

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, ing. Dorin BOTA

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 familiarize the students with the objectives, aims and activities of a project,
- ☐ to understand and use logical framework approach and to the specific tools,
- ☐ to understand how to prepare time and budget estimates,
- ☐ to understand risk management 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)

The students should have access:

- ☐ to a computer connected to internet in order to write the final paper,
- ☐ to the main library (BCU) and to FSPAC 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	Project life cycle. Types of projects. Project and human resources. Project Manager - roles, skills, interpersonal skills.
Week 3	The particularity of European project management. Applicant Guide. The logical framework approach (LFA). LFA – The analysis phase: Stakeholder analysis. SWOT analysis.
Week 4	LFA – The analysis phase: Problem Analysis. Objective Analysis. Strategy selection.
Week 5	LFA – The planning phase: The Logframe Matrix: Completing the Logframe matrix.
Week 6	Activities, resources and cost schedules: calendar of activities, results and indicators, objective statement. Risk management. Sustainability. Resource programming.
Week 7	Project budgeting. Assignment 1: Submitting and briefly 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.
Week 8	Uploading proposal and contracting. Project implementation. Managerial activities. Human resources management during implementation.
Week 9	Monitoring, evaluation and audit. PM General rule. PM - Lessons learned. Usual mistakes. Assignment 2: Submitting and briefly presenting of the second part of the final paper: activities – description and Gantt chart, planned results, target group, indicators (outputs and outcomes), critical risks and mitigation measures, sustainability, horizontal objectives.
Week 10	EU Funding. Operational Structural Programs 2014 – 2020. 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 11	Project investment (hard) specific, components, rules.
Week 12	Feasibility study.
Week 13	Cost-benefit analysis. Project investment proposal example.
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;

- 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 context (references to relevant and actual studies); justify the need of the project (provide relevant data); 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;
4. Activities – description 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);
14. A concise discussion of conclusions, recommendations, and implications.

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.