

**FACULTY OF SOCIETY AND SCIENCE  
STUDY COURSE DESCRIPTION**

<b>Course Title:</b>	<b>Project Management</b>				
<b>Course code (LAIS):</b>	<b>VadZ4031</b>				
<b>Study programme:</b>	<b>Business Administration</b>				
<b>Level of Study programme:</b>	<input type="checkbox"/>	1st level professional higher education			
	<input checked="" type="checkbox"/>	Professional Bachelor			
	<input type="checkbox"/>	Professional Master			
	<input type="checkbox"/>	Academic Master			
	<input type="checkbox"/>	PhD level			
<b>Type of Study programme:</b>	<input checked="" type="checkbox"/>	Compulsory course (Part A)			
	<input type="checkbox"/>	Professional specialization courses (Part B, compulsory)			
	<input type="checkbox"/>	Professional specialization optional courses (Part B, optional)			
	<input type="checkbox"/>	Elective courses (Part C)			
<b>Course Workload:</b>	<b>Credits</b>	<b>ECTS</b>	<b>Academic hours</b>	<b>Contact hours</b>	<b>Independent work hours</b>
	4	6	160	64	96
<b>Course Author/ Tutor:</b>	<b>Maira Leščevica</b>				
	Professor, Dr.oec.				
	<a href="mailto:maira.lescevisa@va.lv">maira.lescevisa@va.lv</a>				
	Consultation: according to the schedule for each semester				
<b>Study Form:</b>	Full time studies				
<b>Study year, semester:</b>	Year 2, Semester 1				
<b>Language:</b>	Latvian, English				
<b>Prerequisites for the Course:</b>	-				
<b>Course Summary:</b>	The aim of the study course is to acquire various funding opportunities to be able to see and realize ideas for improvement of social environment and life in the immediate area (residence of Valmiera or other student living place) using project planning and implementation skills, project documentation and management. Carry out project planning with a special programmes				
<b>Assessment:</b>	Lectures, practical tasks, seminārs, gala work defence etc.				
<b>Requirements for Credits:</b>	Examination				
<b>Abiding by the Academic Ethics</b>	Students must abide by the academic and research ethics, Vidzeme University of Applied Sciences Ethics Regulations, incl.:				
	<ul style="list-style-type: none"> <li>- study papers must be independently developed;</li> <li>- the study work should reference all statements, ideas and data used that have been authored by someone else;</li> <li>- appropriate data acquisition methods should be used in the acquisition of data, the research ethics must be respected, empirical data must be collected independently and cannot be distorted or falsified;</li> <li>- the examination must be carried out by the student independently, without the use of supporting materials and/or consultations with other students, unless the lecturer states otherwise.</li> </ul> <p>In the event of non-compliance with the academic and research ethics, punishment is imposed in accordance with the ViA Ethics Regulations and the study course must be re-taken, unless the punishment is exmatriculation.</p>				
<b>Learning Outcomes; the evaluation methods and criteria</b>	<b>Learning Outcomes</b>			<b>The evaluation methods and criteria</b>	
	<b>Knowledge</b>				
	Understands project concepts and difference from business			Presentation of group works with comments	
	Understands project management and functions			Presentation of group works with comments	
	Knows how to obtain financing for project idea			Presentation and project proposal	
	Understands project organization structure			Presentation and project proposal	
Understands project budget development process			Budgeting in project proposal		

