



## Syllabus of Module

# 5. Project Documentation and Risks

**Lecturer: Ing. Petr Fanta, Ph.D.**

### Module Annotation

The module will acquaint students in a clear form with mandatory and recommended documents used in individual stages of project preparation and management, starting from the project charter, project plan and its parts, up to the final documents used in the closure and possible evaluation of the project.

The second part of the module will focus on the issue of risks in projects. Firstly, it will present the characteristics and significance of risks in projects, then focus on their management (risk identification, analysis and methods of risk management in projects) and finally it will present the position and management of risks within the project cycle.

### Module Objective

The aim of the module is to familiarise students with the meaning and content of the most important documents in project management. The second goal is to introduce students to the issue of risk management in projects and teach them to conduct basic risk analysis.

## Literature

1. DOLEŽAL, Jan, Pavel MÁCHAL and Branislav LACKO. Projektový management podle IPMA. 2., aktualiz. a dopl. vyd. Prague: Grada, 2012. Expert (Grada). ISBN 978-80-247-4275-5.
2. FOTR, Jiří and Ivan SOUČEK. Investiční rozhodování a řízení projektů: jak připravovat, financovat a hodnotit projekty, řídit jejich riziko a vytvářet portfolio projektů. Prague: Grada, 2011. Expert (Grada). ISBN 978-80-247-3293-0.
3. KORECKÝ, Michal and Václav TRKOVSKÝ. Management rizik projektů: se zaměřením na projekty v průmyslových podnicích. Prague: Grada, 2011. Expert (Grada). ISBN 978-80-247-3221-3.
4. NĚMEC, Vladimír. Projektový management. Prague: Grada, 2002. Poradce. ISBN 80-247-0392-0.5. DRUCKER, Peter Ferdinand. Cestou k zítřku: Management pro 21. století. Prague: Management Press, 1993. ISBN 8085603284.
5. Project Management Institute: A Guide to the Project Management Body of Knowledge, Fifth edition, PMI Inc., Pennsylvania 2013.
6. SVOZILOVÁ, Alena. Projektový management. 2., aktualiz. a dopl. vyd. Prague: Grada, 2011. Expert (Grada). ISBN 978-80-247-3611-2.