

BUNIN YELETS STATE UNIVERSITY

**РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ**  
**B1.V.01.06 Organization planning and design**

**Course of study: 38.03.02 Management**

**Orientation (profile): Organization management and logistics**

**Qualification (degree): Bachelor's degree**

**Form of study: full-time**

**Institute: Economics, Management and service technologies**

**Department of Economics and Management named after N.G. Nechaev**

	<b>full-time form</b>	<b>full-time and part -time education</b>	<b>correspondence form</b>
<b>Course</b>	<b>23</b>		
<b>Semester/trimester</b>	<b>45</b>		

<b>Lectures</b>	<b>50</b>		
<b>Laboratory classes</b>	<b>4</b>		
<b>Practical (seminar) classes</b>			
<b>including practical training</b>	<b>68</b>		
<b>Interim assessment form(s)</b>	<b>4</b>		
<b>Other forms of work</b>	<b>test exam-0,3</b>		
<b>Control</b>	<b>9</b>		
<b>Independent work</b>	<b>196,7</b>		

**Total hours: 324**

**Labor intensity: 9 credits.**

Developer of the work program: Candidate of Pedagogical Sciences,  
senior lecturer T. A. Shabalina

## I. ORGANIZATIONAL AND METHODOLOGICAL SECTION

**The purpose of studying the discipline: the formation of students' professional competencies that ensure the effective solution of professional tasks, the study of theory and practice of planning and designing organizational structures and activities, analysis, methods of developing strategies for managing various resources, the mechanism of distribution of functions, powers and responsibilities between performers.**

**Objectives of the discipline:**

- study of the principles and mechanism of planning in the organization and methods of their design;
- study of the specifics of the analysis and planning of various activities of the organization;
- acquiring skills to find reserves for increasing the effectiveness of the organization.

**The place of the discipline in the structure of the OPOP: it is implemented within the framework of the part formed by the participants in educational relations, block B1.**

**Disciplines (modules).**

### **Planned learning outcomes in the discipline:**

<b>Competence code</b>	<b>Indicators of competence achievement</b>	<b>Planned learning outcomes by discipline</b>
<b>PCS -1</b>	<b>To know:</b> <ul style="list-style-type: none"><li>– typical methods and methods of performing professional tasks in the field of production planning and organization;</li><li>– fundamentals of using modern management approaches.</li></ul>	<b>Knows:</b> <ul style="list-style-type: none"><li>- the main ways to solve professional problems in the field of planning and organization of production;</li><li>– Modern management approaches.</li></ul>
	<b>Be able to:</b> <ul style="list-style-type: none"><li>– to apply in practice methods and methods of solving problems in the field of planning, organization of production using modern management approaches;</li><li>– to use modern management approaches in solving professional tasks in various fields of economic activity.</li></ul>	<b>Can:</b> <ul style="list-style-type: none"><li>- to use in practice ways of solving problems in the field of planning, production organization, focusing on modern management;</li><li>– apply modern management approaches to solving professional tasks in various fields of activity</li></ul>
	<b>Own:</b> <ul style="list-style-type: none"><li>– - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.</li></ul>	<b>He has</b> <ul style="list-style-type: none"><li>– the skills of using standard methods and methods of solving professional problems in the field of planning, production organization, and modern management.</li></ul>

