Syllabus

Babes-Bolyai University
Faculty of Political Sciences, Public Administration and Communication
Department of Public Administration

1. General information about the course
Course title: Projects management in public institutions and NGOs
Course code: UMSP 2105, UMDC2103 si MON 2104
ECTS (number of credits): 6
Year and Semester: Semester 1, 2nd Year

2. General information about the instructor
Instructor's name: Asist. univ. dr. Alexandru PAVEL
Contact information: pavel@fspac.ro , Tel. +40-743376973

3. Course description
a. Course description:
The "Projects management in public institutions and NGOs" course focuses on training the student's skills in order to increase project management capacity. The course will present ways of writing a project and positioning it on the financing applications forms. The students will learn the notions and instruments of project management through practical exercises and real project ideas for a public organization or a NGO.

b. Course objectives:
The course's objectives are:
  □ to provide the students with basic knowledge on the subject matter (such as project management, program, project, life cycle of a project, logical framework approach, implementation, monitoring and evaluation, etc.),
  □ to identify the main differences and similarities between program and project,
  □ to make known the project management fields,
  □ to understand and use logical framework approach and to the specific tools,
  □ to familiarize the students with the objectives, aims and activities of a project,
  □ to understand how to prepare time and budget estimates,
  □ to understand risk management, sustainability and resource programing in projects,
  □ to familiarize the students with the fesability study and cost benefit analysis in projects,
  □ to acquaint the participants with the monitoring, evaluation and selection procedures,
  □ to identify best practices and the lessons learned from the PM practical experience in Romania or in other countries,
  □ to know to develop/write a project proposal for a public or NGO organization.

c. Skills acquired by students:
General skills:
  • Develop analytical, writing and presentation abilities.
Specific skills acquired
  • Drafting a project for a particular project idea, linked to a governmental or local public authority program/strategy

4. Required bibliography (no more than 10 titles)
1. Dragos Jaliu – "Project Management" – textbook, 2013;
2. Project Cycle Management Guidelines, 2004.

5. Required materials (computers, access to internet, access to specific data bases, online platform)
The students should have access:
  □ to a computer connected to internet in order to attend the classes and to write the final paper;
  □ to E-learning platform of FPSPAC (Moodle platform);
  □ to the main library (BCU) and to FPSPAC Library in order get the required readings and to research the literature for the final paper.

6. Schedule of course activities:

DATE	Main topics covered
Week 1	Introduction Course overview. Project management (PM) origins and evolution. Definitions. Concepts. Principles of project management.
Week 2	The project-focused organizations. Types of projects. Project and human resources. Project Manager - roles, skills, interpersonal skills. Project life cycle. The particularity of European project management: Applicant Guide; The logical framework approach (LFA); Cycle, documents and responsibilities; Decision points; Quality frame; The financing decision.
Week 3	LFA – The analysis phase: Stakeholder analysis. SWOT analysis. Problem Analysis. Objective Analysis. Strategy selection.
Week 4	LFA – The planning phase: The Logframe Matrix: Completing the Logframe matrix.
Week 5	The Planning Stage - Activities, resources and cost schedules: calendar of activities, results and indicators, objective statement. Risk management. Sustainability. Resource programing.
Week 6	Project investment (hard) specific, components, rules. Feasibility study.
Week 7	Cost-benefit analysis. Project investment proposal example.
Week 8	**Assignment 1: Submitting** and presenting of the first part of the final paper: problem description and context, stakeholder analysis, SWOT analysis, problem tree, objective tree, Logaframe Matrix, identified program for funding project, overall objective of the project, specific objectives. **Discussions and feedback**.
Week 9	Project budgeting. Costs layout. Cost categories. Cost estimation. Example.
Week 10	**Assignment 2:** Submitting and briefly presenting of the second part of the final paper: activities – description and Gantt chart, planed results, target group, indicators (outputs and outcomes), critical risks and mitigation measures, sustainability, horizontal objectives. **Discussions and feedback**.
Week 11	Monitoring, evaluation and audit. PM General rule. PM - Lessons learned. Usual mistakes.
Week 12	EU Funding. Operational Structural Programs 2021 – 2027. Characteristics of the EU funded projects. Fundraising. IT software for PM. **Assignment 3:** Submitting and briefly presenting of the third part of the final paper: management team and procedures, budget and resources.
Week 13	Uploading proposal and contracting. Project implementation. Managerial activities. Human resources management during implementation.
Week 14	Recapitulation. Discussions and feedback on the projects developed by students.

7. Evaluation

The grade will be based on:
- 20% - class attendance and participation in class discussions (questions, debates, team-work, presentation);

- 80% - final paper/project.

At the end of the semester, each student is expected to turn in a paper that applies the conceptual frameworks and principles of project management to a particular project idea, linked to a governmental or local public authority program/strategy.

8. Organizational details and rules for exceptional circumstances. Plagiarism

1. The final (individual) paper/project should contain next sections:

    1. Problem description and <u>context</u> (references to relevant and actual studies); justify the need of the project (provide relevant data); please use stakeholder analysis, SWOT analysis, problem tree, objective tree, Logaframe Matrix as instruments and explain;
    2. Identified program for funding the project related with presented problem – short description of the program;
    3. Objectives: overall objective of the project, specific objectives (SMART);
    4. Activities – description (what, who, how, when, whit what resources?) and Gantt chart;
    5. Planed results – for each activity;
    6. Target group - quantified;
    7. Indicators: outputs and outcomes;
    8. Critical risks and mitigation measures;
    9. Sustainability;
    10. Horizontal objectives;
    11. Management team and procedures; the level and field of expertise for team members, necessary skills, remits for each team members;
    12. Budget and resources;
    13. Annexes (if they exist as for example feasibility study, documentation for notify the necessary interventions' works);
    14. Some concise conclusions and lessons learned.

2. **Plagiarism and other forms of academic fraud are sanctioned according to the Code of Ethics for FPACS students available at** https://fspac.ubbcluj.ro/en/resurse/administrative/regulamente

3. When preparing the paper, the students are expected to refer to a standard academic reference such as: Chicago Manual of Style (https://www.chicagomanualofstyle.org/home.html) or
APSA   Style   Guide
(https://www.apsanet.org/Portals/54/APSA%20Files/publications/APSAStyleManual2006.pdf)
    or
TRAS (http://rtsa.ro/tras/index.php/tras/pages/view/forauthors)

4. The complete paper should be approximately 20-25 pages in length (not including references, tables, and figures).

5. The students are expected to turn in original work, otherwise they can fail the exam.

9. Attendance

Attendance and active participation are important requirements. Students need to attend at least 8 sessions in order for the instructor to grade their assignments and final paper.

10. Optional bibliography

1. Project Management Institute, *A guide to the Project Management Body of Knowledge*, sixth edition, 2017.
2. Portny, S. E. - *Project Management for Dummies*, 2nd edition, Wiley Publishing, Inc.2007.
3. Lock, D. - *Project Management* (ninth edition), A Gover, University Press, Cambridge, Great Britain, 2007.
4. Wysocki, R., McGary, R. – *Effective Project Management,* Third Edition, Wiley Publishing, 2003.