

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
ECONOMICS OF AGRICULTURE DEPARTMENT

ACCEPTED BY:

Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: “PROJECT MANAGEMENT”;

DEGREE PROGRAMME: „Accounting“; BACHELOR`S DEGREE

YEAR OF STUDY: 4; SEMESTER: 7;

TOTAL STUDENT WORKLOAD: 180 h.; incl. curricular 60 h.

CREDITS: 6

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURSE</i>	WORKLOAD, h.	TEACHING HOURS PER WEEK, h
CURRICULAR:		
incl.		
• LECTURES	30	2
• SEMINARS (lab. exercises)	30	2
EXTRACURRICULAR	120	-

Prepared by:

1.
(Assoc. Prof. Dr Maria Stanimirova)

2.
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Head of department:
„Economics of Agriculture Department“ (Assoc. Prof. Dr. Maria Stanimirova)

I. ANNOTATION

The discipline “Project management” aims to introduce the concept of project management, the stakeholders in the process and the organization of the work. It also intends to develop knowledge and skills for effective management of the informational, financial, human and time resources in the planning process. The knowledge and practices described in the course are applicable to most projects most of time.

The course focuses on several key questions that project managers must answer in order to initiate and define a project. A critical part of initiating and defining a project is building the project team. The typical process used for assembling a project team is described.

The course provides extensive coverage of the process of project planning, which encompasses a five-step integrated planning model. The specific techniques of project planning are discussed too (charts, graphs, mathematical calculations and validation techniques).

The course describes a five-step model for controlling a project: updating the status, analyzing the impact, acting on variances, publishing the revisions and informing management.

Determining the value of work completed on a project is a subject of the discipline too. The major component for measuring the completion of work: assessments of the state of the project based on milestone completions. Finally, the course discusses ways to use software, training, and administrative support to increase the effectiveness of project management.

Much of the knowledge needed to manage projects is unique to project management. However, the course overlaps other economic disciplines, such as: “Management theory”, “Marketing”, “Business planning”, “Operation management” and others.

II. THEMATIC CONTENT

No.	TITLE OF UNITS AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
1.	Project management: introduction and principles	4	4	
1.1.	Project definition	1	1	
1.2.	Types of projects	1	1	
1.3.	Project success and failure factors	1	1	
1.4.	The emergency of project management	1	1	
2.	Project management context	4	4	
2.1.	Project phases and the project life cycle	2	2	
2.2.	Project stakeholders	1	1	
2.3.	Project management system	1	1	
3.	Initiating a project	2	2	
3.1.	Criteria for initiating a project	0,4	0,4	
3.2.	The project client	0,4	0,4	
3.3.	Defining project objectives	0,4	0,4	
3.4.	Determining project requirements	0,4	0,4	
3.5.	Preparing the initiation plan documentation	0,4	0,4	
4.	Building the project team	2	2	
4.1.	Assembling the project team	0,5	0,5	
4.2.	Defining and documenting team member commitment	0,5	0,5	
4.3.	Factors for building a strong project team	0,5	0,5	
4.4.	Managing the team during the project	0,5	0,5	
5.	A model for project planning	3	3	
5.1.	The integration project plan	1	1	

5.2.	The five step planning model	1	1	
5.3.	Facilitating the project planning process	1	1	
6. Project planning techniques - Schedule, Cost, and Resource utilization		2	2	
6.1.	Work breakdown structure	0,4	0,4	
6.2.	Project network	0,4	0,4	
6.3.	Estimating techniques	0,4	0,4	
6.4.	Scheduling	0,4	0,4	
6.5.	Resource loading	0,4	0,4	
7. Managing project change		2	2	
7.1.	Scope changes	1	1	
7.2.	Baseline changes	1	1	
8. Project control model and techniques		2	2	
8.1.	A model for project control	1	1	
8.2.	Project control techniques – status reports and reviews	1	1	
9. A Model for earned value: achievement-accomplishment monitoring		2	2	
9.1.	The role of milestones	0,5	0,5	
9.2.	Achievement monitoring	0,5	0,5	
9.3.	Analysis for accomplishment data	0,5	0,5	
9.4.	Project control techniques – status reports and reviews	0,5	0,5	
10. Project risk management		2	2	
10.1.	Risk management principles	0,5	0,5	
10.2.	Risk identification process and techniques for information gathering	0,5	0,5	
10.3.	Qualitative and quantitative risk analysis	0,5	0,5	
10.4.	Risk monitoring and control	0,5	0,5	
11. Project Management in SME and TNC		2	2	
11.1.	Project Management in SME	1	1	
11.2.	Project Management in TNC	1	1	
12. Project Management and EU Funds		2	2	
12.1.	Cohesion Fund	1	1	
12.2.	Structural Funds	1	1	
12.3.	Other Funds	1	1	
Total:		30	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricular, h.
1.	Midterm control		
1.1.	Project (on a predefined theme)	1	40
1.2.	Test (mixed questions)	1	20
Total midterm control:		2	60
2.	Final term control		
2.1.	Examination (test)	1	60
Total final term control:		1	60
Total for all types of control:		3	120

IV.LITERATURE:

COMPULSORY (MAIN) LITERATURE:

1. Project Management Institute, A Guide to the Project Management Body of Knowledge, North Carolina, USA, 1996
2. Cater, T. Project management. An introduction to principles and practice. Second edition. Business Performance Pty Ltd. Australia, 2008.

RECOMENDATORY LITERATURE

1. Diegel, O. Project Management Brief Guide. 2007.
2. Greer, M. The Project Management Minimalist: Just Enough PM to Rock Your Projects! 2010.
3. Heldman, Kim, Project Management Professional Exam – Study Guide, 5-th Edition, Wiley Publishing, Inc., Indianapolis, 2009.
4. Mindjet. MindManager 2012 Professional. Quick start guide. 2011.
5. Nokes, S. and S. Kelly. The Definitive Guide to Project Management: The fast track to getting the job done on time and on budget, Second Edition. Pearson Education. Canada. 2007.
6. Symons, A. Project Methodology for ITIL Projects. Itsm Partnership, 2009.