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## SYLLABUS "INTRODUCTION TO PROJECT ACTIVITIES"

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**Department responsible for the course or equivalent:** Institute of Management in Economic, Ecological and Social Systems; Department of Management and Innovative Technologies

**Semester when the course unit is delivered:** 1<sup>st</sup>

**Level of course unit:** Bachelor level

**ECTS credits:** 1

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### ADMISSION REQUIREMENTS

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Applicants are expected to have completed the following courses:

- Management;
- Economy;
- Foreign language.

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### COURSE OBJECTIVES (AIMS)

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- to acquaint students with the types of projects and project products, project structure and algorithm of work on the project; to learn to define the purpose, set objectives, prepare and implement the project plan; to teach how to use various sources of information, and resources; to represent the project in the form of presentation, to issue the written part of the project; to know the criteria for the evaluation of the project, evaluate their own and others' outcomes; to report on progress of project implementation to draw conclusions; to have a view on risks, their appearance and overcome them;
- to contribute to the development of creative abilities of students; to develop the ability to analyze, isolate the essential, coherent, competent and evidence-based presentation of material (including in writing), independently apply, supplement and systematize, summarize the knowledge received; to promote the development of thinking, the ability to observe and draw conclusions;
- to develop students' awareness of the importance of teamwork for getting results, the role of cooperation, joint activities in the process of performing creative tasks; to develop the ability to communicate.

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### COURSE CONTENTS

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#### **Module 1. Theoretical foundations of project activity**

**Session 1.** Type of project. Algorithm for working on a training project

Project and its types. The classification of the projects. Practice-oriented project. Research project. Information project. Creative project. Game project.



Project type, lead activity, project product. The main stages of work on the project: problem statement, formulation of goals and objectives of the project, selection of research methods, determination of criteria for evaluating the results of the project, planning, implementation of the plan, analysis and synthesis of the data obtained, formulation of conclusions, design of results, presentation.

**Session 2.** Problem situation and problem formulation. Goal-setting.

Problem situation. The desired and real situation. Analysis (description) of the real situation. Justification of the desired situation. Description of the problem situation within the project. The formulation of the problem. Analysis of the problem from various points of view. Identification of the causes of the problem and ways to solve it.

Setting a goal as a predictable result. Requirements for goal formulation. Relationship between achieving the goal and solving the project problem.

**Session 3.** The planning of activities. The formulation of objectives. Resources

Identify and formulate tasks that are appropriate to the goals. How to divide an issue into steps. Planning activities. Risks: forecasting potential risks, prevention.

The concept of resources. Types of resources (information, material and technical, labor, financial, etc.). Identification of resources.

**Session 4.** Characteristics of the projects being developed. Consideration of the features of ongoing projects. Preparation of the project implementation plan. Analysis of the relevance of the selected ideas.

## **Module 2. Practical analysis of projects**

**Session 5.** Implementation of the project plan

Work on the main part of the project – implementation of the planned steps in accordance with the established procedure, making reasonable changes to the original plan. Selection of materials from information sources (working with literature, searching for information on the Internet). Design of results in the form of an article, report, term paper, booklet, reportage, newspaper columns, almanac, video script, etc.

**Session 6.** The structure of the project. The written part of the project. Evaluation of the project

The main requirements for the structure and design of the written part of educational projects. Title page. Content. Introduction. Main part. Conclusion. Bibliography. Application. Expertise. Conducting expertise of your own and other people's activities. The criteria for the evaluation of the project. The methods of evaluation. Self-assessment.

**Session 7.** Protection of the project. Presentation

Planning a presentation. Technique of public speaking. The use of means of illustration. The quality of presentation of project results' criteria.

**Session 8.** Analysis of the project

Algorithm for writing the report. Project analysis. Strengths and weaknesses of working on the project.

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## LEARNING OUTCOMES

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### **Knowledge:**

- of the types of projects and project products, project structure and algorithm of work on the project; to learn to define the purpose, set objectives, prepare and implement the project plan; to use various sources of information and resources; to represent the project in the form of presentation, to issue the written part of the project; to know the criteria for the evaluation of the project, evaluate their own and others' outcomes; to report on progress of project implementation to draw conclusions; to have a view on risks, their appearance and overcome them.

### **Abilities:**

- to contribute to the development of creative abilities of students; to develop the ability to analyze, isolate the essential, coherent, competent and evidence-based presentation of material (including in writing), independently apply, supplement and systematize, summarize the knowledge received; to promote the development of thinking, the ability to observe and draw conclusions.

### **Skills:**

- to develop the teamwork and cooperation for getting results, to improve joint activities in the process of performing creative tasks, to develop the ability to communicate.

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## PLANNED LEARNING ACTIVITIES AND TEACHING METHODS

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The lecture course contains mainly theoretical material that reflects the current state of scientific concepts on this topic and is supported by explanations and comments on specific application examples of implementation. At the same time, computer, projection technology and presentations are actively used, which focus the audience's attention on the key points of the lecture material and focus on a consistent presentation of the material when analyzing specific situations of a problematic nature.

