

MINISTRY OF EDUCATION OF THE REPUBLIC OF AZERBAIJAN
WESTERN CASPIAN UNIVERSITY



“I confirm”

Head of the Department:

i.e.d.prof.D.A.Baghirov _____

Signature _____

Date _____

Head of the Educational Department:

PhD, Acting Associate Professor Akhundov Piri

Signature _____

Date _____

Head of the Quality Assurance Department:

Wonda Grobbelear

Signature: _____

Date : _____

DEPARTMENT: Management
FACULTY (SCHOOL): School of Economics
SPECIALIZATION (code):
COURSE NAME: Project Management
GROUP: 531MRK
FORM OF EDUCATION: Visual
ACADEMIC YEAR: 2022/2023
SEMESTER: II (spring)

I. INFORMATION ABOUT THE COURSE:

COURSE CODE:

TOTAL TEACHING LOAD (HOURS): 45 hours

LECTURE: 30 hours

SEMINAR: 15 hours

CLASS DAYS AND HOURS:

NUMBER OF CREDITS:3

II. INFORMATION ABOUT THE TEACHER:

Lecturer: Orucov Elşən Zöhrab oğlu

I. Textbook

1. Babayev İ.A. Layihələrin idarə edilməsi metodologiyası: Monoqrafiya. Bakı, Elm, 2003, 300 s.

II. FORM OF LESSON DEVELOPMENT: (FORM AND METHODS OF TEACHING):

1. lecture

2. discussion of the topic

3. seminars and colloquiums

III. EXAMINATION FORM

1. Before the exam, consultation hours are organized.

2. Exams and midterm exams (collegiums) are held in written form.

3. Issues related to the admission of students to exams and midterm exams are resolved by the dean of the faculty. Exams and midterm exams are conducted in accordance with the “Rules for organizing training at the bachelor's and master's levels of higher education institutions with a credit system”, approved by the decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013.

4. The topics of coursework and relevant literature are given to students in advance. The defense of coursework is accepted by the commission established in the department.

5. Each student must complete 1 independent work during the semester. The topics of independent work cover the topics covered. Each independent work is evaluated on a 10-point system and the average of all independent works is taken as the result.

IV. GENERAL RULES

1. ATTENDANCE : A student who does not attend more than 25% of all hours allocated for the subject will not be allowed to take the exam.

2. RULE FOR ADOPTION OF SUBJECT:

Maximum number of points – 100 points

1. Maximum points accumulated during the semester – 50 points

- Maximum for class attendance – 10 points

- Maximum for independent work of students – 10 points

- Maximum for activity in seminar sessions – 30 points

In seminar classes, if the student has at least 3 (three) marks in the journal, he is credited with points for this type of teaching. Otherwise, he is not credited with points

1. Maximum – 50 points according to the exam results

The number of points collected by the student from the exam should not be less than 17.

2. Students whose total points collected during the semester and according to the exam results are above 50 are considered to have mastered the subject.

V. TƏLƏBƏLƏRİN BİLİYİNİN QIYMƏTLƏNDİRİLMƏSİ:

Assessment of student knowledge based on the total accumulated semester points is conducted as follows:

<i>Grading Scale:</i>		
Points	Letter-Grade Assessment	Performance Level
100 – 91	A	“excellent”
90 – 81	B	“very good”
80 – 71	C	“good”
70 – 61	D	“sufficient”
60 – 51	E	“satisfactory”
Less than 51 points	F	“unsatisfactory”

VI. TOPICS OF LECTURE AND EXERCISES

1. LECTURE

Week	Topics	Lecture (hours)	Date	Note
1	Project concept and definitions, its characteristics, types and environment	2		

2	Project participants "stakeholders". Project purpose, structure, life cycle and characteristics	2		
3	Systematic approaches in project management, management process and its necessity	2		
4	Modern approaches and basic knowledge in project management	2		
5	Project management development stages, general essays and the Western model	2		
6	International Project Management Association - IPMA, Azerbaijan Project Management Association - AzPMA and . Project Management Institute (PMI USA) and analysis of progress in management	2		
7	The role of the manager in creating the organizational structure of the project and organizational structure options	2		
8	The working principle of the Japanese entrepreneur Machushita Denki and international requirements for the personal qualities of the project manager	2		
9	The role of the manager in project conflicts and types of conflict	2		
10	The impact of conflict on the project, its consequences and models of its management	2		
11	The role of the project manager in quality management: Dr. Deming's model and the policy carried out in the field of Quality	2		
12	Tasks in project quality, quality system and quality assurance	2		
13	Project management methodology	2		
14	Project office, management, standards and methods	2		
15	Conducting training in the project, creating project managers and an office	2		
	Total	30 hours		

