

BUNIN YELETS STATE UNIVERSITY

WORKING PROGRAM OF THE DISCIPLINE

B1.C.02.04 Project activities

Training: area: 38.03.03 Management

Orientation (profile): Organization management and logistics

Qualification (degree): Bachelor's degree квалификация (степень): бакалавр

Form of study: full-time

Institute of Economics, Management and Service Technologies

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

	full-time form	full-shape	time correspondence
Course	2		
Semester/ trimester	3		
3 Lectures and	18		
Laboratory classes			
Practical (seminar) classes,	36		
<i>including practical training</i>	-		
Consultations Form			
Форма of intermediate certification	Credit		
Control			
Other forms of work			
Independent work	18		

Total hours: 72

Labor intensity: 2 зачетные единицы эквивалентны.

Developer of the work program:

кандидат педагогических наук, старший преподаватель Т. А. Шабалина

I.ORGANIZATIONAL AND METHODOLOGICAL SECTION

The purpose of studying the discipline: formation of a culture of project-based economic thinking and basic competencies in the field of creating and implementing projects in professional activities, necessary for orientation and adaptation of students to the ongoing changes in the life of society; formation and development of students' skills in applying methods and tools of project activity, as well as the skill of independent work with educational and scientific literature.

Objectives of studying the discipline:

- form a system of ideas about project activities in the organization;
- learn project development tools and methods.
- get acquainted with the project cost management mechanism.
- get an idea of the project review and evaluation mechanism.

Place of the discipline in the structure of OPOP: it is implemented as a mandatory discipline within the block B1. Disciplines (modules).

Planned results of training in the discipline:

Code of competence	Indicators of achievement of competence	Planned results of training in the discipline
UC-2	Znat: <ul style="list-style-type: none">– methods of designing solutions to a specific project task, determining the best ways to solve it, based on current legal norms and available resources and restrictions.	Knows: <ul style="list-style-type: none">– options for creating a project for solving a specific problem, searching for optimal solutions, focusing on existing norms and restrictions.
	Ability to: <ul style="list-style-type: none">– formulate a set of interrelated tasks within the framework of the set work goal, ensuring its achievement;– qualitatively solve specific tasks (research, project, activity) in a set time;	Is able to: <ul style="list-style-type: none">– determine the set of tasks required to achieve the goal;– optimally find a solution to a specific project task, based on existing constraints.
	Possess: <ul style="list-style-type: none">– the skills of determining the expected results of solving tasks;– the skills of public presentation of the results of solving research, project, and activity problems.	Owns: <ul style="list-style-type: none">– skills of determining the expected results of solving tasks;– skills of public presentation of the results of solving the task or project.

UC -3	Knowledge: <ul style="list-style-type: none"> – strategies of cooperation to achieve the goal; – features of the behavior of different groups of people with whom it works/interacts; 	Knows: <ul style="list-style-type: none"> – prospects for interaction to achieve the goals set; – features of the behavior of different groups of people when interacting.
	Ability: <ul style="list-style-type: none"> – define your role in the team; – establish different types of communication (academic, business, informal, etc.); – assess the consequences of personal actions and plan a sequence of steps to achieve a given result; 	Is able to: <ul style="list-style-type: none"> – see your purpose in the team; – form various types of communication in collaboration; – evaluate the results of your actions and form actions to achieve the goal.
	Value: <ul style="list-style-type: none"> – skills of effective interaction with other team members, including participation in the exchange of information, knowledge and experience, in the presentation of the results of the team's work. 	Owns: <ul style="list-style-type: none"> – skills of interaction with other team members when solving professional tasks.
GPC -4	Know: <ul style="list-style-type: none"> – basic methods for identifying opportunities and threats in the organization's external environment. 	Knows: <ul style="list-style-type: none"> – the main ways to determine the available opportunities and possible threats emanating from the external operating environment;
	Be able to: <ul style="list-style-type: none"> – identify and evaluate opportunities for the organization's development based on available resources; – develop business plans for projects and business lines. 	Can do: <ul style="list-style-type: none"> – find and evaluate the prospects for the organization's development, taking into account the available opportunities and resources; – develop business plans for the organization's development projects.
	Own: <ul style="list-style-type: none"> – methods of assessing market situations, taking into account the prospects of the organization's activities; – methods of developing business plans and justifying financial and economic decisions. 	Owns: <ul style="list-style-type: none"> – ways to assess the organization's prospective market opportunities; – ways to develop business projects and justify them.

