

## SYLLABUS

### Educational component B1.2 – Project planning and monitoring (course paper)

#### 1. Basic details of the Course Paper preparation

<b>Educational program</b>	Project Management (Eng. lang.)
<b>Specialty</b>	073 Management
<b>Degree of higher education</b>	Master
<b>Level of higher education</b>	Second
<b>Course status in the program</b>	Mandatory
<b>Credits, hours</b>	2 ECTS credits, 60 hours
<b>Final control</b>	Course paper
<b>Language of instruction</b>	English
<b>Teaching schedule</b>	The seventh quadra of the fourth academic semester, second academic year
<b>Learning format</b>	Offline, online

#### 2. Information about teachers

Leading lecturers:

Medvedeva Olena – Professor of the Department of Mathematical Methods and Statistics of “KROK” University, Doctor of Technical Sciences, Professor.

#### 3. What do applicants need to know and be able to do successfully in the course?

Applicants are expected to have basic competencies formed during the study of the disciplines feasibility study, Project planning, Introduction to Business Requirements Management, Project implementation monitoring, as well as ability to organize and design course paper as a result of own empirical research.

#### 4. Why this work? What is the purpose?

Based on the goals of the educational program, the discipline should form in students an understanding and conscious use of methods and tools that will demonstrate the following program results:

**PO8.** Use specialized software and information systems to solve the problems of organization management.

**PR12.** Apply methods and tools for project management based on PMBoK.

Prerequisite for the formation of learning outcomes in the discipline is the mastery of applicants at a sufficient level of the following general and professional competencies:

**GC3.** Skills in the use of information and communication technologies.

**PC5.** Ability to create and organize effective communications in the management process.

**PC9.** Ability to manage projects based on classical methodology (PMBoK).

## 5. What will applicants do?

Working at the course paper includes writing academic text reflecting personal research related to the individual project according to following structure:

### INTRODUCTION OF THE PROJECT

#### CHAPTER 1. PROJECT BASELINE: SCHEDULE, NEEDS OF RESOURCES AND BUDGET

- 1.1 Project baseline scope and schedule
  - 1.1.1 What the project baseline scope and schedule are
  - 1.1.2 Baseline scope and schedule for project
- 1.2 Project baseline needs of resources
  - 1.2.1 Project baseline needs of resources
  - 1.2.2 Baseline needs of resources for project
- 1.3 Project baseline budget
  - 1.3.1 What the project baseline budget is
  - 1.3.2 Baseline budget for project

#### CHAPTER 2. ACTUAL PROJECT SCHEDULE AND COSTS VS BASELINES BY THE DAY OF MONITORING

- 2.1 Project monitoring plan (including milestones and points of monitoring based on the selected monitoring rule)
- 2.2 Project baseline fixing by means of MS Project
- 2.3 Actual durations and costs for project tasks by the date of monitoring by means of MS Project

#### CHAPTER 3. PROJECT ANALYSIS BY MEANS OF EV-METHOD BY THE DAY OF MONITORING

- 3.1 Defining basic parameters of EV-method: PV, AC, EV
- 3.2 Project status analysis based on calculating and interpreting other indicators and indexes of EV-method
- 3.3 Analysis of the project schedule and budget considering actual deviations in activities durations and costs

#### CHAPTER 4. PROJECT OPTIMIZATION BASED ON MONITORING RESULTS

- 4.1 Re-planning the remaining part of the project considering monitoring results
- 4.2 Project lessons learned

### CONCLUSIONS

### REFERENCES

### ATTACHMENTS

## 6. What basic sources will be used?

*Basic:*

1. Template and Instructions “do this do that” for the course paper sections
2. Formatting instructions.

## 7. How will the applicants' activities be assessed in the course?

Final grade for the course	On a 100-point cumulative scale	0-49	50-69	70-89	90-100
	On a traditional scale	Unsatisfactory	Satisfactory	Good	Excellent

## 8. What ethical and other rules must be followed to succeed in the course?

Prior to the start of the course, applicants should familiarize themselves with the Codes in force at the University:

- Code of conduct of students (<https://www.krok.edu.ua/ua/studentam/kodeks-povedinki-studentiv>);
- Code of Academic Integrity ([https://www.krok.edu.ua/download/nakazi/2018-10-18\\_kodeks-akademichnoi-dobrochesnosti.pdf](https://www.krok.edu.ua/download/nakazi/2018-10-18_kodeks-akademichnoi-dobrochesnosti.pdf))

Knowledge, awareness, and compliance with the provisions of the Codes and rules is a prerequisite for successful interaction of all course participants within the educational process.