## II. II. CONTENT AND SCOPE OF THE DISCIPLINE

**indicating the number of hours allocated for students' contact work**

**with a teacher (by type of training) and for independent work**

**Full-time education**

	Naming of sections and topics	Total	Classroom classes			Independent work
			ЛК	ПЗ	ЛБ	
1	<b>Section 1.Organization as an object of planning and design</b>	<b>37</b>	<b>6</b>	<b>12</b>		<b>19</b>
2	Topic 1.Organization as the main link of the economy	<b>12</b>	2	4		6
3	Topic 2. The organization's products and its competitiveness	<b>12</b>	2	4		6
4	Topic 3. State registration and liquidation of organizations	<b>13</b>	2	4		7
5	<b>Section 2. Organization design</b>	<b>26</b>	<b>4</b>	<b>8</b>		<b>14</b>
6	Topic 4. Organizational structure design	<b>13</b>	2	4		7
7	Topic 5.Design and organization of production	<b>13</b>	2	4		7
8	<b>Section 3. Planning in organizations</b>	<b>45</b>	<b>8</b>	<b>16</b>		<b>21</b>
9	Topic 6. The essence and types of planning	<b>13</b>	2	4		7
10	Topic 7. Strategic and operational planning of the organization's development	<b>13</b>	2	4		7
11	Topic 8. Production and marketing planning	<b>19</b>	4	8		7
12	<i>Control</i>					
13	<i>The form of intermediate certification</i>	<i>test</i>				
14	<b>Total for 4 semesters</b>	<b>108</b>	<b>18</b>	<b>36</b>		<b>54</b>
	<i>including practical training</i>	<b>4</b>	<b>2</b>	<b>2</b>		
15	Topic 9. Planning the cost of production, profit and profitability of production	44	8	8		28
16	Topic 10. MTO organization planning	40	6	6		28
17	Topic 11. Labor and wage planning	40	6	6		28
18	Topic 12. Financial resources and financial plan of the organization	40	6	6		28
19	Topic 13. Business planning in an organization	42,7	6	6		30,7
20	Control	<b>9</b>				
21	<i>The form of intermediate certification</i>	<i>Exam-0,3</i>				
22	ИФР					
23	<b>Total for 5 semesters</b>	<b>216</b>	<b>32</b>	<b>32</b>		<b>142,7</b>
	<i>including practical training</i>	<b>4</b>	<b>2</b>	<b>2</b>		
24	<b>TOTAL for the course :</b>	<b>324</b>	<b>50</b>	<b>68</b>		<b>196,7</b>

**Full-time and part-time education (not implemented)**

**Correspondence education (not implemented)**

### **III. EVALUATION MATERIALS FOR THE CURRENT AND INTERMEDIATE CERTIFICATION OF STUDENTS IN THE DISCIPLINE**

The current certification is carried out in the form of a test paper (in test form), an abstract.

#### **A typical version of the test**

Question 1. What is the name of the period during which the object of labor is directly in the manufacturing process?

- 1) Take a break;
- 2) Working period;
- 3) Processing period;
- 4) Product assembly;
- 5) Control operation.

Question 2. Name three main types of organization of the movement of production processes over time.

- 1) Perpendicular, sequential and parallel;
- 2) Direct-flow, parallel-serial and linear;
- 3) Parallel, serial and alternating-direct current;
- 4) Serial, parallel, parallel-serial.
- 5) perpendicular-sequential; parallel, sequential.

Question 3. What is a batch of parts?

- 1) the number of parts of different names that are simultaneously put into production;
- 2) the number of parts of the same name that are put into production at different times;
- 3) the number of parts of the same name that are simultaneously put into production;
- 4) the number of parts of different names that are put into production at different times;
- 5) the number of different machines running simultaneously in the build.

Question 4. Which equipment is most widely used in single production?

- 1) Universal;
- 2) Specialized;
- 3) semi-automatic machines;
- 4) Automatic;
- 5) answers 1 and 2 are correct.

Question 5. What is the name of the number of identical machines that are simultaneously being put into assembly?

- 1) a batch of parts;
- 2) a series of machines;
- 3) a batch of cars;
- 4) A series of parts;
- 5) the assembly unit.

Question 6. What type of production is characterized by the continuous manufacture of a limited range of products in highly specialized workplaces?

- 1) small-scale;
- 2) single;
- 3) mass production;
- 4) Serial;
- 5) Exclusive.

Question 7. The use of what types of movement of objects of labor makes it possible to reduce the production cycle of manufacturing an object of labor?

- 1) parallel and sequential;
- 2) Parallel-serial and sequential;
- 3) Parallel and parallel-serial;
- 4) Parallel, serial and parallel-serial;
- 5) Perpendicular and consistent.

Question 8. What is the name of the main section of the prospective and annual business plan for the development of the enterprise, which defines the volume of production and output by nomenclature, assortment and quality?

- 1) Financial plan;
- 2) Marketing research;
- 3) Production program;
- 4) Sales concept;
- 5) Shipping schedule.

