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| **AL-FARABI KAZAKH NATIONAL UNIVERSITY**  **SYLLABUS**  **6М060900 «Management of scientific projects»**  **Autumn semester 2016-2017 yy.** | | | | | | | | | | | | | | |
| **Course ID** | | **Course Title** | | **Type** | **Number of Hours** | | | | | **Number of credits** | | | | **ECTS** |
| **Lectures** | **Practical** | | **Seminars** | |
| **6М060900** | | **Management of scientific projects** | | ОК | 2 |  | | 1 | | 3 | | | | 5 |
| **Prerequisites** | | |  | | | | | | | | | | | |
| **Lecturer** | | | Askarova M.A., doctor of geographical sciences, professor | | | | **Office-hours** | | | | | In the schedule | | |
| **e-mail** | | | [maulken@mail.ru](mailto:maulken@mail.ru) | | | |
| **Phone number** | | | 87272 3773330 | | | | **Room** | | | | |  | | |
| **Course discipline description:** | | | Methodological specifics of critical thinking of project management as a basis of management of various projects in a role of project manager | | | | | | | | | | | |
| **Goals of course discipline:** | | | This course aims to give full scope of systematic knowledge base in the field of project management and to enable practical examples and tasks, to fix the key skills necessary for the successful management of research projects | | | | | | | | | | | |
| **Results of course** | | | 1. The knowledge of main stages of project management 2. Acquaintance and studying of the terminology applied in project management. 3. The knowledge of principles and standards of project management. 4. The knowledge of life cycle of the projects for successful 5. The ability of identifying the problem, the aim and goals in scientific projects 6. The ability of managing the financial resources of the project. 7. The ability of managing of project human resources and controlling their activity. 8. The ability of controlling the deadline of the project processes 9. The knowledge of methods of critical way, his role in project management. 10. Acquaintance with the status of project management in Kazakhstan. | | | | | | | | | | | |
| **References and resources:** | | | Available online: necessary training material on management of scientific projects, and also additional documentation on the legislation, the standard legal documentation used for accomplishment of homeworks and projects will be available on your page on the website univer.kaznu.kz. in the section UMKD. | | | | | | | | | | | |
| **Course organization:** | | | Project Management – the synthetic discipline uniting as special, and over professional knowledge. Special knowledge reflects features of that sphere of activity to which projects belong (construction, innovative, educational, ecological, research, reorganization, etc.). However authentic independent discipline project management became thanks to knowledge gained as a result of studying of the general regularities inherent in projects in all spheres of activity thanks to the methods and means which are successfully used for the most various projects.  During studying of discipline students will be able to find and work in practice solutions of key tasks of the manager at implementation of projects on all phases of his life cycle - from initiation before end.  Undergraduates are given an opportunity on a model example to make decisions on various questions of project management, being guided by the systematized recommendations based on the best world practices. | | | | | | | | | | | |
| **Requirements of a course** | | | 1. You have to be prepared for each classroom activity in advance, according to the schedule given below. Preparation of a task has to be complete prior to classroom activity at which the subject is discussed.  2. Home works will be distributed during a semester, as shown in graphics of discipline.  3. Home works will include questions which it is possible to answer, previously having got acquainted with additional materials on the set subject.  4. During a semester, you will use the studied material for the design chosen by you an object. Concrete requirements to the project will be distributed on classroom occupation. All parts of this project together will make 20% of total assessment of a course.  When performing home works the following rules have to be followed:  • Home works have to be performed in the specified terms. Later home works won't be accepted.  • You can work together with other student when performing homeworks provided that each of you works on a single question (a separate task) | | | | | | | | | | | |
| **Evaluation politics** | | | **The description of self-work** | | | | | | **Percentage** | | **The results of course** | | | |
| Home works  Knowledge of definitions and principles of discipline  Knowledge of methods and principles of project management  Exams  SUMMARY | | | | | | 20%  20%  10%  10%  40%  100% | | 1,2,34,5,6  2,3,4  4,5,6  1,2,3,4,5,6 | | | |
| Your final score will be evaluated according to the formula:  Here are the minimal scores:  95% - 100%: А 90% - 94%: А-  85% - 89%: В+ 80% - 84%: В 75% - 79%: В-  70% - 74%: С+ 65% - 69%: С 60% - 64%: С-  55% - 59%: D+ 50% - 54%: D- 0% -49%: F | | | | | | | | | | | |
| **Discipline politics** | | | The corresponding terms of home works or projects can be prolonged in case of the softening circumstances (such as disease, emergencies, accident, unforeseen circumstances, etc.) according to the Academic policy of university. Participation of the student in discussions and exercises on occupations will be considered in his general assessment for discipline. Constructive questions, dialogue, and feedback regarding a question of discipline are welcomed and encouraged during the occupations, and the teacher at a conclusion of total assessment will take into account participation of each student on occupation. | | | | | | | | | | | |
| **The structure of discipline** | | | | | | | | | | | | | | |
| **Week** | **The theme** | | | | | | **Hours** | | | | | | **Max score** | |
| **1**  **2**  **3-4**  **5**  **6**  **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14-15** | **Lecture 1.** The history of formation of management as a science. Principles and Management Standards  **Lecture 2**. Overall and project management. The life cycle of the project.  **Lecture 3-4.** Definition of the project: review the goals, objectives  **Lecture 5.** The definition of tasks on the project. Lecture 6.Evaluation of the execution time and cost **Lecture7.** Identifying the order of making the tasks of the projects.  **Lecture 8**. Identifying the critical tasks.  **Lecture 9.** Preparation of technical specifications of the project.  **Lecture 10.** The implementation of the project. Determining staffing requirements.  **Lecture 11.** The division of responsibilities for the implementation of a package of work assignments.  **Lecture 12.** The definition of management style.  **Lecture 13.** Determination of controls.  **Lecture 14.** The completion of the project.  **Lecture 15.** Status of project management in Kazakhstan  **Summary:** | | | | | | **2**  **2**  **4**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **30** | | | | | | **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **2**  **4**  **30** | |
| **1-2**  **3-4**  **5-6**  **7**  **8**  **9-10**  **11-12**  **13-14**  **15** | **Seminar work 1-2**  Introduction and study of the terminology used in project management.  **Seminar work 3-4.**  The role and importance of the problem in the projects, to show an example of his scientific work.  **Seminar work5-6.**  To show the life cycle of the project on the example of departmental conference  **Seminar work 7-8.**  The role of PSWA (partitioning scheme on work assignments) for the project. Perform this task for the conference.  **LC 1**  **Seminar work 9-10.**  Cost estimates for the job on the example of the conference.  **Seminar work 11-12.**  Create a quote for the project preparation of the conference.  **Seminar work 13-14.** The analysis of project management in Kazakhstan.  **LC - 2.**  **Summary:** | | | | | | **2**  **2**  **2**  **1**  **1**  **2**  **2**  **2**  **1**  **15** | | | | | | **5**  **5**  **5**  **5**  **10**  **5**  **5**  **5**  **10**  **55** | |
| **4**  **8**  **11**  **14** | **SWST 1.** The problem of classification of projects and variation of project management.  **SWST 2.** Organizational structure of project management.  **SWST 3.** Management of project quality.  **SWST 4.** The experience of applying project management in developed countries.  **Summary:** | | | | | |  | | | | | | **4**  **3**  **4**  **4**  **15** | |
|  | **Summary:** | | | | | | **45** | | | | | | **100** | |

Dean of the faculty Salnikov V.G.

Chairman of methodical bureau Alieva Zh.N.

Head of the Department Nyusupova G.N.

Lecturer Askarova M.A.