

## SYLLABUS OF THE ACADEMIC DISCIPLINE «PROJECT DEVELOPMENT AND MANAGEMENT METHODOLOGY»



LABORE ET ZELO

**Study programme:** «Musical art. Vocal and choral art»

**Degree:** Master

**Scope:** 3 ECTS credits

**Semester:** 2; **Year:** 1

**Days, Time, Location:** according to the schedule

**Department:** Department of Germanic Philology and Foreign Language  
Teaching Methodology

**Approved:** Minutes #1 dated 28.08.2024

### Teacher information

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<b>Location</b>	Department of Germanic Philology and Foreign Language Teaching Methodology (room. 328 of the "Gogol building")
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<b>Office Hours</b>	according to the schedule
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### Course description

The Project Development and Management Methodology course 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, analyze, and develop practical proposals to real-world issues.

Prerequisites: SC1 "Foreign Language in Professional Practice", SC2 "Information Technologies in Professional Practice", SC3 "Methodology and Organization of Scientific Research".  
Post-requisites: SC14 "Research Practice".

### 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:

- customizing 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 in 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;

- recognizing, interpret and use 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 'International Relations, Public Communications and Regional Studies' programme.

The study of the discipline, in combination with other educational components of the educational program 'Musical Art. Vocal and Choral Art,' contributes to the acquisition of the following competences by applicants:

- **GC1** Ability to communicate in a foreign language.
- **GC2** Ability to identify, pose and solve problems.
- **GC3** Ability to use information and communication technologies.
- **GC5** Ability to apply knowledge in practical situations.
- **GC6** Ability to generate new ideas (creativity).
- **GC7** Ability to interact with others.
- **GC8** Ability to work in an international context.
- **GC9** Ability to work independently.
- **SC1** Ability to create, implement and express one's own artistic concepts.
- **SC3** Ability to develop and implement creative projects for the interpretation of

vocal/vocal-choral music.

- **SC5** Ability to collect, analyse and synthesise artistic information and apply it to theoretical, performance and pedagogical interpretation.

- **SC8** Ability to interact with an audience to convey musical material, freely and confidently presenting one's ideas (artistic interpretation) during a public performance.

The course contributes to development of the following programme learning outcomes (PLOs):

- **PLO9** Effectively manage artistic projects, including their planning and resource provision.
- **PLO10** Make effective decisions in the field of culture and art, analyse alternatives and assess risks.

- **PLO11** Apply foreign language skills in professional activities.

- **PLO12** Master methods, tools and techniques of information and communication technologies in creative, research and teaching activities.

- **PLO15** Adhere to the principles of academic integrity, ethical standards and copyright in artistic, creative, research and teaching activities.

### Forms and methods of learning

The course will be taught in the form of lectures (16 hours) and practical classes (14 hours), organization of Students' independent work (60 hours). Students' independent work (60 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)

	Learning Hours
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		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
<b>Total</b>		16	14	60	<b>90</b>

### Assessment

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

Assessment tasks	Points
Online Quiz (total – 8)	44
Group Written Assignment (total – 6)	36
Final project presentation	20
<b>Total</b>	<b>100</b>

### 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 ([http://www.ndu.edu.ua/storage/norm\\_baza/pravula\\_rozporiadky.pdf](http://www.ndu.edu.ua/storage/norm_baza/pravula_rozporiadky.pdf)), 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](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.