

<b>Course title</b>	<b>Project Management [Eastern Europe]</b>
<b>Course code</b>	Ekon3024
<b>Branch of science</b>	Economics
<b>Credits</b>	2
<b>ECTS</b>	3
<b>The total audience hours</b>	<b>32</b>
<b>Number of lectures</b>	16
<b>Seminars and practical assignments</b>	16

#### **Course developer (s)**

Dr. philol., prof. Maija Burima

#### **Course summary**

The course "Project Management" is being built within the framework of the students' understanding of the nature of the project, the possible types of projects (investment, development, organizational, etc.), ideas and strategy formulation, project planning and implementation, with particular emphasis on the implementation of business and culture. The course is identified and assessed in intercultural relations and cultural activities supporting funds in Europe, including Latvian, cleared the prerequisites for international cooperation in the field of culture, acquired the project development and management skills (driving role and competence of the project team for assembly, etc.). Students learn the basic principles of Latvian cultural policy making and the European Union as well as potential problems in international project management.

#### **Results**

After completion of the course students are able

- to handle the project call benefit materials: regulation and a package of documents,
- to prepare project proposals and estimate, -
- to implement and administer the application,
- to prepare the project report.

#### **Course plan**

Lectures - 16 hours:

1. The project concept. Project History. Project work organization and cultural project specifics. Projects as the institutional component of Latvia and the European Union.
2. Project Management. Project management art and science. Project management components. Project management methodology. The project manager's role and competences. Phases of the project. Project management tools.
3. Project Initiation. The project is necessary justification. Project feasibility and risk analysis. Analysis of the results of the project possible. Outcome of the project.
4. Project management kind of choice. Content of the project and change management. Project risk management. Project manager and team work, its staffing conditions.
5. The estimates for the establishment of conditions. Logical matrix.
6. Project closure. Project or phase closure. Project evaluation of results and pooling of experience.
7. Cultural project for the establishment and implementation specifics. LSIF, the SCCF, LCF, NALLT, NIB, NCM, INTERREG, etc.
8. The European Structural Funds, embassies and other funds project preparation and implementation specifics. Project expertise specifics.

Workshops - 16 hours

1. Project goals and definition of the tasks.

2. International and Latvian scale cultural project objectives and ways of intercultural relations and cultural activities supporting fund research. Project case studies.
3. Project ideas and strategies formulation and development.
4. Project planning. Project content. Project planning document creation.
5. Project execution and control mechanisms. Project or project phase initiation.
6. Project budgeting.
- 7, 8. Students' projects presentation, discussion, improvement.

Students' independent work:

Create submission of fully preparing the project and present the seminars.

### ***Requirements for credits***

Attendance of lectures - 20%; Seminar attendance - 40%; defended the project application - 40%.

### ***Basic Training***

1. Ilmete Ž. Projektu vadīšana.- R., 1999.
2. Lūiss Dž. P. Projektu vadīšanas pamati.- R., 1997.
3. PraudeV., Beļčikovs J. Menedžments. – R., 1998.
4. Volkova T., Vērđiņa G., Pildavs J. Organizācijas un to vadīšana pārmaiņu apstākļos.- R., 2001.
5. Uzulāns J. Projektu vadība. – R., 2004.
6. Burton C., Michael N. A Practical Guide to Project Management: How to make it Work in Your Organisation. – London, 1996.
7. Cole G.A. Management Theory and Practice. – London, 1996.
8. Hagoort G. Cultural Entrepreneurship: An Introduction To Arts Management. – The Netherlands, 1993.

### ***Further reading*** 1. Pārvaldības tehnoloģijas.

Autoru grupa. 2003.

2. Tjarve B. Kultūras projekta pieteikums.- R., 1999.
3. A Guide to the Project management Body of Knowledge. 1999.
4. Kerner H. Project Management. A Systems Approach to Planning, Scheduling, and Controlling. 7th ed.
5. Applied Project Management.best Practises on Implementation, Harold Kerzner.
6. Арчибальд Р.Д. Управление высоко-технологическими программами и проектами..

### ***Periodicals and other sources of information***

ES programma “Kultūra 2000” – [www.km.lv/kultura2000](http://www.km.lv/kultura2000)

Valsts Kultūrkapitāla fonds – [www.kkf.lv](http://www.kkf.lv)

Blair G. M. Planning A Project –

[www.ee.ed.ac.uk/~gerard/management](http://www.ee.ed.ac.uk/~gerard/management) International Project

Management Associaton – [www.ipma.ch](http://www.ipma.ch) Project Management Institute

– [www.pmi.org](http://www.pmi.org).

### ***Remarks***

Project Management

### ***Course content***

Lectures - 16 hours. During the lectures, students get acquainted with the specifics of project management, proclamation of the project selection, project language features, costing connection with EN legislation

and regulations. Seminars - 16 hours. Students successively finished project application under one of the lectures dealt with financiers: funds, programs, etc. Learn skills to develop an estimate of the timing of the project, assemble a project team to plan the activities of marketing. End of the course all students present their project applications, discusses eliminates inaccuracies gaps simulating project expertise, preparing a "report".