



# SYLLABUS STRUCTURE

## 1 Number and Name of Module

**M08 - Project management and management of risks**

## 2 Description of Module

A project is a unique process consisting of a series of coordinated and managed activities with start and end dates, carried out to achieve a predetermined goal that meets specific requirements, including time, cost, and resource constraints. Projects are a way in which we change our economic, social and political situation in a structured way and develop our society. The module focuses on topics related to the project management process from the initialization phase, through planning, through implementation and monitoring to the finalization and evaluation phase. The module contains the basic components of the PRINCE2 methodology, which is one of recommended methodologies for the management of EU-supported projects. Special attention is paid to two components. The first is the Plan component with a focus on the project network analysis using the CPM method. The second component is Risk in the sense of risk management from the identification phase through risk assessment to the risk management phase.

## 3 Course Goals and Outcomes

The goal is to provide a general overview project management base approach, being able to create a network scheme of the project's or its part's plan and take into account usual sources of project risk.

This module is focused on overview of project management fundamentals. This consists of definition of basic terms and principles of project management, creation of estimation of a project budget with special attention to specific budgeted parts such as personal costs, overhead costs, travel costs, etc., work breakdown structure, project team roles, SWOT analysis, and risk analysis and management. Individual phases of the project preparation will be explained on practical real-world projects examples. From the theoretical perspective, principles of standard and agile project management



methodologies will be provided (namely PRINCE2 and SCRUM methodologies, since these are among the most frequently methodologies used today) and differences/comparison of both approaches will be explained in detail. During the practical part of the module will students be expected to create outline of their own small-scale project under supervision of module`s lector.

The main goal is to provide fundamentals and basic principles of project management to students, namely creation of budget, work breakdown structure, creation of project plan, basics of risk management, and comparison of standard and agile project management methodologies (PRINCE2 and SCRUM).

## 4 Time Allocation per Module

4 hours

## 5 Target Group

Researchers, Ph.D. students, Master students

## 6 Teaching Methods

The frontal method of teaching by lecturing with the help of Trainer`s presentation shall be used. This shall be supported by providing Study materials to participants. Emphasis shall be placed on Group discussions.

Major teaching methods include the use of ICT. In this section of your course, state clearly: The major teaching methods that you will be using during the module. Active learning teaching methods are recommended. The use of ICT should also be stated clearly.

The module consists of introductory lecture (for theoretical part and fundamentals) - presentation using practical examples from various types of projects, and live demonstration of individual phases of project preparation by module`s lector. Students will be able to obtain feedback during the practical part of the module while they will be working on their individual project concepts.



## 7 Teaching Forms

On-site/Online

## 8 Teaching/Training Competences and Experience for Lector

Lector should have practical teaching skills and should be able to engage with the module subject and its participants as well.

Lector should have knowledge in the field of the project management and management of risk. Being familiar with the PRINCE2 methodology and being able to demonstrate it on an existing project. Being able to construct a Gantt scheme and a network chart using CPM. Being familiar with a basic phases of risk management and its description on an existing project as a demonstration. (at least 3 years).

Lector should be proficient in project management, with practical experience from various types of projects in the role of project manager. Experience with projects of various size and international projects is expected. Certification in at least one project management methodology is a significant advantage, however, not a strict requirement.

## 9 Knowledge and Skills Obtaining by this Module

As a result of this module, participants will be able to:

- set up an outline of a project plan,
- prepare a Gantt scheme for a project activity,
- construct a CPM network diagram for a project key activity,
- identify and classify project risks.

As a results of this module, participants will be able to create basic outline of a project covering areas such as estimation of a project's budget, identification of major projects risks and suggestions of respective measures to mitigate them, and creation of a concept of project plan with work breakdown structure.



## 10 Required Text and Study Materials

Module syllabus structure;

Study material;

Trainer's presentation.

## 11 Recommended Literature

DITTMANN, Karen Dittmann, DIRBANIS Konstantin. Project Management (IPMA®), Haufe-Lexware, 2023, ID: 42533792.

AXELOS LIMITED, ed., 2017. Managing successful projects with PRINCE2. 6th edition. London Norwich: TSO. ISBN 978-0-11-331533-8.

DOLEŽAL, Jan. Projektový management: komplexně, prakticky a podle světových standardů. Praha: Grada Publishing, 2016. Expert (Grada). ISBN 978-80-247-5620-2.

MÁCHAL, Pavel, Martina KOPEČKOVÁ a Radmila PRESOVÁ. Světové standardy projektového řízení: pro malé a střední firmy: IPMA, PMI, PRINCE2. Praha: Grada, 2015. Manažer. ISBN 978-80-247-5321-8.

SMEJKAL, Vladimír, RAIS, Karel. Řízení rizik ve firmách a jiných organizacích. 3. vyd. Praha: Grada Publishing, 2009. ISBN 978-80-247-3051-6.

TICHÝ, Milík. Ovládání rizika. Analýza a management. 1. vyd. Praha: C. H. Beck, 2006. ISBN 80-7179-415-5.

## 12 Testing Set - Evaluation/Grading Criteria

Participant's successful completion of the module shall be evaluated by test consisting of 5 questions. Each question shall be provided with three readily available options, whereby participant shall pick one correct answer. Participant needs to successfully answer at least 70%. Including the task of submitting an assignment to construct a Gantt chart and timetable for a project or its part with a minimum number of 10 units.