Syllabus of the academic discipline
"Methodology of project management in public administration"

Specialty	*D4 "Public management and administration"*
Educational program	*Public administration*
Educational level	*The second (master's) level of higher education*
Discipline status	*Selective*
Language of teaching	*Ukrainian*
Course / semester	*1 year of study, 1-2 semester*
Number of ECTS credits	*5 credits*
Distribution by types of classes and hours of study	*Lectures - 20 hours*
	Practical (seminar) - 20 hours.
	Independent work - 110 hours.
Final control form	*Exam*
Chair	*of State Management, Public Administration and Economic Policy, Kharkiv, Nauki Ave., 9a, building 1, room 402, tel. (057) 702-18-34 (ext. 4-34), http://cafpubladm.com/*
Teacher(s)	*Melnyk Victoria Ivanivna, Candidate of Economic Sciences, Associate Professor*
Contact Information teacher(s)	*melnik511@ukr.net*
Days of classes	*Lecture: according to the current class schedule*
	Practical: according to the current class schedule
Consultations	*At the Department of State Management, Public Administration and Economic Policy, face-to-face, according to the consultation schedule, remote on the Zoom, Viber, Telegram platforms, individual*

Goal educational discipline: formation of a system of competences regarding the use of modern technologies and tools in the practice of public administration.

Prerequisites for training
The list of previously studied disciplines: Introduction to the profession, Theory of organization, Business ethics, Management of public institutions and organizations, Electronic governance, System of public administration

Content of the academic discipline
Content module 1. *Theoretical foundations of project management*
Topic 1. General characteristics of project management.
Topic 2. Methodological foundations of project planning and control.
Topic 3. Basic forms of organizational structure of projects.
Topic 4. Project structuring.
Topic 5. Network and calendar planning of the project.
Topic 6. Planning of resources, costs and project budget.
Topic 7. Personnel management in projects.
Content module 2. *Project management in public administration*
Topic 8. Project management as a means of implementing public policy.
Topic 9. Project cycle management.
Topic 10. Tools of the project cycle.
Topic 11. Project implementation control.
Topic 12. Risk management in projects.
Topic 13. Project quality management.

Material and technical (software) ensuring discipline
Multimedia projector

Course page on the Moodle platform (personal learning system)	*https://pns.hneu.edu.ua*

System of evaluation of training results

The system for evaluating the developed competencies takes into account the types of classes that involve lectures, seminars, practical classes, as well as independent work.

Students' learning outcomes are assessed using a cumulative 100-point system. Current control is carried out during the semester during lecture, practical, seminar classes and is evaluated by the sum of points scored (the maximum sum is 60 points; the minimum sum that allows the student to pass the exam is 35 points). The final control of students' learning results is carried out on the basis of the semester exam. The result of the semester exam is evaluated in points (the maximum number is 40 points, the minimum number that is counted is 25 points). A student should be considered certified if the sum of the points obtained as a result of the final/semester performance check is equal to or higher than 60.

Current control includes the following control measures: assignments by topic; current control works; colloquiums; presentations on topics and essay writing.

More detailed information on the evaluation and accumulation of points for the academic discipline is provided in the work plan (technological map) for the academic discipline.

Policies of educational discipline

The teaching of the academic discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, writing off, deception, bribery, biased assessment. For violation of academic integrity, students of education are subject to the following academic responsibility: repeated evaluation of the corresponding type of educational work

More detailed information on competencies, learning outcomes, learning methods, assessment forms, independent work is provided in the Work Program of the academic discipline.