

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

<b>Predmet:</b>	NAČRTOVANJE IN VODENJE PROJEKTOV
<b>COURSE TITLE:</b>	PROJECT PLANNING AND MANAGEMENT

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Varstvo okolja in ekotehnologije, 1. stopnja	/	3.	1.
Environmental Protection and Eco-technologies, 1 <sup>st</sup> level	/	3 <sup>rd</sup>	1 <sup>st</sup>

**Vrsta predmeta / Course type** Obvezni predmet / Obligatory subject

**Univerzitetna koda predmeta / University course code:** NVP

Predavanja Lectures	Seminar Seminar	Sem. Vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
25	/	20	/	/	100	5

**Nosilec predmeta / Lecturer:** viš. pred. dr. Peter Meža

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

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**  
Pogojev ni.

**Prerequisites:**  
None.

**Vsebina:**

**Uvod v management projektov**  
 Osnove projektne dela, Značilnosti in vrste projektov, Cilj/Namen/Obseg projekta, Življenjski cikel in faze projekta; Udeleženci na projektu

**Management projekta**  
 Definicija projektne managementa, Metodologije in standardi projektne managementa, Projektni manager

**Strateški management in projekti**  
 Strateški projektni management, Spremembe, strategije in projekti, Okoljski management in projekti

**Projektni cikel**  
 Proces in vsebina snovanja projekta, Predlog projekta, Študija izvedljivosti, Merila izbire, Naročilo projekta, Planiranje projekta, Management projektne tveganj, Elaborat, Kontrola projekta, Zaključek projekta

**Projektna organizacija**  
 Vodenje ljudi v projektu (oblike projektne organizacij, tehnike vodenja ljudi na projektu, pasti in priložnosti znotraj vodenja, preprečevanje in reševanje konfliktov).

**Content (Syllabus outline):**

**Introduction to project management:** Basics of project work, Characteristics and types of projects, Objective / Purpose / Scope of the project, Project life cycle and phases; Project Stakeholders

**Project management:** Definition of project management, Methodology and project management standards, Project manager

**Strategic management and projects:** Strategic project management, Changes, strategies and projects, Environmental management and projects

**Project cycle:** Project design process, Project proposal, Feasibility study, Selection criteria, Project contract, Project planning, Project risk management, Project base line, Project control, Completion of the project

**Project organization:** Leading people in the project (forms of project organizations, techniques for managing people on the project, traps and opportunities in management, prevention and conflict resolution).

## Temeljni literatura in viri / Textbooks:

1. Stare, A., 2011. Projektni management: teorija in praksa. Agencija Poti, Ljubljana
2. A Guide to the Project Management Body of Knowledge (PMBOK Guide), 6th Edition. 2017. Project Management Institute, Four Campus Boulevard, Newtown Square
3. Meža, P., 2019. Projektni management – gradivo za delo v skupinah in individualno delo (v pripravi)

### Cilji in kompetence:

-poznavanje raziskovalnih metod in postopkov ter procesov s področja managementa projektov,  
-sposobnost rabe znanj in veščin s področja managementa projektov v praksi,  
-delo v skupini ter strpno spremljanje in upoštevanje strokovnih predlogov sodelavcev,  
-razvoj veščin za rabo znanja na področju managementa projektov,  
-sposobnost za razreševanje problemov z rabo znanstvenih metod,  
-razumevanje okoliščin, ki vplivajo na uspešno uvajanje, izvedbo in obvladovanje projektov.

### Objectives and competences:

-knowledge of research methods and procedures and processes in the field of project management,  
-ability to use knowledge and skills in the areas of project management in practice,  
-team work and tolerance monitoring and compliance with professional staff proposals,  
-develop the skills to use knowledge in the field of project management,  
-ability to solve problems through the use of scientific methods,  
-understanding of the circumstances that affect the successful introduction, implementation and project management.

### Predvideni študijski rezultati:

#### Znanje in razumevanje:

Študent bo :

-poznal različne pristope projektnega managementa  
-znan opredeliti vlogo, pristojnosti in odgovornost projektnih vodij,  
-poznal razliko med klasično in projektno organizacijo,  
-poznal delovanje projektnega sistema,  
-poznal sprego med strateškim načrtovanjem in projekti,  
-prepoznal elemente spreminjanja v kibernetnem projektnem sistemu,  
-stroškovno vrednotil napredovanje projekta,  
- poznal računalniška orodja za planiranje in vodenje projekta (enostavni primer).