II. CONTENT AND SCOPE OF THE DISCIPLINE

with an indication of the number of hours allocated for students' contact work with the teacher (by type of training sessions) and for independent work

Full-time education

4	Name of sections and	topics Total	Classroom classes			Self. slave.
			LC	PZ	LB	
1.	Section 1. The concept of project and project activity	19	5	10		4
2.	Topic 1. The project and its formation processes	8	2	4		2
3.	Topic 2. Standardization of project management of project management	11	3	6		2
4.	Section 2. Project management and project activities	53	13	26		14
5.	Topic 3. Managing different types of projects	8	2	4		2
6.	Topic 4. Project cost management	9	2	4		3
7.	Topic 6. Project expertise and evaluation	12	3	6		3
8.	Topic 7. Project effectiveness and evaluation	12	3	6		3
9.	Topic 8. Methods of project innovation team management	12	3	6		3
10.	<i>Control</i>					
11.	<i>Total for the 4th semester</i>	<i>72</i>	<i>18</i>	<i>36</i>		<i>18</i>
12.	<i>including practical training</i>	-	-	-		-
13.	TOTAL:	72	18	36		18

Full-time and part-time education-not implemented

Part-time education -not implemented

III. EVALUATION MATERIALS FOR THE CURRENT AND FUTURE EVALUATION OF THE PROJECT. INTERMEDIATE CERTIFICATION OF STUDENTS IN THE DISCIPLINE

Current certification is conducted in the form of a test paper (testing, or knowledge of theoretical questions), an abstract.

Typical test:

1. New "discovery" of the project method, the third wave of its international distribution (one answer)

- 1) 1590-1765.
- 2) 1915-1965 гг.
- 3) 1765-1880.
- 4) 1965-present. time

5) 1880-1915.

2. Is this statement true: "Conversations with the customer outside of business hours are not part of project communications."? (one answer)

1) Incorrect

2) True

3. Indicate when the project communication plan is being developed. (one answer)

1) Doesn't matter

2) At the final stage of the project

3) As the project progresses

4) At the beginning of the project

4. Is the following statement true: "Well-built communications are needed to involve the customer and other interested parties in the project implementation process and provide information about the project progress"? (one answer)

(one answer)

1) Yes

2) No, incorrect

5. Is this statement "The basic rule of brainstorming is that it is forbidden to criticize other people's ideas" true? (one answer)

1) Incorrect

2) True

6. Reform of the existing or creation of a new enterprise, implementation of a new management system, holding an international conference, etc. – this is a project..... (one answer)

1) technical

2) social

3) organizational

4) mixed

5) economic

6. Which of the following criteria can determine the success of a product? (one answer)

1) Is the problem that the product was designed to solve solved or not

2) Terms of implementation

3) Issued points

4) There is no correct answer

5) Financial costs

7. Is this statement true "For the brainstorming method, there is no exact algorithm for finding really suitable ideas. It is likely that an effective idea may not be heard or may be unreasonably rejected."? (one answer)

1) True

2) Incorrect

8. Determine which of the following roles is redundant? (one answer)

1) Responsible person

- 2) Observer
- 3) Consultant
- 4) Performer
- 5) Mastermind

9. Is the following statement true: "If you do not agree on the Product Image within the team, then different ideas about the project results can be formed, which can negatively affect the achievement of the project goal"? (one answer)

- 1) Yes
- 2) No, incorrect

10. Project tasks are:..... (one answer)

- 1) steps that need to be taken to achieve the goal
- 2) project result
- 3) project objectives
- 4) project folder creation path

11. Specify whether you need to develop a communication management plan if there are two people in the project team. (one answer)

- 1) At the discretion of the project manager
- 2) Not required
- 3) Required

12. Privatization of the enterprise, introduction of a system of financial planning and budgeting, introduction of a new tax system, etc. – this is a project..... (one answer)

- 1) technical
- 2) social
- 3) organizational
- 4) mixed
- 5) economic

13. Arrange the stages of work on the project in chronological order (by sequence)

Product
Design (planning)
Project Portfolio
Reflection (analysis)
Problem
Search for information
Presentation

14. Which of the above project definitions is correct? (one answer)

- 1) A project is a unique activity that has a beginning and end in time, aimed at achieving a certain result/goal, creating a certain a unique product or service with specified resource and time limits
- 2) A project is the process of creating real possible objects of the future, or the process of creating a real-world project.
creating realistic product options for the future

3) A project is a set of pre-planned actions to achieve a goal.
for any purpose

4) A project is a set of interrelated activities or tasks aimed at:
to create a specific product or service for consumers

15. Which judgments are correct? Read each judgment carefully. (multiple responses)

1) A project is an independent research activity aimed at:
achieving your goal or problem

2) A hypothesis is an assumption or guess, a statement that does not imply
proof

3) MS PowerPoint-a program for creating text documents.

