

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: PLANIRANJE IN VODENJE PROJEKTOV
COURSE TITLE: 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 st level	/	3 rd	1 st

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 / Peter Meža, Ph.D., Lecturer

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 delo, 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

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Sprotno ustno (aktivno sodelovanje pri kontaktnih urah) preverjanje znanja	0	Oral verification and assessment of knowledge
Daljši pisni izdelki (seminarska naloga, projektna naloga)	40	Longer written casework
Javni nastop ali predstavitev	0	Presentations
Končni pisni izpit	60	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"> ▪ zadostno 6: 60-67% ▪ dobro 7: 68-75% ▪ prav dobro 8: 76-83% ▪ prav dobro 9: 84-90% ▪ odlično 10: 91-100% 		Grading system: <ul style="list-style-type: none"> ▪ Sufficient D (6): 60-67% ▪ Good C (7): 68-75% ▪ Very good B (8): 76-83% ▪ Very good B+ (9): 84-90% ▪ Excellent A (10): 91-100%

Materialni pogoji za izvedbo predmeta :

- predavalnica z multimedijско 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.