

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Projektni management
Coursetitle:	Project Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Pravo in management infrastrukture in nepremičnin - 1. stopnja		3	2
Law and Management of Infrastructure and Real Estate – 1st degree		3	2

Vrsta predmeta / Course type Izbirni/elective

Univerzitetna koda predmeta / University cours ecode:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Fieldwork	Samost. delo Individ. work	ECTS
35	0	30	0	0	85	6

Nosilec predmeta / Lecturer: Izr. prof. dr. Gorazd Justinek/Assoc. Prof. Gorazd Justinek, PhD

Jeziki / Languages:	Predavanja / Lectures:	Slovenski jezik / Slovenian
	Vaje / Tutorial:	Slovenski jezik / Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	Prerequisites:
Pogoj za vključitev v delo je vpis v 3. letnik študija. Vsaj 80% prisotnost na predavanjih in vajah.	Enrollment into 3rd year of study. At least 80% attendance at lectures and tutorials.

Vsebina:

Uvod v projektni menedžment: Kaj je projekt? Kako prepoznamo projekt? Kaj je projektni management. Spoznavanje razmerja med projektom, projektnim menedžmentom, strategijo in strateškim menedžmentom.

Življenjski cikel projekta (od ideje do izvedbe): Razumevanje različnih faze v življenju projekta in karakteristike projekta po etapah (začetek, planiranje, implementacija in zaključek). Spoznavanje dela po etapah projekta in spoznavanje projektne dokumentacije. Proces v projektnem managementu in integracija procesov. Snovanje, planiranje, organiziranje projekta. Agilni in dinamični projektni menadžment.

Razvoj projekta: obseg projekta in planiranje časovnice ter proračuna, definicija nalog, mejnikov, monitoriranje razvoja projekta, ocenjevanje tveganj, usklajevanje, nadzor in zaključek projekta.

Človeški viri v projektnem manadžmentu: naročnik, uporabniki, partnerji, izvajalci (projektni tim), udeleženci projektov, timsko delo

Vloga projektnega menadžerja: kompetence, vodenje, viri vpliva.

Analitične metode v projektnem menedžmentu

Sistemka podpora in okolje za pripravo in izvedbo projektnega menedžmenta: organizacija in širše okolje (vloga zakonodanje in predpisov), organizacijska kultura

Content (Syllabus outline):

Introduction to project management: What is a project? What is project management? The relation between project, project management, strategy and strategic management.

The project life cycle (from idea to implementation): Developing an understanding of different project phases in the life cycle of a project and their inherent features (start, planning, implementation, conclusion). Understanding project work by phases and project documentation. Processes in project management and integration. Idea formation, planning and the organization of projects. Agile and dynamic project management.

Project development: the scope of the project, timeline planning, budgeting, task definition, milestones, monitoring progress, risk assessment, coordination, control and project conclusion.

Human resources in project management: customers, users, partners, commissioning authorities, implementers, project team, project participants, team work

The role of the project manager: competences, leadership in sources of influence.

Analytical methods in project management

Support systems and their influence in the preparation and implementation of projects: organization and the wider environment (the constraining factors arising from legislation and administrative rules). Organizational culture

Temeljna literatura in viri / Study Literature:

Obvezna literatura:

- 1) A guide to the project management body of knowledge (PMBOK guide). Newtown Square: Project Management Institute, 2004 oz. najnovejša izdaja
- 2) Stare, Aljaž (2018) Projektni management: teorija in praksa. Založba agencija POTI.
- 3) Skripta za predmet (dostopno v e-učilnici)

Priporočena literatura:

- 4) Cleland, D. I.: Meredith, R. Jack in S. J. Mantel: Project Management, 4. izdaja, John Wiley & Sons, Inc., 2000.

Ostala literatura:

- 5) Project management : strategic design and implementation, New York, McGraw-Hill, 1999
- 6) Hauc, A.: Projektni management, Ljubljana : GV založba, 2002
- 7) Heagney, J. (2016). *Fundamentals of project management*. Amacom.
- 8) Walker, A. (2015). *Project management in construction*. John Wiley & Sons.
- 9) Young, T. L. (2016). *Successful project management*. Kogan Page Publishers.
- 10) Portny, S. E. (2017). *Project management for dummies*. John Wiley & Sons.

Cilji in kompetence:

Namen predmeta je seznaniti študente s pomembnostjo projektnega pristopa za uspešno doseganje ciljev ter z dejavniki uspešne izvedbe projekta, kot so kakovostna priprava, dober projektni team s sposobnim in izkušenim managerjem projekta na čelu ter učinkovita projektna organizacija, podprta z ustrezno projektno kulturo.

