



## Syllabus Course Program



# Fundamentals of Project Management

**Specialty**

073 – Management

**Educational program**

Business-administration

**Level of education**

Bachelor's level

**Semester**

7

**Institute**

Institute of Education and Science in Economics,  
Management and International Business

**Department**

Management (204)

**Course type**

Elective disciplines of the profile training

**Language of instruction**

English

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## Lecturers and course developers

**Alina Zubkova**

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PhD in Economic Sciences, Associate Professor,  
Associate Professor, Department of Management

Authored and co-authored over 55 scientific and methodological publications.  
Senior lecturer of courses “Fundamentals of Project Management”, “Project Management”, “Research in International Business”

More about the lecturer on the department's website

<https://web.kpi.kharkov.ua/mto/about/staff/zubkova/>

## General information

### Summary

The course is devoted to the understanding and using the key concepts to project management via team work in selected by students' field and/or initiated by students projects to implement the project management frames and software, and develop the creative thinking for business and social purposes.

### Course objectives and goals

The course is based on mastering approaches to students understanding of the terms, concepts in project management; to organize and motivate people to move to a common purpose, to work in a team; to identify and solve problems, generate new ideas; to manage the organization, its changes; to develop projects and manage them, to detect initiative and entrepreneurship.

### Format of classes

Lectures - 16 h., Workshops - 32 h., self-study - 102 h. Final control in the form of a test.

### Competencies

GC03. The ability for abstract thinking, analysis, synthesis.

GC05. Knowledge and understanding of the subject area and understanding of the professional activity.

GC09. The ability to learn and to master modern knowledge.

GC12. The ability to generate new ideas (creativity).

SC04. The ability to determine the functional areas of an organization and the relationships between them.

SC08. The ability to plan the organization activity and to manage time.

SC16. The ability to generate business ideas, to justify their feasibility and forms of their implementation as well as present them to stakeholders.

### **Learning outcomes**

LO 03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO 05. To describe the content of the functional areas of an organization.

LO 07. To demonstrate the skills of organizational planning.

LO 08. To apply management methods for ensuring the effectiveness of an organization.

LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, to be critical and self-critical.

LO 1.1 To possess the skills of negotiating with business partners.

### **Student workload**

The total volume of the course is 150 hours (5 ECTS credits): lectures - 16 hours, Workshops - 32 hours, self-study - 102 hours.

### **Course prerequisites**

To successfully complete the course, it is necessary to have knowledge and practical skills from the following courses: "Fundamentals of management", "Organizational theory", "Human resource management", "Marketing".

### **Features of the course, teaching and learning methods, and technologies**

Interactive lectures with presentations, discussions, workshops, case-based learning, individual and teamwork, research work. Study materials are available to students through Moodle, OneDrive.

## **Program of the course**

### **Topics of the lectures**

#### **Topic 1. Introductory Class.**

Course Content and Schedule.

#### **Topic 2. Project Management: Traditional Approach | Waterfall.**

1. Project Planning. 2. Project Organization and Responsibilities. 3. Project Scope Management. 4. Project Resource and Cost Estimating. 5. Project Time Management. 6. Project Progress and Performance Measurement. 7. Project Risk Management. 8. Project Audit and Documentation.

#### **Topic 3. Project Management: Agile. SCRUM.**

1. Agile Manifesto. 2. SCRUM: roles, product and sprint backlogs, meetings.

#### **Topic 4. Team Building. Motivation.**

1. Team Building Process. Values. 2. Team. Roles. 3. Motivation. Team Canvas. 4. Project Dynamics

#### **Topic 5. Design Thinking.**

1. Design Thinking. 2. Design Thinking Process: IDEO. 3. Design Kit. 4. Creative Confidence

#### **Topic 6. Project Financing.**

1. Financing. Sources. 2. Crowdfunding. 3. Evaluation of Investment Attractiveness. 4. KPIs

#### **Topic 7. Risk Management: Scenario Planning**

1. Risk. Risks Assessment. 2. Scenario Planning.

### **Topics of the workshops**

Topic 1. Introductory Class. Individual Assignment

Topic 2. Project Management: Frame for Team Work.

Topic 3. Project Management: Agile. SCRUM. PMBOK

Topic 4. Team Building. Team Canvas.

Topic 5. Design Thinking. Value Creation  
Topic 6. Project Financing. KPIs  
Topic 7. Risk Management: Risks Assessment, Scenarios.

## Topics of the laboratory classes

no laboratory classes.

## Self-study

To do for PM course project:

Choose any topic. Build the team (4-5 persons). Create Team Canvas.

Define and background methodology for PM.

Choose software/platform for team collaboration and progress management.

Manage the progress. Define project value for stakeholders, aim, tasks, scopes, resources, risks, and KPIs.

Report the project (with screenshots about project dynamics).

## Course materials and recommended reading

1. Fundamentals of PM (Joseph Heagney, AManA 2012), URL : [https://www.nesacenter.org/uploaded/conferences/SEC/2014/handouts/Rick\\_Detwiler/15\\_Detwiler\\_Resources.pdf](https://www.nesacenter.org/uploaded/conferences/SEC/2014/handouts/Rick_Detwiler/15_Detwiler_Resources.pdf)
2. PMBOK® Guide – Seventh Edition , URL: <https://www.pmi.org/pmbok-guide-standards/foundational/pmbok>
3. Scrum: The Art of Doing Twice the Work in Half the Time Hardcover – September 30, 2014 by Jeff Sutherland
4. SCRUM Approach for Project Management: Introduction to Scrum (CollabNet), URL: [http://www.youtube.com/watch?v=D8vT7G0WATM&list=UURttfRo2G\\_Vp8pPFGqDKVwQ&index=1&feature=plcp](http://www.youtube.com/watch?v=D8vT7G0WATM&list=UURttfRo2G_Vp8pPFGqDKVwQ&index=1&feature=plcp)
5. Divergent vs Convergent Thinking – RISE Beyond, URL: <https://www.risebeyond.org/divergent-vs-convergent-thinking/>
6. Design Kit: <http://www.designkit.org/>
7. David Kelley, Tom Kelley Creative Confidence: Unleashing the Creative Potential Within Us All: Crown Business; 1 edition, 2013. – 304 p.
8. Robert S. Kaplan and Anette Mikes Managing Risks: A New Framework , URL: <https://hbr.org/2012/06/managing-risks-a-new-framework>
9. Internal Rate of Return (IRR) , URL: <https://corporatefinanceinstitute.com/resources/valuation/internal-rate-return-irr/>
10. Key Performance Indicator (KPI): Meaning, Types, Examples, URL: <https://www.investopedia.com/terms/k/kpi.asp>

## Assessment and grading

### Criteria for assessment of student performance, and the final score structure

100% Final assessment as a result of Test (35%) and Project Portfolio (65%).

35% Test: written assignment.

65% Project Portfolio: Project Report (20), Project Presentations in Progress (15).

### Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

## Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

## Approval

Approved by

Date, signature

Head of the department  
Olena PROKHORENKO

Date, signature

Guarantor of the educational  
program  
Olena PROKHORENKO