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MINISTRY OF EDUCATION AND SCIENCE OF RUSSIA

**Federal State Budgetary Educational Institution
of higher education**

**«I.N. Ulianov Chuvash State University»
(FSBEI of HE «I.N. Ulianov Chuvash State University»)**

Medical Faculty

Department of Sectoral Economics

«APPROVE»

Vice-rector for Academic Affairs

 I.E. Poverinov

« 13 » 04 2022

**Working programs of the discipline (module)
«ОСНОВЫ ПРОЕКТНОЙ ДЕЯТЕЛЬНОСТИ / Basics of Project Activity»**

Direction of training / specialty 31.05.03 Стоматология / Dentistry
Graduate's qualification Врач-стоматолог / Dental Practitioner

Direction (profile) / specialization «Dentistry»

Form of training – очная / intramural

Course – 2

Term – 4

Total academic hours/credit points – 72/2

The year of beginning the training – 2022

The fundamental document for compiling the working program of the discipline (module)
Федеральный государственный образовательный стандарт высшего образования -
специалитет по специальности 31.05.03 Стоматология (приказ Минобрнауки России от
12.08.2020 г. № 984)

Approved by:
Associate Professor, Candidate of Economic Sciences E.F. Perfilova

The working program was approved at the meeting of the Department of Sectoral
Economics,

22.03.2022, protocol № 9

Head of the department E. N. Kadyshev

Approved by
Dean of the Medical Faculty V.N. Diomidova
Acting Head of the Educational and Methodological Department E.A. Shirmanova

1. The purpose and objectives of training in the discipline (module)

The purpose of the discipline - формирование у студентов теоретических основ и практических навыков в области управления проектами, а также выработка базовых знаний в области управления проектами, навыков коллективной (командной) и индивидуальной разработки проектов на базе изучения теории и практики управления проектами.

Необходимо содействовать получению студентами прикладных специальных знаний, способствующих развитию профессиональных компетенций, дать обзор методов оценки эффективности и обоснования проектов./

The purpose of the discipline is building students' theoretical and practical skills in the field of project management, as well as the development of basic knowledge in the field of project management and skills of project development individually and in teams based on this knowledge and best practices. It is necessary to teach students how to apply specialized knowledge for further development of their professional competencies, to give an overview of methods for evaluating the effectiveness and justification of projects.

The objectives of the discipline - научить самостоятельному достижению намеченной цели;

- научить предвидеть проблемы, которые предстоит при этом решить;
- сформировать умение работать с информацией, находить источники информации;
- сформировать умения проводить исследования, передавать и презентовать полученные знания и опыт;

- сформировать навыки совместной работы и делового общения в группе./

- to teach how to achieve the intended goal independently;
- to teach how to anticipate the potential issues and challenges;
- to build the ability to work with information and find sources;
- to build the skills of conducting researches, sharing and presenting the acquired knowledge and experience;
- to build the capabilities of teamwork and business communication in a group.

2. The place of practical training in the structure of the educational program of higher education

The discipline «Основы проектной деятельности / Basics of Project Activity» относится к обязательной части учебного плана refers to the mandatory part in the curriculum of the educational program of higher education (hereinafter referred to as the EP of HE) in the field of training / specialty 31.05.03 Стоматология, direction (profile) / specialization of the program «Dentistry».

Previous academic disciplines (modules) and (or) practices that form the knowledge, skills and abilities necessary for training in the discipline (module):

Правоведение / Jurisprudence

Безопасность жизнедеятельности / Health and Safety

Knowledge, skills and abilities formed as a result of training in a discipline (module) are necessary when teaching in the following disciplines (modules) and (or) practices:

Экономика / Economics

Подготовка к сдаче и сдача государственного экзамена / Preparation for passing and passing the state exam

Производственная практика (научно-исследовательская работа) / On-the-job training (research work)

3. Planned learning outcomes in the discipline (module), correlated with the planned learning outcomes

Planned learning outcomes in the discipline (module), correlated with the planned learning outcomes

