

# VODENJE PROJEKTOV

## UČNI NAČRT PREDMETA/COURSE SYLLABUS

<b>Predmet:</b>	VODENJE PROJEKTOV
<b>Course title:</b>	PROJECT MANAGEMENT
<b>Članica nosilka/UL Member:</b>	UL FU

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava, prva stopnja, visokošolski strokovni	Poslovna uprava (smer)	3. letnik	2. semester	obvezni

<b>Univerzitetna koda predmeta/University course code:</b>	0573695
<b>Koda učne enote na članici/UL Member course code:</b>	1626

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
45		30		45	60	6

**Nosilec predmeta/Lecturer:** Žiga Kotnik

**Vrsta predmeta/Course type:** Obvezni/Core

<b>Jeziki/Languages:</b>	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	Angleščina, Slovenščina

<b>Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:</b>	<b>Prerequisites:</b>

### Vsebina:

1. Snovanje projekta
2. Planiranje projekta
3. Načrtovanje izdelkov projekta
4. Mrežno planiranje aktivnosti
5. Organiziranje projekta
6. Vodenje projektnega tima
7. Kontroliranje projekta
8. Zaključevanje projekta
9. Osnove gospodarske matematike
10. Analiza stroškov in koristi
11. Vrednotenje uspešnosti projektov
12. Odločanje o javnih investicijskih projektih

### Content (Syllabus outline):

1. Project conception and initiation
2. Project planning
3. Products planning
4. Network programming
5. Project organization
6. Project leadership
7. Project monitoring and controlling
8. Project closure
9. Financial mathematic basic
10. Cost-benefit analysis
11. Evaluating project effectiveness
12. Public investment project decision making

### Temeljna literatura in viri/Readings:

- STARE, Aljaž (2012). Projektni management: teorija in praksa. Ljubljana: Agencija Poti, (izbrana poglavja) 280 str.

- DEVJAK, Srečko (2004). *Kvantitativne metode za analize v upravi. 2. Ponatis* (4. poglavje). Fakulteta za upravo, Ljubljana.
- HAUC Anton (2002). *Projektni management*. GV Založba, Ljubljana
- LUCEY, Terry (2002). *Quantitative Techniques*, 6. izdaja (poglavja 22 do 29). ACCA, London .
- KERZNER, Harold (2004). *Advanced Project Management*, 2. izdaja. John Wiley & Sons, New Jersey.

### Cilji in kompetence:

Študent:

- razume management projektov kot vodilo uspešne izvedbe delovnih procesov
- pozna in razume ključne vloge v organizaciji projekta
- razume pomen vlog in pomen vodenje tima in posameznikov
- analizira projekt in ga s pomočjo metode mrežnega planiranja razstavi na faze in naloge ter poveže v mrežni model,
- pozna pomen ekonomskega vrednotenja projektov in izbere ter uporabi ustrezne metode za vrednotenje investicijskih projektov.

Kompetence

- obvladovanje osnovnih parametrov vodenja projektov in doseganja projektnih ciljev z uporabo ustreznih metod in informacijsko-komunikacijske tehnologije,
- samostojno načrtovanje in izvajanje reševanja konkretnih problemov z uporabo pristopov in metod projektnega vodenja,
- delo v projektnem timu,
- vrednotenje projekta in rezultatov projekta.

### Objectives and competences:

Student:

- understands project management as a guide of the successful execution of work processes
- knows and understands the key roles in the organisation of project
- understands how to lead team and individuals
- analyses the project and uses the network planning method to decompose it into phases and tasks which are then joined to a network model,
- understands the meaning of the basic economic valuating of the projects and chooses and uses appropriate methods for evaluation of investment projects.

Competences

- to control basic project management parameters and to use suitable methods and information and communication technology for the achieving project goals
- to plan and solve concrete problems related to the usage of project management approaches and methods
- to work in a project team
- to value project and project results and outcomes.

