

SYLLABUS

1. Information about the program

1.1 Higher education institution	Babeş-Bolyai University
1.2 Faculty	Political, Administrative and Communication Sciences
1.3 Department	Public Administration and Management
1.4 Field of study	Administrative Sciences
1.5 Study cycle	Graduate
1.6 The program of study / specialization	Public Administration (in English)

2. Discipline data

2.1 Course title	Projects management in public institutions and NGOs						
2.2 The discipline holder	Associate Professor Alexandru Pavel						
2.3 Holder of seminar activities	Associate Professor Alexandru Pavel						
2.4 Year of study	2	2.5 Semester	1	2.6. Type of evaluation	E	2.7 Discipline regime	DA

3. Total estimated time (hours of teaching per semester)

3.1 Number of hours per week	3	Of which: 3.2 course	2	3.3 workshop / laboratory	1
3.4 Total hours	42	Of which: 3.5 course	28	3.6 workshop / laboratory	14
Allocation of time:					Hr:
Study after handbook, course materials, bibliography and notes					40
Additional documentation in the library, specialized electronic platforms and on field					40
Training seminars/labs, homework, essays, portfolios and essays					28
Tutoring					2
Examinations					2
Other activities:					0
3.7 Total hours of individual study	112				
3.8 Total hours per semester	154				
3.9 Number of credits	6				

4. Prerequisites (where applicable)

4.1 curriculum	<ul style="list-style-type: none"> • Not applicable
4.2 competence	<ul style="list-style-type: none"> • Not applicable

5. Conditions (where applicable)

5.1 to teach the course	<ul style="list-style-type: none"> • Overhead projector and computer
5.2 to conduct the seminar / laboratory	<ul style="list-style-type: none"> • Overhead projector and computer

6. Specific skills acquired

Professional skills	<p>C.4. Knowledge regarding the preparing local and regional development strategies</p> <p>Graduate:</p> <ul style="list-style-type: none"> • C.4.4. Will have knowledge on project management; • A.4.3. will be able to write a project proposal and prepare an implementation plan of project;
Transversal competences	<ul style="list-style-type: none"> • C.3. Knowledge related to identifying and analysing the development needs of communities and regions

7. Course objectives (based on accumulated skills grid)

7.1 General objective of the discipline	This class aims at making students familiar with the project management concept and the characteristics of the projects implemented by public institutions and NGOs.
7.2 Specific objectives	<ul style="list-style-type: none"> - Equip students with practical skills on the use of logical framework approach and the specific tools (stakeholder analysis, SWOT analysis, strategy selection, problem tree, objective tree, logical framework matrix, etc.). - Equip students with practical skills necessary to develop a project proposal for a public organization or NGO. - Equip students with practical skills necessary to identify the main non-reimbursable sources for funding public projects.

8. Contents

8. Courses	Teaching methods	Observations
<p>1. Introduction. Course overview.</p> <p>Project management (PM) origins and evolution. Definitions. Concepts. Principles of project management.</p>	Lecture	
<p>2. The project-focused organizations. Types of projects. Project and human resources. Project Manager - roles, skills, interpersonal skills. Project life cycle.</p>	Lecture, case studies	
<p>3. Fundraising; EU nonrefundable Funding. EU nonrefundable Funding in Romania.</p> <p>The particularities of project management in the case of EU funded projects: The Applicant Guide; The</p>	Lecture, case studies	

logical framework approach (LFA); Quality frame; EC's evaluation and audit criteria; The financing decision.		
4. LFA – The analysis phase: Stakeholder analysis. SWOT analysis. Problem analysis. Objective analysis. Strategy selection. <i>Quiz 1</i> (classes 1, 2, 3)	Lecture, case studies, exercises	
5. LFA – The planning phase: The Logframe Matrix: Completing the Logframe matrix.	Lecture, case studies	
6. Assignment 1: Submitting and presenting the first part of the final paper/project proposal: problem description and context, stakeholder analysis, SWOT analysis, problem tree, objective tree, Logframe Matrix, identified program for funding project, overall objective of the project, specific objectives.	Lecture, case studies, exercises	
7. The Planning Stage - Activities, resources, and cost schedules: calendar of activities, results and indicators. Resource programming. Project Risk Management. Project Sustainability. Horizontal objectives in projects.	Lecture, case studies, exercises	
8. The specifics of the investment projects: components, rules. Feasibility study. <i>Quiz 2</i> (classes 4, 5, 7)	Lecture, case studies, exercises	
9. Cost-benefit analysis.	Lecture, case studies, exercises	
10. Assignment 2: Submitting and presenting the second part of the final paper/project proposal: activities – description and Gantt chart, planned results, target group, indicators (outputs and outcomes), critical risks and mitigation measures, sustainability, horizontal objectives.	Lecture, case studies, exercises	
11. Project budgeting. Costs layout. Cost categories. Cost estimation.	Lecture, case studies, exercises	
12. Project monitoring, evaluation, and audit. Uploading project proposal and contracting. Project implementation. Managerial activities. Human resources management during implementation. <i>Quiz 3</i> (classes 8, 9, 11)	Lecture, case studies	