Code and name of the competence	Code and name of the competence achievement	Descriptors for the indicator of competence achievement (learning)
<p>УК-2 Способен управлять проектом на всех этапах его жизненного цикла / He/she is able to manage the project at all stages of its life cycle</p>	<p>УК-2.1 Способен определить круг задач проекта и связи между ними в рамках поставленной цели, последовательность действий; оценивает перспективы и прогнозирует результаты альтернативных решений / He/she is able to determine the scope of the project tasks and the links between them within the framework of the goal, the sequence of actions; assesses the prospects and predicts the results of alternative solutions</p>	<p>Знать: задачи проекта и связи между ними; методы оценки перспектив и прогнозирования результатов альтернативных решений./ Know: project objectives and the interconnections; methods for assessing prospects and predicting the results of alternative solutions.</p> <p>Уметь: определять круг задач проекта и связи между ними в рамках поставленной цели, последовательность действий; оценивать перспективы и прогнозировать результаты альтернативных решений./ Be able to: determine the scope of work and the interconnections within the framework of the set goal, the sequence of actions; evaluate the prospects and predict the results of alternative solutions.</p> <p>Владеть: навыками определения круга задач и связей между ними в рамках поставленной цели, определения последовательности действий; навыками оценки перспектив и прогнозирования результатов альтернативных решений. / Own: skills of defining scope of work and the interconnections within the framework of the set goal, determining the sequence of actions; skills of assessing prospects and predicting the results of alternative solutions.</p>
<p>УК-2 Способен управлять проектом на всех этапах его жизненного цикла / He/she is able to manage the project at all stages of its</p>	<p>УК-2.2 Способен выбрать оптимальные способы решения задач с учетом действующих правовых норм,</p>	<p>Знать: оптимальные способы решения задач с учетом действующих правовых норм, имеющихся ресурсов и ограничений; методы</p>

life cycle	<p>имеющихся ресурсов и ограничений; осуществляет текущий мониторинг своих действий при разработке и реализации проектов / He/she is able to choose the best ways to solve problems, taking into account current legal norms, available resources and limitations; carries out current monitoring of its actions in the development and implementation of projects</p>	<p>мониторинга своих действий при разработке и реализации проектов./ Know: optimal ways to solve issues, taking into account current legal norms, available resources and limitations; methods of monitoring own actions during the development and implementation of projects.</p> <p>Уметь: выбирать оптимальные способы решения задач с учетом действующих правовых норм, имеющихся ресурсов и ограничений; осуществлять текущий мониторинг своих действий при разработке и реализации проектов./ Be able to: choose the best ways to solve problems, take into account existing legal norms, available resources and limitations; carry out ongoing monitoring of own actions during the development and implementation of projects.</p> <p>Владеть: навыками выбора оптимальных способов решения задач с учетом действующих правовых норм, имеющихся ресурсов и ограничений; навыками осуществления текущего мониторинга своих действий при разработке и реализации проектов./ Own: skills of selecting the optimal ways to solve issues, taking into account existing legal norms, available resources and limitations; skills in carrying out ongoing monitoring of their actions during the development and implementation of projects.</p>
УК-2 Способен управлять проектом на всех этапах его жизненного цикла / He/she is able to manage the project at all stages of its life cycle	УК-2.3 Способен представить документированные результаты с обоснованием выполненных проектных задач / He/she is able to	Знать: методы представления документированных результатов с обоснованием выполненных проектных задач. / Know: methods of presenting documented results with justification of completed