Question 9. What does the plan for the production of marketable (gross) products include?

- 1) formation of indicators of the volume of output of commodity and gross output;
- 2) information on the volume of product sales;
- 3) calculations on the production capacity of the enterprise;
- 4) nomenclature list;
- 5) formation of indicators of the volume of work-in-progress.

Question 10. What is in-house consumption?

- 1) the cost of the products of the company's workshops consumed by other enterprises;

- 2) the cost of products and services of the company's workshops consumed by other workshops of their own enterprise;
- 3) semi-finished products of our own production;
- 4) the volume of output of commercial and gross output;
- 5) the cost of the products of the enterprise's workshops consumed by the employees of the same enterprise.

Question 11. What indicator includes the entire amount of work scheduled for completion in this planned period?

- 1) the volume of products sold;
- 2) the volume of work in progress;
- 3) the volume of marketable products;
- 4) the volume of gross output;
- 5) the volume of finished products.

Question 12. What does the export production plan include?

- 1) indicators of the company's output;
- 2) prices for the company's products;
- 3) Product range update indicators;
- 4) indicators of updating consumer properties of products;
- 5) tasks for decommissioning obsolete types of products.

Question 13. What kind of products include completed industrial work and production services?

- 1) Gross output;
- 2) Unfinished production;
- 3) commercial products;
- 4) semi-finished products of our own production;
- 5) finished products.

Question 14. What is the name of the products shipped to the customer, accepted and paid for by him, the funds for which were credited to the supplier's checking account?

- 1) unrealized;
- 2) commodity;
- 3) paid;
- 4) implemented;
- 5) Ready.

Question 15. What are marketable products?

- 1) products of all types and quality produced by the enterprise, regardless of the degree of its readiness;
- 2) products that are incomplete during processing;
- 3) products that meet the requirements of GOST and TU;

- 4) products, the manufacturing process of which is completed in one workshop and is subject to revision in other workshops of the enterprise;
- 5) finished products that have passed all stages of processing.

Question 16. What is the remainder of the unsold production by the beginning of the planned period?

- 1) the rest of the finished products in the warehouse and in unformatted shipments;
- 2) goods shipped for which the payment deadline has not arrived;
- 3) goods shipped but not paid for on time by the buyers;
- 4) goods that are in the custody of buyers;
- 5) all of the above.

Question 17. What is the design capacity?

- 1) capacity at the beginning of the year;
- 2) capacity at the end of the year, determined by the summation of incoming and incoming capacity minus outgoing;
- 3) Average annual production capacity;
- 4) the capacity provided by the project of construction, reconstruction and expansion of the enterprise;
- 5) the intended use of production capacity.

Question 18. What indicator of production capacity utilization is determined by the ratio of the actual output over a certain period of time to the average annual capacity over the same period?

- 1) Equipment load factor;
- 2) the amount of products actually produced by the enterprise during the year;
- 3) the coefficient of actual (planned) use of production capacity;
- 4) the coefficient of tension of the production program;
- 5) the level of production concentration.

Question 19. What indicator identifies excessive or missing equipment?

- 1) standard output volume;
- 2) planned output volume;
- 3) the level of specialization of production;
- 4) the coefficient of conjugacy of capacities;
- 5) Equipment load factor.

Question 20. By what indicator is the production capacity determined?

- 1) according to the capacity of the leading production facilities;
- 2) by the capacity of auxiliary industries;
- 3) according to the product range;
- 4) according to the number of units of the leading equipment;
- 5) by the nature of the production.

Question 21. What is the name of the maximum possible output per unit of time in physical terms in the nomenclature and assortment set by the plan, with full use of production equipment and space?

- 1) the norm of labor intensity;
- 2) Production capacity;
- 3) Production program;
- 4) nomenclature;
- 5) Gross output.

Question 22. Which enterprises are best adapted to the conversion of production to new types of products, the organization of additional jobs?

- 1) small and medium-sized enterprises;
- 2) large enterprises;
- 3) concerns;
- 4) Joint ventures;
- 5) commercial enterprises.

Question 23. How is the extensity coefficient determined?