The teacher provides an opportunity for all applicants to be successful in the course. However, each applicant has the right to earn only a passing score or fail. The level of achievement of the learning outcomes to which the applicant aspires is determined not by the teacher, but exclusively by the applicant based on his own interests and needs!

The course is considered active from the first lesson until the date of the announcement of the final grades for the course. During this period, all materials and activities are available on the training platform, except those that are performed on schedule and for which deadlines are set (testing).

Re-testing during the course to improve credit scores is not provided. This question may be raised after the entire course. All explanations, explanations that may affect the quality of the results obtained, applicants should receive during the classroom work and consultations according to the schedule. If the need for such explanations was not articulated by the applicants in time, it is considered that they did not have such a need.

All activities to ensure the desired score must be performed by applicants before the announcement of the credit score.

For each content module, applicants who received positive evaluations of the results of current control are given the opportunity to perform individual or teamwork of creative or research nature and prepare a report for a student scientific-practical conference of KROK University or another conference. The implementation of this activity is initiated by the applicants in accordance with their own interests and needs. Research topics are chosen by applicants independently and can be socially, politically, or ethically controversial, discussed with the teacher, the results of which are presented by applicants in the course before its completion. This activity is considered to improve the final grade for the course, especially at the level of "excellent".

For applicants who could not for good reasons (as confirmed by the applicants with the relevant documents they submitted to the student office) to pass the test in time, complete the training and research task, this opportunity is provided within the allotted time after the last class. They are also given the opportunity to perform individual or teamwork of a creative or research nature.

Applicants who have and articulate special educational needs (e.g., persons with children, orphans, etc.) can develop an individual study schedule on their initiative.

Consultations include providing answers, additional explanations on the basic issues of the course, on the peculiarities of the formation of program competencies and learning outcomes, on building your own learning trajectory, discussion and coordination of creative and research tasks, other issues arising during the course.

## 9. What are the technical and/or software requirements?

Technical equipment: compute laptop, stable internet.

No additional software required. The University provides a corporate account in office.365, which provides access to the Moodle learning platform and the Teams communication environment.

## 10. Where are the training, methodological materials of the course and other organizational information?

All teaching materials, organizational and other additional information are located on the Moodle learning platform at the link: <https://dist1.krok.edu.ua/course/view.php?id=1923>

## 11. Contacts and other information

*From any organizational, informational, and other support:*

Matiushenko Maria, (+38 044) 455-57-12 (ext. 201), office 107, from 10:00 to 17:00, Mon - Fri., [matiushenko@krok.edu.ua](mailto:matiushenko@krok.edu.ua) .

*Technical support for working on the Moodle platform:*

Distance Learning Center of KROK University, tel. 0672361378, [dist.center@krok.edu.ua](mailto:dist.center@krok.edu.ua) .

*Technical support for Office 365, Teams:*

Center of Information Technologies of KROK University, Zimin Volodymyr, [ziminvm@krok.edu.ua](mailto:ziminvm@krok.edu.ua)

*Advisory and social support:*

Career Development Center of KROK University, Karlov Oleksandr, +38 044 455-57-12, ext. 157, office 109-1, [karlovo@krok.edu.ua](mailto:karlovo@krok.edu.ua) .

*On the issues of resolving conflict situations that arise during the educational process in the course:*

Head of the Department of Mathematical Methods and Statistics Pylypenko Anna, [annapi@krok.edu.ua](mailto:annapi@krok.edu.ua) .

Director of the Department of Security and Protection Matkovsky Volodymyr, (+38 044) 455-66-78, ext. 252, (+38) 067-430-52-83, office 110, [security@krok.edu.ua](mailto:security@krok.edu.ua) .

All current reference information about the structural units and services of the University is available on the website of the University <https://www.krok.edu.ua/ua/pro-krok/pidrozdili> .