### Intended learning outcomes:

#### Knowledge and understanding:

Student will:

-understand different approaches of project management,  
-be able to define the role and responsibility of project manager,  
-understand the difference between classic organization and project organization,  
-understand the work of project systems,  
-understand the integration between strategic planning and projects,  
-identify elements of change in cyberspace project system,  
-be able to make cost evaluation of project progress,  
-understand the computer tools for project planning (simple project case).

### Metode poučevanja in učenja:

Oblike dela:

-Frontalna oblika poučevanja  
-Delo v manjših skupinah oz. v dvojicah  
-Samostojno delo študentov

Metode (načini) dela:

-Razlaga  
-Razgovor/ diskusija/debata  
-Delo z besedilom  
-Proučevanje primera  
-Reševanje nalog  
-Študijski obiski podjetij ipd.  
-Vključevanje gostov iz prakse

### Learning and teaching methods:

Types of learning/teaching:

-Frontal teaching  
-Work in smaller groups or pair work  
-Independent students work

Teaching methods:

-Explanation  
-Conversation/discussion/debate  
-Work with texts  
-Case studies  
-Solving exercises  
-Field work (e.g. company visits)  
-Inviting guests from companies

<b>Načini ocenjevanja:</b>	<b>Delež (v %) / Weight (in %)</b>	<b>Assessment:</b>
Sprotno ustno (aktivno sodelovanje pri kontaktnih urah) preverjanje znanja	<b>0</b>	Oral verification and assessment of knowledge
Daljši pisni izdelki (seminarska naloga, projektna naloga)	<b>40</b>	Longer written casework
Javni nastop ali predstavitev	<b>0</b>	Presentations
Končni pisni izpit	<b>60</b>	Final examination (written)
Na vajah je obvezna vsaj 90-odstotna prisotnost. Študent mora izdelati poročila o vajah, potem lahko pristopi h končnemu pisnemu izpitu		At least 90% attendance at lab work is required. Students must first draw up report on their lab work, which is a prerequisite for final written examination.
Ocenjevalna lestvica: <ul style="list-style-type: none"> <li>▪ zadostno 6: 60-67%</li> <li>▪ dobro 7: 68-75%</li> <li>▪ prav dobro 8: 76-83%</li> <li>▪ prav dobro 9: 84-90%</li> <li>▪ odlično 10: 91-100%</li> </ul>		Grading system: <ul style="list-style-type: none"> <li>▪ Sufficient D (6): 60-67%</li> <li>▪ Good C (7): 68-75%</li> <li>▪ Very good B (8): 76-83%</li> <li>▪ Very good B+ (9): 84-90%</li> <li>▪ Excellent A (10): 91-100%</li> </ul>

**Materialni pogoji za izvedbo predmeta :**

- predavalnica z multimedijsko opremo
- računalniška učilnica (MS Project)

**Material conditions for subject realization:**

- classroom with the multimedia equipment
- computer classroom (MS Project)

**Obveznosti študentov:**

- Obvezna udeležba na vajah
- Izdelana seminarska naloga

**Student's commitments:**

- attendance at lab work is required.
- Seminar paper

**Reference nosilca predmeta:**

- 18 let delovanja na strokovnih in vodstvenih funkcijah v veliki industrijski organizaciji.
- 14 let delovanja v izobraževanju, usposabljanju in svetovanju.
- Preko 55 strokovnih in znanstvenih bibliografskih enot projektni management, strateški management, proizvodni management, management kakovosti, dobavnih verig, produktni management, logistika, itd.
- Član nadzornega odbora slovenskega združenja za projektni management (ZPM)
- Član v IPMA (International Project Management Association),
- Član v ICEC (International Cost Engineering Council)
- Vodja sekcij na znanstvenih konferencah
- Recenzije v znanstvenih revijah.

**Lecturer's references:**

- 18 years in management of international operations in a large industrial organization
- 14 years in education, training and consulting.
- Over than 55 professional and scientific bibliographic units in project management, strategic management, production management, quality management, supply chain management, product management, logistic.
- Supervisory Board Member of Project Management Association of Slovenia (ZPM).
- Member of IPMA (International Project Management Association).
- Member of ICEC (International Cost Engineering Council).
- Chairman in scientific conferences.
- Recension in science journals.