	submit documented results with justification of completed project tasks	<p>project tasks.</p> <p>Уметь: представлять документированные результаты с обоснованием выполненных проектных задач./ Be able to: present documented results with justification of completed project tasks.</p> <p>Владеть: навыками представления документированных результатов с обоснованием выполненных проектных задач. / Own: skills of presenting documented results with justification of completed project tasks.</p>
УК-3 Способен организовывать и руководить работой команды, вырабатывая командную стратегию для достижения поставленной цели / He/she is able to organize and manage the team work, developing a team strategy to achieve the goal	УК-3.1 Понимает цели и задачи команды, свою роль в социальном взаимодействии и командной работе с учетом собственных личных и деловых качеств, интересов команды; владеет основами управления / He/she understands the goals and objectives of the team, his / her role in social interaction and teamwork, taking into account his /her own personal and business qualities, the interests of the team; possesses the basics of management	<p>Знать: Особенности поведения групп людей, с которыми работает/взаимодействует; свою роль в социальном взаимодействии и командной работе; основы управления./ Know: Specifics of behavior of groups of people with whom he/she works/interacts; his/her role in social interaction and teamwork; basics of management.</p> <p>Уметь: Определять цели и задачи команды, свою роль в социальном взаимодействии и командной работе с учетом собственных личных и деловых качеств, интересов команды./ Be able to: Determine team goals and objectives, their role in social interaction and teamwork, taking into account their own personal and business qualities, the interests of the team.</p> <p>Владеть: навыками определения целей и задач команды, своей роли в социальном взаимодействии и командной работе с учетом собственных личных и деловых качеств, интересов команды; основами управления./ Know: skills to determine the goals and objectives of the team, their role</p>

		in social interaction and teamwork, taking into account their own personal and business qualities, the interests of the team; the basics of management.
УК-3 Способен организовывать и руководить работой команды, вырабатывая командную стратегию для достижения поставленной цели / He/she is able to organize and manage the team work, developing a team strategy to achieve the goal	УК-3.2 Способен реализовать свою роль, продуктивно взаимодействуя с другими членами команды / He/she is able to realize his/her role by productively interacting with other team members	Знать: способы реализации продуктивного взаимодействия с членами команды. / Know: ways to implement productive interaction with team members. Уметь: реализовывать свою роль, продуктивно взаимодействовать с другими членами команды./ Be able to: implement their role, interact productively with other team members. Владеть: навыками реализации своей роли, продуктивного взаимодействия с другими членами команды. / Know how to play your role and interact productively with other team members.
УК-3 Способен организовывать и руководить работой команды, вырабатывая командную стратегию для достижения поставленной цели / He/she is able to organize and manage the team work, developing a team strategy to achieve the goal	УК-3.3 Способен соблюдать правила командной работы; осознает личную ответственность за результаты деятельности и реализацию общекомандных целей и задач / He/she is able to comply with the rules of teamwork; he/she is aware of personal responsibility for the results of activities and implementation of team goals and objectives	Знать: правила командной работы. / Know: the rules of teamwork. Уметь: соблюдать правила командной работы; осознавать личную ответственность за результаты деятельности и реализацию общекомандных целей и задач./ To be able to: observe the rules of teamwork; be aware of personal responsibility for the results of activities and implementation of team goals and objectives. Владеть: навыками командной работы; способен осознавать личную ответственность за результаты деятельности и реализацию общекомандных целей и задач. / Mastery: teamwork skills; capable of understanding personal responsibility for the results of activities and implementation of team goals and objectives

4. Structure, scope and content of the discipline (module)

Educational activities in the discipline (module) are carried out:

- in the form of students' face-to-face work with the teaching staff of the organization

and (or) persons involved by the organization to implement the educational programs on other terms (hereinafter - contact work);

- in the form of students' independent work.

Face-to-face work can be classroom-based, extramural, as well as it can be conducted in an electronic information and educational environment (EIEE).

Learning sessions in the discipline (module) and interim assessment of students are conducted in the form of face-to-face work and in the form of students' independent work.

During learning sessions in the discipline (module) face-to-face work includes: lecture-type classes, seminar-type classes and (or) group consultations, and (or) individual work of students with the teaching staff of the organization and (or) persons involved by the organization to implement the educational programs on other terms (including individual consultations).

Legend:

Lec – lectures, Lab – laboratory work, Pr – practical classes, ICW – individual face-to-face work, IW – independent work.