The task for the lesson is given by the teacher. Before the next lesson the student needs to independently work out the theoretical material on the topic of the lesson from the abstract (or literature) and formulate questions that caused difficulties in understanding.

Forms of control: survey, report, credit.

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## ASSESSMENT METHODS AND CRITERIA

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### **Evaluation criteria:**

#### **Survey**

- The maximum number of points that a student can get for one such task in each module is 30. The module conducts 3 surveys (10 points each).



- 8-10 points are awarded to the student if a detailed answer to the prepared questions is prepared, the relevance of the question, problems and topics is formulated, the student's opinion is reasoned, conclusions are drawn, recommendations are given. Correct answers to questions are given.

- 6-8 points are awarded to the student if a detailed answer to the prepared questions is prepared, the relevance of the question, problems and topics is formulated, the student's opinion is reasoned, conclusions and recommendations are made, but the answers to the teacher's questions are not documented and insufficient.

- 4-6 points are awarded to the student if the answer to the questions is prepared, the relevance of the question, problem and topic is formulated, but the student's opinion is not sufficiently reasoned, incomplete conclusions and recommendations are made. The answers to the teacher's questions are undocumented and insufficient.

- 3-6 points the student is exposed if the prepared response to the questions insufficiently formulated the relevance of the issue, problem and topics, the learners' opinion insufficiently reasoned, made incomplete conclusions and recommendations. The answers to the questions do not correspond to the subject of the question.

- 0-3 points are awarded to the student if the answer to the question is not prepared, or the answers given to them do not reveal the essence of the questions and the problem. The student is not able to draw reasonable conclusions. The answers to the teacher's questions are not given to the students.

### **Report**

The maximum number of points is 20 (1 per module).

- Score 18-20 points: The problem is clearly identified and its relevance is justified, the goal is formulated, and the research tasks are defined. The analysis of the problem with the involvement of several sources of literature, logically stated their own position, formulated conclusions, the topic is fully disclosed, links to sources from the list of references are indicated. The student demonstrates a complete understanding of the problem described, correct answers to all questions on the topic are given.

- Score 13-17 points: The problem is not clearly defined, there is a justification for its relevance, the goal is formulated, and the research tasks are defined. The analysis of the problem with the involvement of several sources of literature, logically stated their own position, formulated conclusions, the topic is fully disclosed, links to sources from the list of references are indicated. The student demonstrates a significant understanding of the problem, not all questions are answered, or the answers are incomplete

- Score 8-12 points: The relevance of the problem is not sufficiently substantiated, the purpose and objectives of the study are not formulated. The analysis of the problem was carried out on a single source of literature, there are no



conclusions, the topic is not fully disclosed. The student demonstrates a partial understanding of the problem, answers only basic questions.

- Score 0-7 points: There is clearly no justification for the relevance of the problem, the purpose and objectives of the study. The topic is not disclosed, and the requirements for the task are not met. The student demonstrates a lack of understanding of the problem, no answers to questions or incorrect answers.

### **Credit**

The maximum number of points that a student can get for a discipline in the semester is 100. The minimum number of points at which the discipline should be credited is 60.

- the rating "passed" (60-100 p.) is given to the student if he owns the material and responds well to the control and additional questions.

- the score "not passed" (0-60 p.) is assigned to the student if he does not own the material, or does not answer the control questions.

The rating for the discipline consists of the points obtained as a result of current and boundary control. The final assessment of the development of competencies in the subject is determined as the sum of points awarded for the controlled sections of the discipline.

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### COURSE LITERATURE (RECOMMENDED OR REQUIRED)

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1. Martinelli Russ J.& Milosevic Dragan Z. Project Management ToolBox: Tools and Techniques for the Practicing Project Manager. - John Wiley and sons limited, 2016. - 480 Pages. - <https://www.pdfdrive.com/project-management-toolbox-tools-and-techniques-for-the-practicing-project-manager-e166775295.html>

2. McBride M. Project Management Basics: How to Manage Your Project with Checklists. - 157 Pages. - Apress, 2016 <https://www.pdfdrive.com/project-management-basics-how-to-manage-your-project-with-checklists-e183830928.html>

3. Nather A. Planning Your Research and How to Write It. - 2016. <https://www.pdfdrive.com/research-methodology-a-step-by-step-guide-for-beginners-d18463258.html>

4. Uttarwar V. Research methodology. - 2015. -341 p. - ISBN -978-93-85426-06-03. - <https://www.pdfdrive.com/research-methodology-isbn-978-93-85426-06-03-d52688258.html>

5. Rybalova E. A. Project Management: textbook / E. A. Rybalova-Tomsk: Faculty of distance learning TUSUR, 2015. - 206 p. [Electronic resource biblioclub: <http://biblioclub.ru/index.php?page=book&id=480900>

6. Ivanov OE Project workshop: lecture notes / OE Ivanov-Yoshkar-Ola: PSTU, 2016. - 76 p. <http://biblioclub.ru/index.php?page=book&id=459484>