13. Assessing project proposals; Administrative and eligibility grid & Technical and financial grid.	Lecture, case studies	
14. Assignment 3: Submitting and presenting the third part of the final paper/project proposal: management team and procedures, budget, and resources. Quiz 4 (classes 12, 13)	Lecture, case studies, exercises	
<p>Required Bibliography:</p> <ol style="list-style-type: none"> 1. Jaliu Dragos, Project Management, textbook, 2013. 2. Project Cycle Management Guidelines, 2004. 3. Project Management Institute, A guide to the Project Management Body of Knowledge, sixth edition, 2017. 4. Richardson, G.L., & Jackson, B.M. (2018). Project Management Theory and Practice, Third Edition (3rd ed.). Auerbach Publications. https://doi.org/10.1201/9780429464140 5. Schwalbe, K., An Introduction to Project Management, Sixth Edition, Schwalbe Publishing, Minneapolis, 2017. <p>Optional bibliography:</p> <ol style="list-style-type: none"> 1. HEAGNEY, J., Fundamentals of Project Management. 5th ed. AMACOM Division of American Management Association International, 2016. 2. Meredith, Jack R.; Mantel Jr., Samuel J.; Shafer, Scott M., Project Management: A Strategic Managerial Approach, 10th edition, Wiley, 2017. 3. Seymour, T., & Hussein, S. (2014). The History of Project Management. International Journal of Management & Information Systems (IJMIS), 18(4), 233–240. https://doi.org/10.19030/ijmis.v18i4.8820. 		

9. Corroborating course content with the expectations of epistemic community representatives, professional associations and employers representative for the program

Projects management in public institutions and NGOs is a course that is connected to the realities of academics, but also is strongly connected to the needs of public institutions and NGOs to solve communities’ problems by using project management approach.

10. Evaluation

Activity type	10.1 Evaluation Criteria	10.2 Evaluation Methods	10.3 Proportion of final grade
10.4 Course	Exam/Quizzes	Quizzes	30%
	Final paper/project proposal The final paper/project proposal (team paper - 2 persons) has include next sections: 1. Problem description and context (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, Logframe Matrix. 2. Identified Program and Call for proposal for funding the project related to the identified problem – short description of the Program and of the Call for proposal. 3. Objectives: overall objective of the project, specific objectives (SMART defined).	Presentations + project proposal analysis / evaluation	60%

	<p>4. Activities – description (what, who, how, when, what resources?) and Gantt chart.</p> <p>5. Planned results – for each activity.</p> <p>6. Target group – quantified.</p> <p>7. Indicators: outputs and outcomes.</p> <p>8. Critical risks and mitigation measures.</p> <p>9. Project Sustainability.</p> <p>10. Horizontal objectives.</p> <p>11. Management team and procedures; the level and field of expertise for team members, necessary skills, remits for each team member.</p> <p>12. Budget and resources.</p> <p>13. Annexes (if they exist; as for example Needs Assessment Study, Feasibility Study, Works Approval Documentation etc.).</p> <p>14. Some concise conclusions and lessons learned.</p>		
10.5 Seminar/ laboratory	<p>75% attendance mandatory</p> <p>In-class activities and attendance. Students are expected to actively participate in class by asking questions, working on in-class exercises, giving presentations as individuals or as part of their team projects, and sharing personal experiences and opinions related to the topics discussed.</p>	Presentation of assignments	10%
10.6 Minimum performance standard			
To pass this course the students need to obtain at least a grade of 5 (10 corresponds to 100%). In the overdue session, only the written exam is eligible for retake.			

Date:

16.09.2024

Date of approval in the department:
25.09.2024

Signature course holder

Signature of the holder of seminar

Signature of Department Director

Bogdana Neamțu