4.1. Content of the discipline (module)

Section name	The section's content	Formed competences	Competence achievement indicator
Basic concept of project management science.	The project as a management object.	YK-2, YK-3	YK-2.1, YK-3.1, YK-3.2, YK-3.3, YK-2.2, YK-2.3
	Project participants.		
	Project parameters. The life cycle of the project.		
Project management processes and functions.	Project initiation processes.	YK-2.1, YK-2.2, YK-3.3, YK-2.3, YK-3.1, YK-3.2	
	Project planning.		
	Processes of organization of work execution.		
	Project control processes.		
	Project closing processes.		
Individual contact work.	Individual contact work.	YK-2.1, YK-2.2, YK-2.3, YK-3.1, YK-3.2, YK-3.3	

4.2. Scope of the discipline and types of academic work

Forms of control and types of academic work		Labor intensity of the discipline (module)	
		4	total
1. Face-to-face work:		32,2	32,2
In-class learning in total, including:		32	32
Лекционные занятия (Лек)		16	16
Практические занятия (Пр)		16	16
Индивидуальная контактная работа (ИКР)		0,2	0,2
2. Independent work of the student:		39,8	39,8
3. Intermediate certification (exam) (зачет)		3а	3а
Total:	academic hours	72	72
	credit units	2	2

№ item	The section's (theme's) name	Face-to face work, including in the electronic information and educational environment, academic hours				IW, academic hours	Total, academic hours
		Lect.	Pr.	Lab.	ICW		
	Basic concept of project management science.						
1	The project as a management object.	2	2			5	9
2	Project participants.	2	2			5	9
3	Project parameters. The life cycle of the project.	2	2			5	9
	Project management processes and functions.						
4	Project initiation processes.	2	2			5	9
5	Project planning.	2	2			5	9
6	Processes of organization of work execution.	2	2			5	9
7	Project control processes.	2	2			5	9
8	Project closing processes.	2	2			4,8	8,8
	Individual contact work.						
9	Individual contact work.				0,2		0,2

Total academic hours	16	16		0,2	39,8	72
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4.3. Summary of the discipline (module), structured by sections (topics)

Раздел 1. Basic concept of project management science.

Тема 1. The project as a management object.

Лекционное занятие. Project and programs as management objects, their characteristics. Existing interpretations of the project as concept. Signs of the project. The interconnections of the goals and objectives of the project. Types of projects: classification features and classifications of projects.

Практическое занятие. Projects and project management in organizations. The project as a management object.

Тема 2. Project participants.

Лекционное занятие. The concept of project participants. The composition of the project participants. Organizational structure. The concept of a project team. The main tasks of the project team. Composition and functions of the project team members. Formation and development of the project team.

Практическое занятие. Project participants. Modern requirements for a project manager.

Тема 3. Project parameters. The life cycle of the project.

Лекционное занятие. Description of the project. Five parameters — scope of work, quality, timing, cost, risks. The life cycle of the project.

Практическое занятие. Project parameters. The life cycle of the project.

Раздел 2. Project management processes and functions.

Тема 4. Project initiation processes.

Лекционное занятие. The concept of initiation. Project initiation processes. Development of the project Charter. Stakeholder analysis. Collecting requirements. Kick-off meeting on the project.

Практическое занятие. Project initiation processes.

Тема 5. Project planning.

Лекционное занятие. The concept of project planning. Planning processes. Definition of the project content and composition. Quality planning. Definition of interconnections. Assessment of the duration of work. Assessment of the cost of work. Resource needs assessment. Development of a calendar plan. Development of the project budget. Development of the organizational structure. Risk assessment. Supply planning. Risk response planning. Communication planning.

Практическое занятие. Project planning.

Тема 6. Processes of organization of work execution.

Лекционное занятие. Organization of project execution. The processes of organizing the execution of the project. Project team recruitment. Selection of suppliers. Quality assurance. Coordination of works and performers. Managing stakeholder expectations. Project team development. Distribution of information in the project.

Практическое занятие. Processes of organization of work execution. Organization of project execution.

Тема 7. Project control processes.

Лекционное занятие. Project control. Project control processes. Monitoring and control of the progress of work. Change management. Project content control. Control of project deadlines. Project cost control. Control of personnel and resources. Project risk control. Contract administration. Control of project communications. Quality control. The interconnections of project control processes and change management.