	Knows project risks	Risk analysis and its influence in project proposal
	<b>Skills</b>	
	Knows how to measure project results, aims and plan activities	Project activities in project proposal
	Knows how to attract origin of finances	Final presentation
	Knows how to make budget balanced	Resources and finances
	<b>Competency</b>	
	Understands how to identify project ideas and knows how to write project proposal application – plan and budget, attract financing and use appropriate software programme	Completed project proposal application, also in electronic format
	Knows how to prove project viability and realization	‘Selling’ or pitching of project idea
<b>Course Compulsory literature:</b>	<ol style="list-style-type: none"> <li><b>Lock Dennis. Project Management/ 10th Edition. Gower, 2013, 534 p.</b></li> <li>Young Trevor L. The Handbook of Project Management: a practical guide to effective policies and procedures/ Trevor L.Young. - 2nd ed. - London: Kogan Page, 2003. - VIII, 295 p.: ill. - Index: p.291.-295. - with CD.</li> <li>Gray Clifford F. Project Management: the managerial process/ Clifford F.Gray, Erik W.Larson.- 2nd. ed. - Boston: McGraw-Hill, 2003. - XVIII, 573, I-14 p.: il. - Glossary: p.567.-572. - Acronyms: p.573. - Index: p.I-1.-I-14. - CD-ROM.</li> </ol>	
<b>Course additional literature:</b>	<ol style="list-style-type: none"> <li>Lūiss Džeimss P. Projektu vadīšanas pamati; tulk. K. Caunīte; Amerikas Vadības asociācija. - Rīga: PUSE PLUS, [b.g.]. - 111 lpp.</li> <li>Rokasgrāmata projektu pieteikumu sagatavošanā: pašvaldību un publiskās pārvaldes projektiem/ red. Dace Damkevica; Latvijas Pašvaldību savienība. - [Rīga]: Latvijas Pašvaldību savienība, 2001. - 22 lpp.</li> <li>Reiters Vilfrīds. Kailā patiesība par projektu menedžmentu/ Vilfrīds Reiters; no vācu val. tulk. Ēva Fukse. - [Rīga]: Vaidelote, 2004. - 197 lpp.</li> <li>Kerzner Harold. Project Management: a system approach to planning, scheduling, and controlling/ Harold Kerzner.- 8th ed. - New Jersey: John Wiley &amp; Sons, 2002. - XX, 891 p. - Author Index: p.875.-876. - Subject Index: p.877.-891.</li> <li>A Guide to the Project Management Body of Knowledge: (PMBOK Guide).- 2000 edition. - Newtown Squaire: Project Management Inst., 2001. - X, 216 p.: ill., tab.</li> <li>Baker Sunny. Project Management/ Sunny Baker, Kim Baker. - New York: Alpha Books, 1998. - XXIV, 328 p.: il., pict. - (Complete Idiot's Guide). - p.319.-328.</li> <li>Lientz Bennet P. Project Management for the 21st Century/ Bennet P.Lientz, Kathryn P.Rea. - 3rd ed. - San Diego: Academic Press, 2001. - XVIII, 395 p.: ill., fig. - Index: p.391.-395. - Websites: p.389.</li> <li>Friend John. Managing Development Projects and Programmes: Fresh Perspectives Towards an Action Research Agenda: Working Paper No.21, 1998/ J.Friend. - Humberside: Univ. of Lincolnshire, 1998. - 28 p.: ill., pic. - (Lincoln School of Management).</li> <li>Grīns Čads T. Kā sastādīt veiksmīgu finansējuma pieprasījumu: Soli pa solim: Ar praktiskiem uzdevumiem un piemēriem Baltijas nevalstiskajām organizācijām/ Čads T. Grīns, Ivete Kastro-Grīna. - Rīga: NGO Centrs-Rīga, 1997. - 61 lpp.</li> <li>Грин Чад Т. Как составить успешный проект: с практическими упражнениями и трафаретами заявок на финансирование в западные фонды/ Чад Т.Грин, Ивет Кастро-Грин. - Rīga: NGO Centrs, 1997. - 75 c. - (Шаг за шагом).</li> <li>Kalniņa Ruta. Projektu vadīšana no idejas līdz realizēšanai/ Ruta Kalniņa. - Rīga: Latvijas Pašvaldību mācību centrs, 1999. - 66 lpp.: il. - Izmantotā lit.: 66.lpp.</li> </ol>	
<b>Course confirmation date:</b>	6., January 2020.	
<b>Date of course description update:</b>		

### Study Course Plan:

Date	Theme	Academic hours		Study Form/ Organization of independent work of students and task description
		Contact hours	Independent work hours	
<i>The date is</i>	What is Project. Historical development of	4	6	Lecture and practical group

<i>specified before the implementation of the course</i>	projects in EU and Latvia			works
	Project and Business. Origins of Successful project	4	6	Lecture and practical group works
	Project planning. Project Environment	4	6	Lecture and practical group works
	Project Development Stages	6	6	Lecture and practical group works. Guests from Valmiera city council and foundations
	Project management and Project manager. Management concept	4	6	Lecture and practical group works. Homework
	Roles of Project management. Project management functions	4	6	Lecture and practical group works
	International or local scope projects. EU financing forming. Origins of local financing	4	6	Guests from project management or investment projects institutions Lecture and practical group works. Homework
	Project organization. Organizations and Culture, Ethics	4	6	Lecture and practical group works. Homework
	Appropriate project selection and development	4	6	Lecture and practical group works. Homework
	Project team	4	6	Lecture and practical group works
	Project planning	4	6	Lecture and practical group works, using software
	Project and budget planning	4	6	Lecture and practical group works, using software
	Project budget planning	4	6	Lecture and practical group works, using software
	Risk management	4	6	Lecture and practical group works
	Examination	6	12	Defence of presentation and project proposal application submission
	<b><i>Hours total:</i></b>	<b>64</b>	<b>96</b>	