



DESCRIPTION OF STUDY COURSE

Course unit title	Project Management
Programme	Bachelor International Finance
Year of study	2 nd year
Academic year	2022./2023.
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study
Course unit code	BFa029
Name of lecturer(s)	Dr.Kenneth Muschelewicz
Credit points	2 CP
Number of ECTS allocated	3 ECTS Latvian credit points are multiplied by 1,5 to get ECTS
Language of instruction	English
Type of course unit (compulsory, optional)	Compulsory
Semester when the course unit is delivered	3
Mode of delivery	Face-to face
Aim of Course	The aim of this course is to ensure the necessary knowledge, skills and a competence for the project management.
Preliminary knowledge (prerequisites and co-requisites)	Organization Management, Applied Communication, Law and Office Management, Financial Analysis, Statistics, Mathematics
Course contents	<ol style="list-style-type: none"> 1. Definition of the project and project management, characteristics of the project. 2. Types of the projects, the topicality of the project preparation and management. 3. Project portfolio and specifics of its management. 4. Project team, functions and role of the project manager during the project preparation and implementation process. 5. Certification process of project managers/ specialists. 6. Project preparation and management stages, their description. 7. Creation and analyses of the project idea. 8. Assessment of the alternatives of the project. 9. Project planning. Identification of project risks and preparation of the risk treatment plan. 10. Project implementation and monitoring. 11. Finalization of the project. 12. Project software.
Planned learning activities and teaching methods	The learning within the course is organized through following 4 types of activities: work in lectures, group work within lectures and independent work at home, as well as independent studies and work at the library. Final mark is composed of several components: 20% active participation



	within lectures and quality of the in-class work, 40% preparation of practical works, 20% preparation and presentation of the independent group work, 20% written final exam.					
	Teaching methods			Student work load (1 CP = 40 hours of student work)		
	Lectures			15%		
	Seminars			15%		
	Practical works			10%		
	Preparation and presentation of the group work			10%		
	Work at the library, independent studies			50%		
	Total 80 hours					
Learning outcomes of the course unit	<ol style="list-style-type: none"> 1. The knowledge and skills to formulate the project idea and to assess possible alternatives of the project. 2. Necessary skills to prepare the project implementation plan, time schedule, the resource plan and the budget. 3. Skills to set up the appropriate project team, define the tasks and responsibilities of each project team member. 4. Skills to present the project, to justify and describe the project implementation plan and the budget. 					
Assessment methods and criteria	Study outcomes		1.	2.	3.	4.
	The form of assessment					
	Practical in-class works		•	•	•	•
	Independent practical work		•	•	•	•
	Test		•	•	•	
Presentation of the individual group work		•	•	•	•	
Recommended or required reading	<p>Compulsory literature:</p> <ol style="list-style-type: none"> 1. Wysocki, R.K., <i>Effective Project Management</i>, John Wiley & Sons, 2019 <p>Recommended reading:</p> <ol style="list-style-type: none"> 1. Meredith, J. R. <i>Project Management / A Managerial approach</i> - 10th ed. - John Wiley & Sons, 2017 					
Recommended optional programme components	To be agreed at the start of the course.					