- 1) the ratio of the planned operating time of the equipment to the calendar time of the planned period;
- 2) the ratio of profit to the average cost of fixed assets;
- 3) the ratio of the products actually produced to the average annual production capacity;
- 4) taking into account the average annual cost;
- 5) the ratio of the product of the number of machines and the number of shifts to the number of employees.

Question 24. Which of the indicators of production capacity utilization is defined as the ratio of the cost of production to the average annual cost of production assets?

- 1) capital intensity;
- 2) Equipment load factor;
- 3) Fund return;
- 4) the coefficient of actual (planned) use of production capacity;
- 5) The production capacity utilization rate.

Question 25. What is related to the controls of the production program?

- 1) planning and execution balances by program sections;
- 2) current production accounting system;
- 3) Reporting system;
- 4) Operational production management systems;
- 5) all of the above.

### **Sample essay topics**

1. The mechanism of formation of the production program of the enterprise
2. Operational and production planning of the company's activities
3. Organization and planning of the development of auxiliary production support
4. Organization and planning of innovation and investment activities
5. Business planning as a tool for implementing an enterprise's investment and innovation policy
6. Organization and planning of technical support and maintenance of production
7. Organization and planning of technical support and maintenance of production.
8. Organization and planning of production maintenance.
9. Operational and production planning of various types of production.
10. Business planning at the enterprise.
11. Feasibility study of the company's production program.
12. Planning the production program of workshops and sites.
13. Planning the profitability of production.
14. Planning of production costs and prices
15. Planning of labor costs.
16. The essence and features of network planning methods.
17. Planning of technical development and improvement of production organization.
18. Organization and planning of production support tools.
19. Planning sales of products and services.
20. The essence and features of operational and production planning.
21. Planning of the production and economic activity of the enterprise.
22. Production cost planning.
23. Financial planning at the enterprise.
24. Technical and economic norms and standards, their importance in the organization of planning at the enterprise.
25. Forecasting and planning of an organization's activities in a market environment.
26. Enterprise risk planning.
27. Organization and planning of energy and transport supply of production
28. Organization and planning of logistics and equipment of the production program of workshops.

The intermediate certification of students is carried out in the form of a course project defense using the following assessment materials: a list of course project topics.

Intermediate certification of students is carried out in the form of a test in the 4th semester and an exam in the 5th semester using the following assessment materials: a list of questions for the test, a list of questions for the exam.

#### **Questions for the test (4th semester, full-time education)**

1. Organization: concept, purpose, function, signs, functions.
2. Classification of organizations.
3. The role of organizations in solving the main economic problem.
4. Driving motives for the development of the organization's economy.

5. Extensive and intensive factors of the organization's development.
6. The life cycle of the organization, its stages.
7. The external and internal environment of the organization.
8. Products, goods, works and services of the organization.
9. Competitiveness of the organization's products.
10. Regulatory legal acts regulating the activities of the organization.
11. The order of registration of organizations.
12. Liquidation of organizations.
13. The main provisions of designing organizational structures of organizations.
14. Types of organizational structures.
15. Centralized and decentralized organizations.
16. Evaluation of the effectiveness of organizational structures.
17. The production structure of the organization.
18. Types of production organization.
19. The production process and the principles of its organization.
20. Production cycle.
21. The essence and functions of market planning.
22. The subject, methods and principles of planning in the organization.
23. Forms and type of planning.
24. Factors influencing the choice of planning form.
25. Types of information and sources of its receipt.

**Questions for the test**  
**(4th semester, full-time education)**

1. The essence and content of strategic planning.
2. The essence and content of operational planning.
3. The content and main indicators of the production plan.
4. Development of a production and sales program.
5. The organization's income.
6. Expenses of the organization.
7. The concept and economic essence of production costs.
8. Production cost planning.
9. Summary cost estimates.
10. The profit of the organization: the essence and functions.
11. Methods of forecasting and profit planning.
12. Profitability of the economic activity of the organization.
13. Development of a production logistics plan.
14. Calculation of the basic production requirements for materials.
15. Calculation of production equipment requirements.
16. Staff demand planning.
17. Labor productivity planning.
18. Labor intensity planning.
19. Staff salary fund planning.