V praktičnem delu bodo študentje usvojili metode in tehnike priprave in kontroliranja projekta ter vodenja projektnega tima. Projektni način dela in projektni management postajata stalnica in nepogrešljivo orodje v procesih vodenja, doseganja strateških ciljev in dvigovanja konkurenčnosti organizacij.

Projektni pristop izvajanja nalog omogoča: uspešno doseganje strateških in operativnih ciljev; učinkovito obvladovanje časa in denarja, kar temelji na sistematični pripravi projekta z uporabo preizkušenih metod in tehnik planiranja časa, virov, stroškov in prihodkov; učinkovito izkoriščanje človeškega potenciala podjetja z ustrezno izbiro projektne organizacije; različne možnosti napredovanja in s tem višjo motiviranost zaposlenih; hitrejšo prijavo ponudb z manjšim tveganjem, da pridobljenega posla ne bi mogli izvesti v okviru dogovorjenih rokov ali stroškov.

Objectives and competences:

The purpose of this module is to acquaint students with the importance of project-based approaches for successfully achieving results considering factors influencing the success of project implementation, such as the quality of project preparation, good design, team aspects, the competences and experience of project managers and the project culture.

During the module's seminars students will learn about the methods and techniques for preparing and monitoring projects and the project management team. Project work and project management are becoming a constant and indispensable tool in management, they contribute to the achievement of strategic goals and in rising the competitiveness of organizations. A project approach to tasks implementation allows for a successful achievement of strategic and operational objectives. It assists the effective management of resources provided proven methods and techniques for planning time, resources, costs and revenues are implemented. The appropriate choice of project management model leads to the efficient and effective utilization of human resources. Project management also helps managing careers and keeping the workforce motivated. It helps with a successful preparation of business offers by minimising risks of delivery and cost.

Učna enota prispeva k razvoju naslednjih splošnih in predmetnospecifičnih kompetenc:

- poznavanje projektnega pristopa za doseganje ciljev;
- sposobnost razumevanja procesov priprave, orodij in metod za uspešno izvedbo projekta;
- sposobnost analiziranja, sintetiziranja pridobljenih znanj, predvidevanja rešitev in njihovih posledic;
- sposobnost fleksibilnega prenosa znanj v prakso;
- sposobnost doseganja strateških in operativnih ciljev;
- spretnosti za organiziranje teamskega dela;
- komuniciranje z različnimi interesnimi skupinami.

The module contributes to the development of generic and subject specific competences:

- knowledge of project-based approach for achieving objectives;
- Ability to understand processes, tools and methods to successfully implement projects;
- Ability to analyze and synthesize lessons learned and anticipate solutions and their consequences;
- Ability of the flexible transfer of knowledge into practice;
- Ability to achieve strategic and operational objectives;
- Skills for organizing teamwork;
- Communicating different stakeholders.

Predvideni študijski rezultati:

Študent/študentka:

- Pozna pojme projektnega pristopa.
- Razume temeljna načela projektnega managementa.
- Pozna metode in tehnike priprave in kontroliranja projekta ter vodenja projektnega tima.
- Pozna procese vodenja, doseganja strateških ciljev in dvigovanja konkurenčnosti organizacij.
- Razvije sposobnosti uspešno doseganje strateških in operativnih ciljev.
- Razvije sposobnosti učinkovitega obvladovanja časa in denarja.
- Razvije sposobnosti ravnanja s človeškim potencialom podjetja z ustrezno izbiro projektne organizacije.

Intended learning outcomes:

Students will:

- Understand the concepts of project-based approaches.
- Understands the basic principles of project management.
- Acquire knowledge on the methods and techniques for preparing and control projects and the project management team.
- Gain understanding on the processes of leadership, the achievement of strategic goals and the importance of increasing the competitiveness of organizations through project management.
- Gain the ability to successfully achieve strategic and operational objectives.
- Develop the ability to effectively manage time and money.
- Develop the ability to conduct with company's human potential through the appropriate choice of project organization.