4) The goal of the project is the end result that you would like to achieve in the
following cases:
completion of the project

5) Hypothesis - an assumption or guess, a statement that implies
proof

16. Which of the degrees of responsibility does this description apply to: "may provide advice in the course of solving project tasks, is not responsible. They are informed about the decision they have already made, and their interaction with them is one-sided."? (one answer)

1) Responsible person

2) Consultant

3) Observer

4) Mastermind

5) Performer

17. Indicate the advantage of individual projects (one answer)

1) The author of the project gets the most complete and versatile experience of
project work.
activities at all stages of work

2) Develop cooperation skills, show flexibility, and see the point
from the other's point of view, compromise for the sake of a common goal

3) The author has the opportunity to enrich himself with the experience of others,
to see more effective solutions.
work strategies

18. Which judgments are correct? (multiple responses)

1) Project - identification, detailing, development and establishment of a social
security system
links

2) A forecast of a phenomenon, a probabilistic scientific judgment about possible
consequences.
its states in the present

3) Microsoft Word-a program for creating text documents

4) The forecast of any phenomenon, probabilistic scientific judgment about the
possible

its future states

5) An abstract is an oral or written communication intended to introduce students (readers) with a specific topic that does not require scientific verification or evidence

19. The direct solution of a real applied problem and obtaining a socially significant result are features.... (one answer)

- 1) an application project
- 2) research project
- 3) information project

20. What is a typical error when formulating a project goal?(one answer)

- 1) The goal does not imply a result
- 2) The goal includes many tasks
- 3) The goal does not contain scientific terms

21. Scientific and practical justification of the definition of goals, identification of tasks,

terms, rates, proportions of development of a particular phenomenon, its implementation,

it's called ... (one answer)

- 1) Forecasting
- 2) Rating
- 3) Planning
- 4) Consulting services

22. Which judgments are correct? (multiple responses)

1) Observation, experiment, measurement, questionnaire - these are the methods of project activity.
activities

2) The birthplace of these projects is Italy

3) Designing, designing, modeling, forecasting - these are methods
project activities

4) A presentation is a visual representation to others of what the idea was,
and what happened as a result of the joint solution of the problem.

5) A project is a vital task

23. What is a typical error when formulating a project goal? (one answer)

- 1) The goal includes many tasks
- 2) The goal does not contain scientific terms
- 3) The goal does not imply a result

24. The project product –is (one answer)

- 1) analysis, synthesis, game, model
- 2) research, observation, ranking, questioning
- 3) layout, album, portrait, abstract

25. Developing a certain future state of the system, processes, and relationships is... (one answer)

- 1) Design goal
- 2) Design methods

3) Design tools

4) Design technology

26. The purpose of the research project is (one answer)

1) proof or refutation of any hypothesis

2) attracting people's interest in the project issue

3) collecting information about an object or phenomenon

4) solving practical problems of the customer

27. Collection of information about any object or phenomenon, analysis, generalization

Information includes: (one answer)

1) application project

2) creative project

3) information project

28. Indicate the lack of group work on projects: (multiple responses)

1) There is no way to get comprehensive work experience at all stages of the project for each group member

2) There is no way to distribute responsibilities . so that each group member can show their strengths in the work that they do best

3) The experience of group cooperation is not developed

29. Choose the correct expression... (one answer)

1) the goal of the project may not be specific and may have different understandings

2) the achievability of the project goal means that it must be realistic

3) an error in setting the project goal does not affect the result

30. What types of projects are there based on the nature of contacts? (one answer)

1) Personal, paired, individual, group

2) Cultural studies, sports, history, music.