20. The essence and importance of the financial resources of the organization.
21. Financial service of the organization.
22. The financial plan of the organization.
23. The essence and significance of business planning.
24. The structure of the business plan
25. Evaluation of the effectiveness of an organization's business plan.
26. Norms and standards used in planning.

#### **1. IV. THE LIST OF LITERATURE NECESSARY FOR MASTERING THE DISCIPLINE**

2.

##### **3. 5.1. Basic literature**

4.

5. 1. Rudenko, L. G. Planning and designing organizations: textbook / L. G. Rudenko. – Moscow: Dashkov and Co., 2019. 240 p.: ill. –Educational publications for bachelors). – Access mode: by subscription. – URL: <https://biblioclub.ru/index.php?page=book&id=573343> (date of appeal: 04/22/2024). – Bibliogr. in ISBN 978-5-394-02497-9. – Text: electronic.

6. 2. Aduyeva, T. V. Planning and designing organizations: a textbook / T. V. Aduyeva ; Tomsk State University of Control Systems and Radio Electronics (TUSUR). Tomsk: TUSUR, 2021. 73 p.: ill. – Access mode: by subscription. – URL: <https://biblioclub.ru/index.php?page=book&id=480666> (date of appeal: 04/22/2024). – Bibliogr.: p. 68. – Text: electronic.

7.

##### **8. 5.2. Additional literature**

9.

- 10.1. Zubov, A. T. Planning and designing organizations. Theory and practice: textbook / Zubov A. T., Pronina Z. Yu. - Moscow: Prospekt, 2019. - 472 p. - ISBN 978-5-392-29682-8. - Text: electronic // URL: <http://www.studmedlib.ru/book/ISBN9785392296828.html> (date of appeal: 04/21/2024). - Access mode: by subscription

#### **V. THE LIST OF RESOURCES OF THE INFORMATION AND TELECOMMUNICATION NETWORK "INTERNET" NECESSARY FOR MASTERING THE DISCIPLINE**

<b>№ III</b>	<b>Link to an information resource</b>	<b>The name of the development in electronic form</b>	<b>Availability</b>
1.	<a href="http://www.aup.ru/">http://www.aup.ru/</a>	Administrative and management portal. It includes an electronic library of business literature and documents, a business forum on various aspects of the theory and practice of organization, planning and management of enterprises. The sections also contain ready-made	Free access

		<b>business plans, statistical reference books, and analytical reviews.</b>	
2.	<a href="http://fcior.edu.ru/">http://fcior.edu.ru/</a>	<b>The Federal Center for Information and Educational Resources (FCIOR) provides access to electronic educational resources and services for all levels and levels of education.</b>	Free access

## **VI. MODERN PROFESSIONAL DATABASES AND INFORMATION REFERENCE SYSTEMS**

1.	<a href="http://www.biblioclub.ru">http://www.biblioclub.ru</a>	Electronic Library System (EBS) University Library Online	Registration via any university computer. In the future, unlimited individual access is provided from any point where Internet access is available.
2.	<a href="http://www.e.lanbook.com">http://www.e.lanbook.com</a>	The Electronic Library System (EBS) of the Lan Publishing House	Free access
3.	нэб.рф	National Electronic Library	Access is provided only within the framework of an organized electronic reading room from terminals installed on the territory. IGU Scientific Library (28 Kommunarov St.): reading room, room 305 b; YSU Electronic Information Center, room 406 a

## **VII. LICENSED AND FREELY DISTRIBUTED SOFTWARE**

The following licensed and freely distributed software is used in the implementation of the academic discipline:

- Microsoft Windows;
- Microsoft Office;
- LibreOffice, etc.

## **VIII. EQUIPMENT AND TECHNICAL TRAINING FACILITIES NECESSARY FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROCESS IN THE DISCIPLINE**

Training sessions are held in classrooms equipped with specialized furniture, including stationary or portable technical training equipment (projector, screen, computer/laptop).

Independent work is carried out in classrooms equipped with computer technology with the ability to connect to the Internet and provide access to the electronic information and educational environment of the university.