Metode poučevanja in učenja:

Oblike dela:

- Frontalna oblika poučevanja
- Delo v manjših skupinah oz. v dvojicah
- Samostojno delo študentov
- Kombiniran način študija
- e-učenje

Learning and teaching methods:

Types of learning/teaching:

- Frontal teaching
- Work in smaller groups or pair work
- Independent students work
- e-learning
- Combined mode of study

<input type="checkbox"/> drugo (vpišite) <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Metode (načini) dela:</p> <input checked="" type="checkbox"/> Razlaga <input checked="" type="checkbox"/> Razgovor/ diskusija/debata <input checked="" type="checkbox"/> Delo z besedilom <input checked="" type="checkbox"/> Proučevanje primera <input checked="" type="checkbox"/> Igra vlog <input type="checkbox"/> Druge vrste nastopov študentov <input checked="" type="checkbox"/> Reševanje nalog <input type="checkbox"/> Študijski obiski podjetij ipd.) <input type="checkbox"/> Vključevanje gostov iz prakse <input type="checkbox"/> Udeležba na okrogli mizi, na konferenci	<input type="checkbox"/> other _____ <p>Teaching methods:</p> <input checked="" type="checkbox"/> Explanation <input checked="" type="checkbox"/> Conversation/discussion/debate <input checked="" type="checkbox"/> Work with texts <input checked="" type="checkbox"/> Case studies <input checked="" type="checkbox"/> Role-play <input type="checkbox"/> Different presentation <input checked="" type="checkbox"/> Solving exercises <input type="checkbox"/> Field work (e.g. company visits) <input type="checkbox"/> Inviting guests from companies <input type="checkbox"/> Attending round table and conference
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	Delež (v %) / Weight (in %)			Assessment:
Načini ocenjevanja:				
Sprotno ustno (aktivno sodelovanje pri kontaktnih urah)				Oral verification and assessment of knowledge
Sprotno pisno preverjanje znanja (krajši pisni izdelki)				Written verification and assessment of knowledge (short written casework)
Daljši pisni izdelki (seminarska naloga, projektna naloga)				Longer written casework
Javni nastop ali predstavitev				Presentations
Končni ustni izpit		100		Final examination (oral)
Končni pisni izpit		100		Final examination (written)
Drugo (vpišite)				Other:

Reference nosilca / Lecturer's references:

Gorazd Justinek je docent za področje mednarodnega poslovanja in docent za področje mednarodnih političnih, ekonomskih in poslovnih odnosov. Je nekdanji diplomat in ustanovni član Sektorja za gospodarsko diplomacijo na Ministrstvu za zunanje zadeve. Vrsto let je bil vodja sektorja za internacionalizacijo na Javni agenciji RS za podjetništvo in tuje investicije ter v času predsedovanja Slovenije EU opravljal delo svetovalca predsednika vlade za področje domačih makroekonomskih ter mednarodnih ekonomskih odnosov. Po vstopu Slovenije v OECD je koordiniral delo predstavnikov Slovenije v delovnih telesih OECD, sodeloval pri pripravi programskega proračuna Republike Slovenije ter makroekonomskih analizah in reformah v javni upravi. Dva mandata je bil tudi direktor nevladne Ustanove - Center za Evropsko prihodnost, ki prvenstveno izvaja mednarodno razvojno pomoč v državah ZB in je tudi nosilka več Horizon 2020 projektov. Je ustanovitelj in odgovorni urednik mednarodne znanstvene revije *International Journal of Diplomacy and Economy* (London), ter član uredniških odborov številnih drugih mednarodnih znanstvenih revij (Scopus in WoS).

Bibliografija: <http://splet02.izum.si/cobiss/bibliography?code=35652>.

Gorazd Justinek is assistant professor of International Business and assistant professor of international political, economic and business relations. He is a former diplomat and a founding

member of the Division for Economic Diplomacy at the Ministry of Foreign Affairs of the Republic of Slovenia. He has been for several years also the Head of the Division for Internationalisation at the Public Agency of the Republic of Slovenia for entrepreneurship and foreign direct Investments and during the Slovenia's EU Council Presidency in 2008 the domestic macroeconomic and foreign economic relations adviser to the Prime Minister of the Republic of Slovenia. After Slovenia's accession to the OECD, he became the coordinator of Slovenia's representatives in the institutional bodies of the OECD in Paris and worked on the programme budget of Slovenia, macroeconomic analysis and reforms in public sector. For two mandates he was the CEO of a non-governmental Foundation – Centre for European Perspectives, the key implementation body of the Republic of Slovenia's development assistance in the Western Balkans and a research centre with several Horizon 2020 projects. He is the founder and Editor in Chief of *International Journal of Diplomacy and Economy* (Geneva), and a member of several other editorial boards of international scientific journals (Scopus and WoS).

Bibliography: <http://splet02.izum.si/cobiss/bibliography?code=35652>.