2. EXERCISE

Week	Topics	Exercises (hours)	Date	Note
1	Project concept and definitions, its features, types and environment. Project participants "stakeholders". Project purpose, structure, life cycle and characteristics	2		

2	Systematic approaches to project management, management process and its necessity. Modern approaches and basic knowledge in project management	2		
3	Project management development stages, general essays and the Western model. International Project Management Association – IPMA, Azerbaijan Project Management Association – AzPMA and . Project Management Institute (PMI USA) and analysis of progress in management	2		
4	The role of the manager in creating the organizational structure of the project and organizational structure options. The working principle of the Japanese entrepreneur Machushita Denki and international requirements for the personal qualities of the project manager	2		
5	The role of the manager in project conflicts and types of conflict. The impact of conflict on the project, its consequences and models of its management	2		
6	The role of the project manager in quality management: Dr. Deming's model and the policy carried out in the field of Quality. Project quality tasks, quality system and quality assurance	2		
7	Project management methodology. Project office, management, standards and methods	2		
8	Conducting trainings in the project, creating project managers and office			
	Total	15 hours		

In addition to the lecture and workshop hours when teachers meet with you, there are also recommended reception hours during which you can approach the departments with questions or inquiries during the semester.

VII. Assignment topics:

1. Project concept and definitions, its characteristics, types and environment
2. Project participants "stakeholders". Project purpose, structure, life cycle and characteristics
3. Systematic approaches in project management, management process and its necessity
4. Modern approaches and basic knowledge in project management
5. Development stages of project management, general essays and the Western model
6. International Project Management Association - IPMA, Azerbaijan Project Management Association - AzPMA and . Project Management Institute (PMI USA) and analysis of progress in management
7. The role of the manager in creating the organizational structure of the project and organizational structure options

8. The working principle of the Japanese entrepreneur Machushita Donkin and international requirements for the personal qualities of the project manager
9. The role of the manager in project conflicts and types of conflict
10. The impact of conflict on the project, its consequences and models of its management
11. The role of the project manager in quality management: Dr. Deming's model and the policy carried out in the field of Quality
12. Tasks in project quality, quality system and quality assurance
13. Project management methodology
14. Project office, management, standards and methods
15. Training in the project, creation of project managers and office

Note: Freelance work submitted after the deadline will not be taken into account regardless of the reason. The results of freelance work are recorded in the journal.

VIII. REQUIRED TEXTBOOKS AND TEACHING MATERIALS

1. A. Tagiyev, G. Safarov. Management of innovation projects. Baku, 2013, 272 p.
2. Babanlı M., Ahmadov N., Hamidov M., Tagiyev A. Project management and communication. Baku, 2015, 110 p.
3. Babayev I.A. Project management methodology: Monograph. Baku, Elm, 2003, 300 p.
4. Babayev I.A. Road map of the project manager. Baku, 2015, 192 p.
5. Project management. HBR, (translation) Baku, 2016. 132 p.
6. Mammadov M., Abutalibov R. Rules for drafting projects. Baku, 2007
7. Handbook of community-based alternative care services for children and families. Baku, 2010
8. A Guide to the Project Management Body of Knowledge: PMBOK® Guide (Fifth Edition). 2013. 589 pages
9. United Nations Department of Economic and Social Affairs. New York, 2001
10. Gregory Horine. Project Management Absolute Beginner's Guide (3rd Edition) 432 pages. 2012 by QUE Publishing
11. Harold Kerzner. Project Management: A Systems Approach to Planning, Scheduling, and Controlling. 2013. 1296 pages
12. Joseph Heagney. Fundamentals of Project Management (fourth edition). Washington DC 2011
13. Kim Heldman. Project Management JumpStart (Third Edition). 2011. 360 pages
14. Kim Klein. Fundraising for Social Change. San Francisco, USA, 2000
15. Laurea Jurkalsut, Kirsi Hyttinen. Project Management Handbook. Helsinki, 2017
16. Materials from "Funding Resources for Non-Commercial Projects: Grant proposal writing, fundraising and Volunteerism". Edmund S. Muskie Fellowship Programs, FSA
17. Mim Carlson. Winning Grants: Step by Step, 3d Edition. New York, USA, 2008
18. Susan L. Golden. Secrets of Successful Grantsmanship: A Guerrilla Guide to Raising Money. NY, USA, 1997
19. [http://www.ifrc.org/Global/Publications/monitoring/I FRC-ME-Guide-8-2011.pdf](http://www.ifrc.org/Global/Publications/monitoring/I%20FRC-ME-Guide-8-2011.pdf).

Lecturer: _____ Orucov E.