BUNIN YELETS STATE UNIVERSITY

"APPROVED"
Director of the Institute of Psychology
And Pedagogy _____/T.D.Krasova/

THE WORK PROGRAMME OF THE DISCIPLINE
B1.C.02.04 Project activities

Direction of training: *44.03.01 Pedagogical Education*
Profile: *Primary education*

Qualification (degree):*bachelor*
Mode of study: *full-time*

Institute *of Psychology and Pedagogy*
Department: *Economics and Management named after N.G. Nechaev*

	очная форма	очно-заочная форма	заочная форма
Study course	2		
Term	3		

	очная форма	очно-заочная форма	заочная форма
Lectures	18		
Laboratory work			
Practical work (seminars)	36		
Including practical training			
Form of control	Credit test		
Control			
Other forms of work			
Independent work	18		

Total number of academic hours: 72.
Labor intensity: 2 credits.

Developer of the work programme: senior lecturer   Shelopugina N.A.

I. ORGANIZATIONAL AND METHODOLOGICAL SECTION

The purpose of studying the discipline:

the formation of students' competencies that allow them to successfully apply knowledge, skills and abilities in the field of using modern project management technologies, as well as familiarity with the principles of project activity in their future profession.

The tasks of studying the discipline:

- mastering the basic principles of the distribution and differentiation of roles in the team during the project development process to achieve maximum efficiency;

- understanding of accounting technology in solving the tasks of the project activity of labor and material resources, the specifics of the limitations of the project in terms of time, cost and content;

- development of skills necessary for participation in the development of the project, for the preparation of project documentation, for the public presentation of the results of solving a specific task of the project or the project as a whole.

The place of the discipline in the structure of the BPEP:

it is implemented as a mandatory discipline within the framework of block B1. Disciplines (modules).

Planned learning outcomes for the discipline:

Competence code	Indicatorsof Competence Achievement	Planned learning outcomes for the discipline
UC-2	**To know:** - methods of designing a solution to a specific project task, determining the optimal ways to solve it, based on current legal regulations and available resources and limitations.	**Knows:** - methods of analyzing the organizational structure of the project.
	To be able to: - formulate a set of interrelated tasks within the framework of the set goal of the work, ensuring its achievement; - qualitatively solve specific tasks (research, project, activity) within the specified time.	**Is able to:** - to find the necessary information for the implementation of project activities; - develop the organizational structure of the project.
	To possess: - skills of determining the expected results of solving the set tasks; - skills of publicly presenting the results of solving the tasks of research, project, activity.	**Possesses:** - techniques for developing the project structure according to the set goals and objectives.
UC-3	**To know:** - strategies of cooperation to achieve the set goal; - behavioral characteristics of different groups of people with whom he/she works/interacts;	**Knows:** - the main tasks of the project manager and the roles of the project team members; - principles of conducting project activities in a team.

	- assess the consequences of personal actions and plan a sequence of steps to achieve the set result.		
	To be able to: – define his/her role in the team; establish different types of communication (educational, business, informal, etc.).	**Is able to:** - выявлять траектории взаимодействия менеджера и команды проекта; - разрабатывать принципы внедрения проекта согласно поставленным целям и задачам.	
	To possess: - 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.	**Possesses:** - identify the trajectories of interaction between the manager and the project team; - to develop the principles of project implementation according to the set goals and objectives.	
GPC-3	**To know:** - the essence, forms and methods of organizing educational and upbringing activities; - modern technologies for organizing joint and individual educational and upbringing activities, including in the context of an inclusive educational process; - the basics of psychodiagnostics and the main signs of deviations in the development of children.	**Knows:** - internal (corporate) project management organization; - the main stages of the project development.	
	To be able to: - correlate the requirements of federal educational standards with the individual educational needs of students; - organize joint educational and upbringing activities; - develop and implement individual educational routes, individual development programs and individually oriented educational programs taking into account the personal and age characteristics of students.	**Is able to:** - to carry out project activities by means of modern technologies; - to carry out the planning and implementation of project activities using promising methods.	
	To possess: - methods of organizing joint and individual educational and upbringing activities; - methods of identifying children with special educational needs.	**Possesses:** - the skills to carry out effective internal project activities in the organization; - skills in the design of documentation based on the results of solving specific tasks of the project.	

II. THE CONTENT AND SCOPE OF THE DISCIPLINE
indicating the number of hours allocated for the contact work of students with a teacher (by type of study) and for independent work

Full-time education

№	Name of sections and topics	Total	Classroom classes	Ind.