Практическое занятие. Project control processes.

Тема 8. Project closing processes.

Лекционное занятие. Closing the project. Project closing processes. Closing a project or phase. Learning lessons and closing the project.

Практическое занятие. Project closing processes.

5. Educational technologies

To implement the competence-based approach in the study of the discipline (module), extensive use of active and interactive methods of conducting classes in the educational process is provided:

Within the framework of the discipline, the following forms of classes and educational technologies are used:

lectures – an interactive form of classes can be used to present new material, analysis of forecasting models, discussion of current researches on the discipline;

practical classes - collective discussion and analysis of specific situations and discussions on the application of research methods are conducted; the use of multimedia tools (projectors) – to improve the quality of perception of the studied material;

supervised homework – to encourage students to work independently.

6. Forms of control and types of evaluation materials for the discipline (module)

Intermediate attestation - evaluation of intermediate and final results of training in the discipline (module).

6.1. Sample list of questions for the credit test

1. The concept and features of the project
2. Classification of projects

3. The concept and essence of project management

4. Project management processes related to the areas of knowledge of project management
5. Project life cycle
6. The essence of the development of the project concept
7. Initial (pre-investment) phase of the project
8. Organizational structures of project management
9. Project participants
10. Composition and procedure for the development of project documentation
11. Principles of effective time management
12. Composition and analysis of time loss factors
13. Project resources
14. Resource management processes
15. Basic methods of project resource planning
16. Supply planning. Initial data for calendar planning of resource provision of projects
17. Formation and development of the team. Basic concepts
18. Main characteristics of the project team
19. Principles of project team formation
20. Organizational aspects of team formation
21. Methods of project team formation
22. Team composition and requirements for project managers
23. Organization of effective activities of the project team
24. Psychological aspects of employee management
25. Employee motivation
26. Conflicts. Conflict management
27. Basic requirements for management decisions
28. Basic concepts of risk and uncertainty
29. Analysis of project risks. Risk reduction methods
30. Organization of risk management activities

6.2. Sample list of questions for the examination

Not provided.

6.3. Suggested themes of term papers (projects)

Not provided.

6.4. Suggested themes of term projects

Not provided.

6.5. Suggested topics of calculation and graphic works

Not provided.

7. Educational, methodological, informational and software support of the discipline (module)

The electronic catalog and electronic information resources provided by the scientific library of the FSBEI of HE "I. N. Ulianov Chuvash State University" are available at the link <http://library.chuvsu.ru/>

7.1. Regulatory documents, standards and rules

7.2. Recommended basic educational and methodological literature

№ item	Name
1	

7.3. Recommended supplementary educational and methodological literature

№ item	Name
1	

7.4. List of resources of the "Internet" information and telecommunication network

№ item	Name	Link to the resource
1		

7.5. Software, professional databases, information and reference systems, electronic educational resources and electronic library systems

Software, professional databases, information and reference systems provided by the Informatization Department of the FSBEI of HE "I.N. Ulianov Chuvash State University" are available for download at the link <http://ui.chuvsu.ru> //. The Unified Register of Russian programs for electronic computers and databases, including freely distributed ones, is available at the link [reestr.minsvyaz.ru/reestr /](http://reestr.minsvyaz.ru/reestr/).

7.5.1. Licensed and freely distributed software

Microsoft Windows operating System and/or Unix-like operating system and/or mobile operating system;

Office software packages:

Microsoft Office and/or LibreOffice

and (or) OpenOffice and (or) analogues;

Browsers, including Yandex.Browser.

List of software:

7.5.2. Lists of professional databases and (or) information reference systems and (or) electronic library systems and (or) electronic educational resources

8. Material and technical support of the discipline

Classrooms for lecture-type classes in the discipline are equipped with a teacher's automated workplace consisting of: a personal computer/laptop, multimedia equipment with a screen and (or) SMART interactive whiteboard/SMART TV.