### Predvideni študijski rezultati:

Študentje:

- razumejo osnovne vsebine projektnega vodenja: cilji, model, projektna organizacija, planiranje in spremljanje izvajanja projekta,
- so zmožni uporabiti model projekta pri optimiranju doseganja projektnih ciljev,
- znajo presoditi smiselnost rezultatov in interpretirati vpliv spreminjanja elementov projektnega načrta in izvedbe na rezultate izračunov,
- znajo oblikovati model vrednotenja projekta in ga uporabiti na izbranem praktičnem primeru.

### Intended learning outcomes:

Students:

- understand basic concepts of project management: goals, models, project organisation, planning and supervising of project performance,
- are able to use project model at the optimisation of project goals,
- are competent to judge the results in term of their meaning and interprets influence of the data modification on the effects of calculations
- are capable of designing of the model of project evaluation and using it in chose practical case.

### Metode poučevanja in učenja:

1. priprava študenta na predavanja
2. predavanje
3. priprava študenta na vaje
4. vaje
5. e-učenje
6. seminarska naloga ali projektno delo

### Learning and teaching methods:

1. student preparations for lectures
2. lecture
3. student preparations for tutorials
4. tutorials
5. e-learning
6. seminar paper or project work

<b>Načini ocenjevanja:</b>	<b>Delež/Weight</b>	<b>Assessment:</b>
1. pisni in/ali ustni izpit	80,00 %	1. written and/or oral exam
2. seminarska delo ali projektna naloga in/ali zagovor dela	20,00 %	2. seminar or project work and/or oral exam

**Reference nosilca/Lecturer's references:**

- KOTNIK, Žiga. Project management in public administration : ICT usage in the pedagogical process. V: GÓMEZ CHOVA, Louis (ur.), GONZÁLEZ MARTÍNEZ, Chelo (ur.), LEES, Joanna (ur.). INTED 2023 : conference proceedings : 17th annual International Technology, Education and Development Conference : 6-8 March, 2023, Valencia (Spain). Valencia: IATED Academy, 2023. Str. 4899-4907, tabel. INTED proceedings (Internet). ISBN 978-84-09-49026-4. ISSN 2340-1079. <https://library.iated.org/view/KOTNIK2023PRO>, DOI: 10.21125/inted.2023.1275. [COBISS.SI-ID 147008771].
- KOTNIK, Žiga, STANIMIROVIĆ, Dalibor. A content analysis of public policy design and implementation in Slovenia: weighing strategic and normative factors. Transylvanian review of administrative sciences. 2021, no. 64, str. 70-88, tabel. ISSN 1842-2845. <https://rtsa.ro/tras/index.php/tras/article/view/673/663>, DOI: 10.24193/tras.64E.4. [COBISS.SI-ID 83499523]
- KOVAČ, Polonca, KOTNIK, Žiga. Performance of authorities in administrative procedures : lessons from statistical data. Hrvatska i komparativna javna uprava : časopis za teoriju i praksu javne uprave. 2018, god. 18, br. 4, str. 531-553, graf. prikazi. ISSN 1848-0357. <http://iju.hr/HKJU-clanak.asp?c=1116&a=Autor:%20Polonca%20Kova%C4%8D;%20%C5%BDiga%20Kotnik>, DOI: 10.31297hkju/18.4.2. [COBISS.SI-ID 5260718].
- KOTNIK, Žiga, KLUN, Maja, SLABE ERKER, Renata. Identification of the factors that affect the environmental administrative burden for businesses. Sustainability, ISSN 2071-1050, 2020, vol. 12, art. 6555, 15 str. <https://www.mdpi.com/2071-1050/12/16/6555>, doi: 10.3390/su12166555. [COBISS.SI-ID 25119491].
- KOTNIK, Žiga, KOVAČ, Polonca. Development of public administration and governance in Central and Eastern Europe : content analysis of The NISPAcee Journal. The NISPAcee journal of public administration and policy, ISSN 1337-9038, 2018, vol. 11, no. 1, str. 229-252, ilustr. <https://www.degruyter.com/downloadpdf/j/nispa.2018.11.issue-1/nispa-2018-0010/nispa-2018-0010.pdf>. [COBISS.SI-ID 5213102].