п/п			LEC	PRACT	LAB	work.
	Section 1. Methodological and organizational foundations of project management	**40**	**10**	**20**		**10**
1	Topic 1. Introduction to project management. Basictermsandconcepts	8	2	4		2
2	Topic 2. Organizational structure of the project	8	2	4		2
3	Topic 3. Project Manager and team	12	2	8		2
4	Topic 4. Internal (corporate) project management organization	12	4	4		4
	Section 2. Project planning and implementation	**32**	**8**	**16**		**8**
5	Topic 5. Stages of project development	8	2	4		2
6	Topic 6. Planning and implementation of project activities	12	4	4		4
7	Topic 7. Projectimplementation	12	2	8		2
	Test					
	Total for 3 semesters	*72*	*18*	*36*		*18*
	includingpracticaltraining					
	Total number of academic hours:	**72**	**18**	**36**		**18**

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

Part-time education (not implemented)

III. EVALUATION MATERIALS FOR THE ONGOING AND INTERMEDIATE CERTIFICATION OF STUDENTS IN THE DISCIPLINE

The current certification is carried out in the form of a control work (in a test form).

A typical version of the test work
In the test form:

1. Choose several options for the correct answer:
Confirm the correctness of the judgments:
a) the project is only the introduction of innovations
b) the project is carried out within the framework of current activities
c) the project is a solution to problems taking into account available opportunities
d) the project is a purposeful change in the initial state of a certain system, managed by a manager, associated with time and resources

2. Choose one option for the correct answer:
The sign of legal security characterizes:
a) registration of interests and regulation of relations of all project participants
b) the organization of its structure specific to

the project c) the presence of novelty (uniqueness) of the components of the project and the presence of novelty (uniqueness) of the entire project as a whole

d) restrictions imposed on the period of time necessary for the implementation of the project itself

3. Choose one correct answer option:
What is not related to the main features of the "Scale of the project"?
a) the size of the project itself
b) the number of its participants
c) the duration of the project implementation period
d) the degree of its impact on the outside world

4. Chooseonecorrectanswer:
The basis of the classification "Project type" means:
a) classification by complexity
b) classification by main fields of activity
c) classification by the nature of the subject area
d) classification by the duration of the period

5. Select several correct answers:
The economic factors influencing the project are:
a) tariffs and taxes
b) the price level
c) government support for the project
d) the development of market infrastructure

6. Choose several correct answers:
Political factors influencing the project:
a) political stability
b) crime rate
c) inflation rate and currency stability
d) living conditions and standard of living

7. Choose one correct answer option:
The infrastructure sector does not form:
a) engineering support
c) transport requirements
b) environmental protection requirements
d) information support

8. Choose several correct answers:
The project implementation phase includes:
a) operational planning of work
b) coordination of work

c) structural work planning
d) design development

9. Choose one correct answer:
In the functional structure, the project coordinator:
a) does not manage resources
b) manages resources allocated only to the project
c) manages all resources
d) ensures the targeted use of resources

10. Choose one correct answer:
The project structure is used when…
a) one very large project is being implemented, which requires a lot of time and re-sources
b) all resources should be divided only between priority projects
c) the organization's activities are implemented mainly through projects
d) a comprehensive program consisting of several projects is being implemented

11. Choose several options for the correct answer:
Confirm the correctness of judgments:
a) in the functional and matrix structure, the project manager influences the project performers through the head of the organization
b) in the project structure, the project manager directly influences the performers
c) in the functional structure, all resources and personnel are at the disposal of functional managers
d) in the project structure, the head manages resources through functional managers

12. Choose several options for the correct answer:
The project participants are
a) the management of the enterprise
b) the project environment
c) the project team
d) project resources

13. Choose one correct answer:
The main participant in project management:
a) the head of the organization
b) the customer
c) the project manager
d) the investor

14. Select several correct answers
Choose the two most effective levers for forming a project team:
a) motivation

b) conflict
resolution c) responsibility sharing
d) comfortable working conditions

15. Choose several options for the correct answer:
The basic functions of the project manager are:
a) contract management
b) subject area
c) cost management
d) human resource management e
) project duration
management g) quality management

16. Choose one correct answer:
The optimal duration of the project team:
a) 1 year
b) 2 years
c) 3 years
d) 0.5 years

17. Choose several options for the correct answer:
The success factors of the team do not include:
a) the independence of the actions of the team members
b) work only together with all team members
c) internal division of labor
d) solving all problems by joint efforts

