



## Syllabus of Module

# 4. Project Management and Planning

**Lecturer: PaedDr. Ing. Kateřina Bočková, Ph.D., MBA**

### Module Annotation

Project preparation and planning. When and why to use a project. Method of project framework and its implementation. How to begin the project shaping - starting points, assumptions, intentions. Determination of the project mission, vision and goals, metrics of project goals. Structuring the project – creation a basic design. Risks of the project and work with them. Planning of the project activities and resources. Drawing up of a timetable and work with him. Project implementation and realization. Project Management System - what it is. Working with schedules and timetables for project management. Project controlling – how to have everything under the control. Project team - who implements the project, the project role, the leadership. Project communication - effective management of meetings and negotiations. Principles of conflict resolution and non-standard situations.

### Module Objective

The module deals with the project management principles from the viewpoint of the project management philosophy implementation into the companies on Czech market and from the viewpoint of the idea, that the project management is very useful method pro the management by project. Project management is suitable for the persons responsible for the project management implementation in the company and for the project managers or for the project supervisors, who take care about the project in the various areas of project scope.

The module graduates are able to realize the basis, importance and contributions of project management, next they are able to specify, what is necessary to know in the moment of the

project start, to define the project aims, to learn the proves of project works including the time schedule.

The module essential is to explain the basic terminology, methods, tools and processes of project management, to adopt their practical realization through the exercises in small working teams upon the solution of simple examples and simulations.

## Literature

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