

PROJECT DEVELOPMENT AND MANAGEMENT METHODOLOGY



LABORE ET ZELO

Study programme: Primary Education

Degree: Master

Scope: 3 ECTS credits

Year: 1; **Semester:** 2

Days, Time, Location: according to the schedule

Department: Department of Germanic Philology and Foreign Language Teaching Methodology

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Інформація про викладача

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Office Hours	according to the schedule

Course description

The Project Development and Management Methodology provides a comprehensive, practice-ready foundation that will equip students from any background with the knowledge required to develop an expertise in project management. The theme of the course is applying key project management tools and techniques through case-based group work, which will help students identify, analyse, and develop practical proposals to real-world issues.

Prerequisites: Foreign Language in Professional Activity; Methodology and Organization of Scientific Research in Primary Education; Digital Technologies in Professional Activity. Subsequent course: Research Practice (Preparation of Qualification Thesis).

Course objectives

The general course objective is to train professionals to acquire skills, knowledge, and insights suitable to manage projects and programs in a variety of industries.

Upon completion of the course, students will be competent in:

- customising a project management (*hereafter PM*) life cycle and developing a comprehensive project plan;
- demonstrating proficiency in all basic PM tools and techniques with an emphasis on communications, risk analysis, cost estimation and quality control;

- using tools for project scheduling, templates for managing a project, and an in-depth knowledge of techniques to control cost and schedule;
- being an effective globally-minded communicator, and demonstrate effective interpersonal communication skills in a team setting;
- recognising, interpreting and using the international standards related to the field of projects.

Apart from the above-mentioned objectives, the course also attributes to the goals and objectives of the 'Primary Education' programme. The course contributes to development of the following programme learning outcomes (PLOs):

- **PLO1.** specialised conceptual knowledge, including modern scientific achievements in professional activities, skills/abilities to solve problems in primary education, necessary for conducting research and/or innovative activities aimed at developing new knowledge and procedures.
- **PLO2.** Freely discuss the results of professional activities, research and innovative projects in the field of primary education in the state and foreign languages, both orally and in writing.
- **PLO7.** Develop and implement educational projects with primary education students.

as well as of the following programme-specific and general competences (SCs and GCs, respectively):

- **GC2.** Ability to generate new ideas (creativity).
- **GC4.** Ability to work autonomously.
- **SC1.** Ability to implement conceptual foundations, goals, objectives, and principles of the education system in professional activities, to understand and appreciate the interdependence of people and systems in a global world.
- **SC2.** Ability to use various communication strategies in the state and foreign languages in professional and scientific activities in the field of primary education.
- **SC7.** Ability to integrate knowledge and solve complex problems, conduct research and/or innovative activities with the aim of developing new knowledge and procedures in the field of primary education.
- **SC9.** Ability to collaborate with primary education seekers to develop ideas related to an educational project, and to develop and implement an educational project.

Forms and methods of learning

The course will be taught in the form of lectures (16/6* hours) and practical classes (14/4* hours), organization of Students' independent work (60/80* hours). Students' independent work (60/80* hours) involves a critical analysis of the information received during classroom classes, as well as the performance of practice-oriented assignments. The teacher will use interactive (discussion, brainstorming, situational analysis, etc.) teaching methods.

** Learning Scheme 1/2*

Organization of training

Learning Scheme 1 (full time students)

Topic		Learning Hours			
		Lecture	Practical Classes	Self Study	Total
1	Fundamentals of Project Management	2		4	6
2	Project Initiation, Planning and Scheduling	2	2	8	12
3	Project Performance Management	2	2	8	12
4	Project Risk Management	2	2	8	12
5	Project Cost and Budgeting Management	2	2	8	12
6	Project Communication, Stakeholder and Leadership Management	2	2	8	12
7	Project Quality Management	2	2	8	12
8	Agile Project Management	2	2	8	12
Total		16	14	60	90

Learning Scheme 2 (part time students, students with SEN)

Topic		Learning Hours			
		Lecture	Practical Classes	Self Study	Total
1	Fundamentals of Project Management	2	-	4	6
2	Project Initiation, Planning and Scheduling	2	-	10	12
3	Project Performance Management	2	-	10	12
4	Project Risk Management	-	2	10	12
5	Project Cost and Budgeting Management	-	2	10	12
6	Project Communication, Stakeholder and Leadership Management	-	-	12	12
7	Project Quality Management	-	-	12	12
8	Agile Project Management	-	-	12	12
Total		6	4	80	90

Assessment

The overall grade will be calculated from the marks or grades for each assessment task:

Assessment tasks	Бали
Online Quiz (total – 8)	44
Group Written Assignment (total – 6)	36
Final project presentation	20
Total	100

Course policy

Safety is above all else.

In case of activation of the signal "Air alarm" during face-to-face training, under the guidance of the teacher, you must go to the civil defense facilities and stay in them until the signal is canceled.

If the "Air Alarm" signal is activated during distance learning at your location, you must notify the instructor and move to a safe place.

Attendance and/or participation is an important component of the learning process. However, if the student wishes to study remotely, all educational activities, including the completion and submission of assignments for evaluation, can be carried out remotely on the course webpage in the UNICOM environment.

If you were not present at the class due to the "Air Alarm" signal, agree with the teacher on the remote form of the assignment.

Deadline. The deadline for submitting an educational project is three days before the exam. Assignments will not be accepted after this date.

Re-evaluation of tasks is possible within a week after the evaluation based on a written application to the head of the department. After receiving the application, the head of the department will create a re-evaluation committee within a week, which after analyzing the applicant's work will inform him/her of its decision.

Re-evaluation is carried out in accordance with the current regulation on the organization of the educational process at the university.

Academic integrity and plagiarism. Each student of higher education institution must be familiarized with and follow the regulations of the MGSUN "On academic integrity" (<http://surl.li/vzoh>). Students perform all planned work independently. In the case of detection of non-independent performance of the task, the result is canceled, and the work is returned to the applicant for revision in compliance with the rules of academic integrity.

When performing group tasks, it is necessary to indicate the contribution of each participant.

Mobile devices in class are used for educational purposes.

Behavior in the audience. Each student of higher education institution must be familiarized with Each student of higher education institution must be familiarized with and adhere to the University's Internal Labor Regulations (<https://salo.li/F55006D>), as well as the principles and rules of conduct defined in the Code of Ethics of Mykola Gogol State University of Nizhyn (http://www.ndu.edu.ua/storage/norm_baza/etychkodex.pdf).

Students' activity in planning the educational process and participation in non-formal education is welcomed.

Textbooks and other relevant information sources

1. Heldman, K. (2018). *PMP Project Management Professional Exam: Study Guide*. John Wiley & Sons.
2. Heldman, K., Mangano, V., & Feddersen, B. (2018). *PMP Project Management Professional Exam: Review Guide* (4th ed.). John Wiley & Sons.
3. Martinelli, R., & Milošević D. (2016). *Project Management Toolbox: Tools and techniques for the practicing project manager* (2nd ed.). John Wiley & Sons.
4. Project Management Institute. (2021). *A Guide to the Project Management Body of*

Knowledge (PMBOK® Guide) and The Standard for Project Management (7th edition). Project Management Institute.

5. Verzuh, E. (2021). *The Fast Forward MBA in Project Management* (6th ed.). John Wiley & Sons.

6. Wysocki, R. K. (2019). *Effective Project Management: Traditional, Agile, Extreme, Hybrid* (8th ed.). John Wiley & Sons.