3) Intra-school, intra-school, regional, international

31. What is the "evaluation criterion"? (one answer)

1) This is a description of the student's achievement levels for each criterion, which consistently show all his steps on the way to the best result

2) This is a list of criteria for evaluating students ' knowledge on the topic studied, which

it is determined by the training goals

3) This is a list of different types of student activities that the student performs in the course of the work and must master perfectly as a result of the work

32. What is the relationship between the problem and the project goal? (one answer)

1) It's practically the same thing

2) Sometimes the goal has nothing to do with the project problem at all

3) The goal of the project is always to solve the project's problems

33. Why is it necessary to analyze the progress of project activities? (one answer)

- 1) It provides an opportunity to understand when and why mistakes were made, or prove that there were no errors
- 2) It helps to describe how the work went
- 3) It contributes to the overall development of students

34. What is the main difference between project activity and operational activity? (one answer)

- 1) Uniqueness
- 2) Availability
- 3) Simplicity
- 4) All answers are correct

35. Which of the following criteria can determine the success of a product? (one answer)

- 1) Is the problem that the product was designed to solve solved or not
- 2) Issued points
- 3) Financial costs
- 4) Terms of implementation
- 5) There is no correct answer

36. Set the sequence of activities during the project development process.

fix errors

put forward ideas and make sketches

select materials and tools

calculate costs

evaluate your work

organize your workplace

make things with your own hands

37. A project issue is not generated as: (one answer)

- 1). Problematic issue
- 2) Problem response
- 3) Problem situation
- 4) The problem problem.

38. In the information project, the student's activity is related to this: (one answer)

- 1) communication with people as sources of information
 - 2) experimentation, logical mental operations
 - 3) receiving feedback from the public, employer, and citizens
 - 4) analysis of quantitative and qualitative results of public opinion polls
- opinions, communication

39. The purpose of the information project is... (one answer)

- 1) solving practical problems of the customer
- 2) collecting information about an object or phenomenon
- 3) attracting people's interest in the project issue
- 4) proof or refutation of any hypothesis

40. Why is it necessary to analyze the result of project work? (one answer)

- 1) This makes it possible to understand why the actual result of the work differs from the planned (expected) result, to what extent these changes are justified, or prove that the actual result matches the expected result.
- 2) This makes it possible to describe how the result of the work was achieved, how it was implemented.
- 3) It provides an opportunity to talk about the effort spent on achieving the goal.

41. What is the mechanism of communication between the project product and the work plan? (one answer)

- 1) A work plan is the allocation of time required to create a project plan.
- 2) The work plan is the distribution of material resources necessary to create a project product.
- 3) The work plan is a list of all the main stages and smaller steps leading to the implementation of the project.

42. Conscious activity of a person with a clear definition of the goal, motives, and achievement of performance (one answer)

- 1) methodology
- 2) activities
- 3) design

43. Project activity is... (one answer)

- 1) conscious activity of a person with a clear definition of the goal, motives, and achievement of effectiveness
- 2) a plan with a clear definition of goals, motivations, and results
- 3) preliminary development of the main details of the upcoming activities of students and teachers

44. At what stage the goal is set, the relevance and significance of the project is determined (one answer)

- 1) preparatory stage
- 2) main stage
- 3) final stage

Sample topics of research papers:

1. Main tasks of project activity and project management.
2. Prerequisites and prospects for the development of project activities and project management.
3. Classification of projects.
4. Project goal and strategy, project results.

5. Managed project parameters.
6. Project cycle.
7. Structuring the project.
8. Project management functions and subsystems.
9. Project management methods.
10. Project activities in the organization.
11. Project participants and their functions.
12. Project management standards.
13. Structure and stages of project documentation development.
14. Organizational structure of the project and its external environment.
15. Sources of project financing.
16. Key project performance indicators.
17. Basic principles of project cost management.
18. General principles of choosing the directions of project activity in an organization.
19. Creating a business plan for creating a new product.

Intermediate certification of students is carried out in the form of a test using the following assessment materials: *list of questions for the test.*

**In the surveys to be taken into account:
(3rd semester, full -time study)**

1. Project and design.
2. General project management processes.
3. Project management processes related to the stages of the project lifecycle.
4. Standards in management: features, system of development and application.
5. International Project Management Standards.
6. National Project Management standards.
7. Features of rigid projects.
8. Features of soft projects.
9. AWP concept in soft project management.
10. AWP process implementation model
11. Theory of constraints in soft project management
12. Project resources.
13. Project cost.
14. Project cost management processes.
15. Classification of expertise.
16. The essence of financial expertise.
17. Expertise and evaluation of the target program.
18. Expert characteristics of innovative developments.
19. The concept of efficiency in the project management system.
20. Methods for evaluating the effectiveness of projects.