18. Choose one correct answer:
The team leader, as a rule, does not use a work style:
a) liberal
b) directive
c) collegial
d) all styles

19. Choose one correct answer:
The project technology in the company is implemented on the basis of:
a) own developed documents
b) legislative documents
c) all-Russian norms and regulations
d) does not require regulatory documents

20. Select several correct answers
The responsibility matrix in project management is based on:
a) the structural model of the project

b) functional responsibilities
c) responsibilities for the implementation of the project
d) overcoming conflicts in the team

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

Questions for the test
(3rd semester, full-time study)

1. Definition of the project. The main approaches to understanding the project
2. The main features of the project
3. Types and types of projects
4. Project Environment
5. Project participants
6. The concept of the project life cycle
7. Phases of the project life cycle, their content and sequence
8. Project management as an activity
9. Functional and matrix structures of projects
10. Project, divisional, network structures
11. Advantages and disadvantages of the main types of organizational structures,
12. Choosing a project management structure
13. The role, tasks and functions of the project manager
14. The concept of a "project team", the principles of its formation
15. The main stages of the team's life cycle
16. Functions of the project team members
17. Interaction of project and functional managers. Conflicts
18. The concept of a corporate project management system
19. Regulatory project management system
20. Subjects of the corporate project management system. The concept of a parent organization
21. Objects of the corporate project management system, separation of management functions
22. Requirements for the creation of a team and the formalization of its activities
23. Motivation of project participants.
24. Working methods of the project team
25. Project Office
26. Initiation (initial or pre-investment stage)
27. The essence of planning, its stages, the system of plans
28. Organization of project implementation, analysis
29. Change management, project completion stage
30. Planning the scope of work. The structural plan of the project.

31. Project process plan
32. Time planning in the project
33. Project resource planning and management.
34. Project cost planning and management
35. Strategic management, concept, types
36. Corporate Strategic Management
37.Project implementation technology
38. Problems of project implementation

IV. LIST OF REFERENCES REQUIRED FOR MASTERING THE DISCIPLINE

4.1. Main literature

1. Velikanova, S. S. Fundamentals of project activity : a course of lectures : text-book : [12+] / S. S. Velikanova. – Moscow : Direct Media, 2022. – 316 p.: ill., schematics, table. – Access mode: by subscription. – URL: https://biblioclub.ru/index.php?page=book&id=693220 (date of application: 09/02/2024). – Bibliogr. in the book – ISBN 978-5-4499-3272-3. – Text : electronic.

2. Kiselyov, A. A. Project management : textbook : [16+] / A. A. Kiselyov. – Moscow : Direct Media, 2023. – 460 p. : ill., table. – Access mode: by subscription. – URL: https://biblioclub.ru/index.php?page=book&id=697955 (date of application: 09/02/2024). – Bibliogr.: pp. 439-446. – ISBN 978-5-4499-3517-5. – DOI 10.23681/697955. – Text : electronic.

4.2. Additional literature

1. Project management : fundamental course : textbook : [16+] / A.V. Alyoshin, V. M. Anshin, K. A. Bagrationi [et al.]; edited by V. M. Anshin, O. N. Ilyina. – Moscow : Publishing House of the Higher School of Economics, 2022. – 800 p. : ill., table. – (Text-books of the Higher School of Economics). – Access mode: by subscription. – URL: https://biblioclub.ru/index.php?page=book&id=699578 (date of application: 09/02/2024). – 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.

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

№ п/п	Link to the information resource	The name of the development in electronic form	Availability

1.	https://minfin.gov.ru/	Website of the Ministry of Finance of the Russian Federation	Free access
2.	https://rosstat.gov.ru/	Website of the Federal State Statistics Service of the Russian Federation	Free access

VI. MODERN PROFESSIONAL DATABASES AND INFORMATION REFERENCE SYSTEMS

1.	www.biblioclub.ru	Electronic library system (ELS) University library online	Registration via the university computer. In the future, unlimited individual access is provided from any point where there is access to the Internet.
2.	www.elibrary.ru	Russian information portal in the field of science, technology, medicine and education	Free access

VII. LICENSED AND FREELY DISTRIBUTABLE SOFTWARE

The following licensed and freely distributed software is used in the implementation of the academic discipline:
- Microsoft Windows;
- Microsoft Office;
- LibreOffice and others.

VIII. EQUIPMENT AND TECHNICAL TEACHING AIDS REQUIRED FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROCESS IN THE DISCIPLINE

Classes are held in classrooms equipped with specialized furniture, including stationary or portable technical teaching aids (projector, screen, computer/laptop).

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