The premises for students' independent work are equipped with computer equipment enabling to connect to the Internet and provide access to the electronic information and educational environment of the FSBEI of HE "I.N. Ulianov Chuvash State University".

№ item	Lesson type	Brief description and characteristics of the composition of installations, measuring and diagnostic equipment, computer equipment and experimental automation tools

1	Зачёт	Учебная аудитория для занятий семинарского типа, текущего контроля и промежуточной аттестации. Оборудование: учебная доска, учебная мебель, переносное мультимедийное оборудование (проектор, экран, ПК или ноутбук), лабораторные стенды
2	ИКР	Учебная аудитория для занятий семинарского типа, текущего контроля и промежуточной аттестации. Оборудование: учебная доска, учебная мебель, переносное мультимедийное оборудование (проектор, экран, персональный компьютер или ноутбук с необходимым программным обеспечением для тематических иллюстраций и демонстраций, соответствующих программе дисциплины), лабораторные стенды
3	Лек	Учебная аудитория для проведения занятий лекционного и семинарского типа, текущего контроля и промежуточной аттестации. Учебная мебель. Оборудование: учебная доска Стационарное и/или переносное мультимедийное оборудование.
4	Пр	Учебная аудитория для занятий семинарского типа, текущего контроля и промежуточной аттестации. Оборудование: учебная доска, учебная мебель, переносное мультимедийное оборудование (проектор, экран, персональный компьютер или ноутбук с необходимым программным обеспечением для тематических иллюстраций и демонстраций, соответствующих программе дисциплины), лабораторные стенды
5	Ср	Помещение для самостоятельной работы обучающихся. Оборудование: компьютерная техника с подключением к сети Интернет и доступом к электронной информационно-образовательной среде ФГБОУ ВО «Чувашский государственный университет имени И.Н. Ульянова»

9. Means of adapting the discipline teaching to the needs of persons with physical conditions

If necessary, persons with physical conditions can be offered one of the following options for perceiving information, taking into account their individual psychophysical characteristics:

- 1) using e-learning and distance learning technologies.
- 2) using special equipment (enginery) and software in accordance with the students' health restrictions in the Training Centers for Persons with Disabilities and Physical Conditions (hereinafter referred to as special needs) available at the university.

In the course of training, if necessary, the following conditions are provided for persons with visual, hearing and musculoskeletal disorders:

- for persons with visual impairments: educational and methodological materials in printed form in enlarged font; in the form of an electronic document; in the form of an audio file (conversion of educational materials into audio format); in printed form in Braille; individual consultations involving a tactile interpreter; individual assignments and consultations.

- for people with hearing impairments: educational and methodological materials in printed form; in the form of an electronic document; video materials with subtitles; individual consultations involving a sign language interpreter; individual assignments and consultations.

- for persons with disorders of the musculoskeletal system: educational and methodological materials in printed form; in the form of an electronic document; in the form of an audio file; individual assignments and consultations.

10. Guidelines for students to perform independent work

The purpose of the student's independent work (IW) is to consolidate the theoretical knowledge gained and to acquire practical skills in using and performing research of algorithms and data structures when designing application software programs. IW includes independent study of educational issues, preparation for laboratory classes, performing calculation and graphic work, preparation for a test and an exam.

The list of questions and tasks for independent work to prepare for laboratory classes is given in the corresponding methodological instructive regulations in the description of each laboratory work.

The list of questions and tasks for independent work to carry out calculation and graphic work is given in the relevant methodological instructive regulations.

11. Methodological instructive regulations for students studying the discipline (module)

11.1. Methodological instructive regulations for preparing for seminar-type classes

11.2. Methodological instructive regulations for preparing for an examination

11.3. Methodological instructive regulations for preparing for a test

11.4. Methodological instructive regulations for performing computational and graphical

11.5. Methodological instructive regulations for performing a control work

11.6. Methodological instructive regulations for performing a course work (project)

List of additions and changes

The name and details (if any) of the document attached to the Working Program of the discipline (module) containing the text of updates	Department's decision		Full name of department head:
	Date	Protocol №	