21. Methods for evaluating the effectiveness of project management.
22. Relevance and requirements for managing an innovative team.
23. Algorithms for managing an innovative team.
24. Organization of creative work of an innovative team.
25. Prospects of project activity in organizations.

IV. LIST OF LITERATURE REQUIRED FOR MASTERING THE DISCIPLINE

4.1. Basic literature

1. Kiselev, A. A. Project Management: textbook: [16+] / A. A. Kiselev. - Moscow : Direct-Media, 2023. - 460 p.: ill., tab. - Access mode: by subscription. —
URL: <https://biblioclub.ru/index.php?page=book&id=697955>(accessed: 24.04.2022024). - Bibliogr.: pp. 439-446. - ISBN 978-5-4499-3517-5. - DOI 10.23681/697955. - Text: electronic.
2. Project Management: a fundamental course: textbook: [16+] / A.V. Aleshin, V. M. Anshin, K. A. Bagrationi [et al.]; edited by V. M. Anshin, O. N. Il'ina. - Moscow: Publishing House of the Higher School of Economics, 2022. - 800 p.: ill., tab. - (Textbooks of the Higher School of Economics). - Access mode: by subscription. —
URL: <https://biblioclub.ru/index.php?page=book&id=699578>(accessed: 20.04.202.04.2024). - Bibliogr. in the book-ISBN 978-5-7598-2313-1 (in translation) — - ISBN 978-5-7598-2413-8 (e-book). - DOI 10.17323/978-5-7598-2313-1. - Text: electronic.

4.2. Additional literature

1. Fomichev A. N. Project Management: textbook / A. N. Fomichev. - Moscow: Dashkov & Co., 2023. - 258 p.: schematics, tab. - Available by subscription. —
URL: <https://biblioclub.ru/index.php?page=book&id=696997>(accessed: 22.0.04.202.2024). - Bibliogr. in the book-ISBN 978-5-394-05026-8. - Text: electronic.
2. Preobrazhenskaya, T. V. Project Management : a textbook : [16+] / T. V. Preobrazhenskaya. Preobrazhenskaya, M. Sh. Murtazina, A. A. Aletdinova; Novosibirsk State Technical University. Novosibirsk: Novosibirsk State Technical University, 2018. 123 p.: ill., tab. - Available by subscription. —
URL: <https://biblioclub.ru/index.php?page=book&id=574957>(accessed: 22.0.04.202.2024). - Bibliogr. in the book-ISBN 978-5-7782-3558-8. - Text: electronic.

V.. LIST OF RESOURCES OF THE INFORMATION AND TELECOMMUNICATION NETWORK "INTERNET" REQUIRED FOR MASTERING THE discipline

№ Item No	. Link to the information resource	Name of the development in electronic form	Availability
1.	http://edu.ru/	Russian Education: Federal Portal. Includes links to portals and websites of educational institutions; state educational standards; regulatory documents; a catalog of excursions and training programs.	Free access
2.	http://window.edu.ru/	Information system "Single window of access to educational resources" provides free access to the catalog of educational Internet resources and a full-text electronic educational and methodical library for general and professional education	Free access
3.	https://www.gumer.info/	Library Gumer: provides free access to 5,000 books and articles on the humanities	Free access
4.	http://fcior.edu.ru	/ The Federal Center for Information and Educational Resources (FCIOR) provides access to electronic educational resources and services for all levels and stages of education.	Free access

VI. MODERN PROFESSIONAL DATABASES AND INFORMATION AND REFERENCE SYSTEMS

1	http://www.biblioclub.ru.biblioclub.ru	Electronic Library System (EBS) University Library online	Registration via any university computer. In the future, unlimited individual access is provided from any point where there is access to the Internet
2	www.garant.ru	www.garant.ru Information and legal portal	Free access
3	www.elibrary.ru	Pwww.elibrary.ru Russian information portal in the field of science, technology, medicine and education	Free access

4	www.consultant.ru	RussianComputer Referenceandlegal system	Free access
5	www.urait.ru The Yuriteurait.ru	educational platform. For higher education institutions and secondary	schools, register via any university computer. In the future, unlimited individual access is provided from any point where there is access to the Internet.

VII. LICENSED AND FREELY DISTRIBUTED SOFTWARE

When implementing an academic discipline, the following licensed and freely distributed software is used:

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

VIII. EQUIPMENT AND TECHNICAL MEANS OF TRAININGNECESSARY FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROCESS IN THE DISCIPLINE

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

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