 2000006, (Monographs Series). Koper: Faculty of Management, 2015. 101 str.
9. KOŠMRLJ, Katarina, TRUNK ŠIRCA, Nada, ARZENŠEK, Ana, NOVAK, Matic, JOŠT LEŠER, Valentina, BARLE LAKOTA, Andreja, LESJAK, Dušan. *Med produkcijo in prenosom znanja : analiza programa mladih raziskovalcev*, (Znanstvene monografije Fakultete za management Koper). Koper: Fakulteta za management, 2013. 198 str.

3.00 Vključenost v mednarodne projekte – koordinator (navedeni le aktivni – še ne zaključeni projekti):

10. EU Integration and Monetary Policies-€U-iMoP(Erasmus+,JMModule) Period: 1.10.2018-30.9.2021

11. Inclusive University – A Set of Tools Dedicated to HEI for Better Respond to Disabled Student’s Needs - IncUNI (Erasmus+,KA2) Period: 1.9.2019-30.9.2021
12. Jordan Opportunity for Virtual Innovative Teaching And Learning (JOVITAL) (Erasmus+,KA2) Period: 15.10.2017-14.10.2020
13. DigiVET-Digital Media for VET in SMEs: Online learning of digital media competences for SMEs to empower workplace learning (Erasmus+,KA2) Period: 1.11.2019-30.6.2022
14. HESS-The system of support for academic teachers in process of shaping soft skills of their students (Erasmus+,KA2) Period: 1.10.2018-30.11.2020
15. Virtual Albanian European Universities Exchange / VALEU-X (Erasmus+,KA2) Period: 1.12.2019-14.1.2022
16. MEDiterranean countries: Towards Internationalisation at Home - MED2IaH (Erasmus+,KA2) Period: 15.1.2020-15.1.2023
17. Civil Society for social inclusion of unaccompanied minors in transition to adulthood-learning communities for shaping transition interfaces-CiSoTRA(Erasmus+,KA3) Period: 31.12.2017-31.12.2020
18. Zaključeni projekti: <https://mfdps.si/raziskovanje/>