

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT “ECONOMICS AND MANAGMENT OF CONSTRUCTION”

Adopted by the FC (record №/ date): №9/ 23.04.2020

ACCEPTED BY:

Adopted by the DC (record №/ date): №6/ 25.02.2020

Dean:

(Assoc. Prof. Denka Zlateva, PhD)

SYLLABUS

SUBJECT: “PROJECT MANAGMENT”;

DEGREE PROGRAMME: “International Business”, “Business and Management” and “Accounting”; BACHELOR’S DEGREE

YEAR OF STUDY: 2; SEMESTER: 4;

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. <ul style="list-style-type: none">• LECTURES• SEMINARS (lab. exercises)	30 30	2 2
EXTRACURRICULAR	120	-

Prepared by:

1.
(Assoc. Prof. Bozhidar Chaparov, PhD)

2.
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“Economics and management of construction“ (Assoc. Prof. Bozhidar Chaparov, PhD)

I. ANNOTATION

The Project Management course is designed for students in all specialties of professional field 3.8. Economics in Bachelor's Degree and aims to create basic knowledge and skills relevant to project management.

The role of the discipline is to acquire knowledge and skills in the field of project management, to educate the spirit of project thinking and behavior, to develop personality traits that are important for the successful professional activity in the field of project management, whether students will develop their own business or to be hired into project management teams, to identify their own project idea, to acquire skills in some project management activities.

The expected training results are:

a) students to acquire some theoretical knowledge and understanding of the basic concepts, methods, patterns and legal issues in the field of project management;

b) to apply knowledge and skills to develop documents related to project planning and control, to identify effective project financing schemes, to effectively manage project implementation, to organize partner selection and to make effective decisions;

c) to acquire the ability to continuously expand their knowledge and to develop new project management skills.

The content covers the essence of projects as a tool for enterprise development the main steps for identifying project ideas, developing documentation, management and implementation of projects, project monitoring and closing.

II. THEMATIC CONTENT

No.	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
UNIT 1. INTRODUCTION TO PROJECT MANAGEMENT		2	2	
1.1	Development of project management as theory and practice			
1.2	Definition of project			
1.3	Features of project management			
1.4	Project life cycle			
UNIT 2. NEEDS IDENTIFICATION AND PROJECT IDEAS SELECTION		3	3	
2.1	Tools for project ideas selection			
2.2	Environmental analysis			
2.3	Stakeholder analysis			
2.4	Problem identification and analysis			
2.5	Objective analysis. Goal tree			
2.6	Evaluation of alternatives and selection of project approach			
UNIT 3. PROJECT LOGICAL FRAMEWORK		3	3	
3.1	Logical framework approach as a tool for project formulation			
3.2	Logical connections between project elements			
3.3	Developing project logical framework matrix			
UNIT 4. PROJECT MANAGEMENT TEAM		2	2	
4.1	Project stakeholders			
4.2	Role of project manager			
4.3	Project team members			
UNIT 5. PROJECT TIME PLANNING		2	2	
5.1	Role of project time management			
5.2	Key processes in time management of the project			

5.3	Developing a project schedule			
5.4	Network diagram and critical path method			
UNIT 6. PROJECT COSTS PLANNING		2	2	
6.1	Project cost estimation			
6.2	Determinate budget			
6.3	Control costs			
UNIT 7. FROM PROJECT PROPOSAL TO PROJECT		3	3	
7.1	Search for project funding opportunities			
7.2	Application guidelines of open grant schemes			
7.3	Procedure for evaluation and selection of project proposals			
7.4	Grant contracts awarding			
UNIT 8. PROJECT QUALITY MANAGEMENT		2	2	
8.1	Project quality planning			
8.2	Quality assurance			
8.3	Quality control			
UNIT 9. PROJECT RISK MANAGEMENT		2	2	
9.1	Role of project risk management			
9.2	Identifying project risks			
9.3	Risk management methods			
UNIT 10. PROJECT COMMUNICATION MANAGEMENT		2	2	
10.1	Project communication planning			
10.2	Project information delivery			
10.3	Management of project stakeholders' expectations			
10.4	Project management software			
UNIT 11. MONITORING AND CONTROL OF PROJECT IMPLEMENTATION		2	2	
11.1	Meaning and importance of the Monitoring and control system			
11.2	Project monitoring techniques			
11.3	System of collecting and processing data and project report creation			
11.4	Main objectives of project estimation			
UNIT 12. PROJECT CLOSING AND REPORTING		2	2	
12.1	Project closing and preparation of final report			
12.2	Reporting documentation and types of reports			
12.3	Expenditure payment and reimbursement procedures			
Total:		30	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extracurricular, h.
1.	Midterm control		
1.1.	Midterm test (mixed type questions)	2	40
1.2.	Course work	1	40
1.3.			
1.4.			
Total midterm control:		3	80
2.	Final term control		
2.1.	Examination (test)	1	40
Total final term control:		1	40
Total for all types of control:		4	120

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Zhelev, Iv., S. Hristova. Evropeyski fondove i proekti: Rakovodstvo za seminarni uprazhnenia, Varna: Nauka i ikonomika, 2015.
2. A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition, Project Management Institute, 2017.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Aleksandrova, Matilda. Proektno upravlenie: proektno mislene i proektno deyst-vie. Sofia: Vezni-4, 2015.
2. Boneva, Svetla. Upravlenie na komunikatsiite v mezhdunarodni proekti. Sofia: UNSS, 2019.
3. Kostadinova, T., Georgieva, M., Dokova, A. Upravlenie na proekti. Varna: MU-Varna, 2015.
4. Marinova, Nadya. Upravlenie chrez proekti za postigane na ustoychivo razvitie. So-fia: NBU, 2014.
5. Patias, Yoannis i dr. Upravlenie na riska v proekt. Sofia: Univ. izd. Sv. Kliment Ohridski, 2018.
6. Portny, Stanley E. Project Management For Dummies, 3rd Edition, Indiana: Wiley Publishing, 2010.

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