Detailed curriculum for the course:
Project Management

Academic year:	2023/2024
Program:	Biotechnology for the Life Sciences
Course code:	BLS105 Project Management
ECTS points:	3
Language of the course:	English
Teaching hours:	30 hours (20 lectures, 10 practical work)

Pre-requisites for enrolment: No specific courses required.

Course leader and contact information:
Title and name: Dr. Petra Karanikic, Associate Professor
Address: Radmile Matejcic 2 (8th floor; room 824)
E-mail: pkaranikic@biotech.uniri.hr
Consultation hours: Consultations will be held during the course dates (before and/or after the class). Consultations will be held in the professor's office, and appointments will be made by e-mail and telephone.

Course dates: 10/06/2024 – 21/06/2024

Teaching staff: Dr. Petra Karanikic, Associate Professor

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Required literature:
Materials delivered to students during lectures
Lecture presentations

Course description:
The aim of the course is to acquire basic knowledge and enable students to understand a wide range of possibilities for the application of project management methodology both in research activities and in practice.

The course deals with the methodology of project management. The most important concepts and components of development and preparation of a project proposal, as well as ways of implementing project activities and managing the entire project are studied. The importance and ways of applying the project management methodology in the preparation and implementation of scientific research and professional projects will be discussed.

Learning outcomes:
1. Understand the methodology of project preparation and development.
2. Independently prepare and draft a project proposal using the appropriate methodology.
3. Understand and independently identify possible risks and ways to eliminate them in the implementation of the project.
4. Understand, define and monitor relevant project implementation indicators.
5. Understand and independently monitor and manage the entire project implementation process.

Detailed course content:
Lectures:
L1. (2 hours) Introduction to project management (approach to project management in the context of the old and new economic paradigm; the importance of professional and scientific approach to project management; development of discipline and practice of project management in the context of globalization and technological progress); defining the context of project management (concept and definition of the project; concept and definition of project management; project life cycle; external and internal factors influencing project management)
L2. (2 hours) The role and importance of the project manager and the appropriate project organizational structure (role and function of the project manager; characteristics and selection of the project manager; importance, role and selection of the project team; role and identification of stakeholders in the project; project as part of the overall organizational structures)
L3. (6 hours) Project preparation (project initiation; project planning; determination of project objectives; development of project gantt charts; definition of project roles and responsibilities; determination of project parameters and indicators; project budgeting; project resource optimization; project risk identification and assessment)
L4. (6 hours) Implementation, monitoring and completion of project implementation (negotiation of project conditions; project contracting; management of project implementation activities; control of project implementation; project audit; project completion)
L5. (4 hours) Presentation of project proposals prepared by students during exercises and their analysis

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Practical work:

P1. (5 hours) Preparation of a project proposal (preparation of a project proposal according to defined instructions and parameters; students will be divided into teams)

P2. (5 hours) Preparation of a project proposal (preparation of a project proposal according to defined instructions and parameters; students will be divided into teams)

Requirements, methods of assessment and evaluation:

It is mandatory to attend lectures and practical work exercises in which the active participation of students is expected. After the lectures and exercises, student presentations follow.

During the practical work exercises students will be divided into groups and will have the task of preparing a project proposal according to the detailed instructions they will receive at the beginning of the lectures. Each student is required to participate in practical work exercises and as part of the group to participate in the preparation and presentation of the project proposal.

Oral presentation should last approximately 30 minutes.

The grade from the course includes class attendance, preparation and presentation of project proposals and the final exam (written exam).

The total percentage of student success during lectures is 70%, and the final exam 30% of the grade.

For all activities during classes (lectures, practical work exercises, final exam), the student should accomplish minimum 50% points as shown in the table:

Activity	Score points (min.)	Score points (max.)
Lectures	**20**	**40**
Practical work exercise	**15**	**30**
- **Written part**	**7,5**	**15**
- **Oral presentation**	**7,5**	**15**
Final exam (written)	**15**	**30**
Total evaluation (score) points	**50**	**100**

Examination deadlines:

The final exam will be held on June 17th 2022. The exact time will be communicated with students.

For those who need to retake the exam it will be held in agreement with the students.

Additional exam (maximum two more) will be by arrangement between the students and teacher.

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Qualification and grades (according to *Pravilniku o studijima Sveučilišta u Rijeci*):

Students can gain a maximum of 70% of grade points during continuous classes, and 30% at the final exam. Students who during the continuous part of the course achieved:
• From 0 to 34.9% of grade points cannot take the final exam
• More than 35% of the grade points can take the final exam
• The exam threshold at the final exam cannot be less than 50% of the successfully passed exam.

Final grades
The following grades will be awarded based on the final score:

Percentage score	ECTS grade	Numerical grade
90% to 100%	A	Excellent (5)
75% to 89.9%	B	Very good (4)
60% to 74.9%	C	Good (3)
50% to 59.9%	D	Satisfactory (2)
0% to 49.9%	F	Unsatisfactory (1)

The final grade is based on the sum of percentage points accumulated during the course and on the final exam. Passing grades are excellent (5), very good (4), good (3) and satisfactory (2).

Schedule of classes:

Date	Group	Time	Room	Activity	Teacher
10/06/2024	All	tbd	tbd	L1	Petra Karanikic
11/06/2024	All	tbd	tbd	L2	Petra Karanikic
12/06/2024	All	tbd	tbd	L3	Petra Karanikic
13/06/2024	All	tbd	tbd	L3	Petra Karanikic
14/06/2024	All	tbd	tbd	L4	Petra Karanikic
17/06/2024	All	tbd	tbd	L4	Petra Karanikic

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18/06/2024	All	tbd	tbd	P1	
19/06/2024	All	tbd	tbd	P2	Petra Karanikic
20/06/2024	All	tbd	tbd	L5	Petra Karanikic
21/06/2024	All	tbd	tbd	Final exam	Petra Karanikic

Additional information:

Attendance at lectures and seminars are mandatory. In case of justified longer absence, it is necessary to inform the professor, explain the reason for absence and, if necessary, attach appropriate evidence.

Students are required to participate in the development of the project proposal and its presentation.

Regardless of the date of the oral presentation, students must submit their project proposal in written form (electronically) before its oral presentation, while the project proposal prepared and presented is the mandatory condition for taking the final exam.

Academic integrity

Students are required to respect the principles of academic integrity, and refer to the documents: *Ethical rules of the University of Rijeka* and *Ethical rules for students*.