



COURSE UNIT (MODULE) TITLE

Course unit (module) title	Code
Project Drafting	

Academic staff	Core academic unit(s)
Coordinating: Assoc. prof. Jurgita Joniškienė Other:	Vilnius University Šiauliai Academy

Study cycle	Type of the course unit
First	Mandatory

Mode of delivery	Semester or period when it is delivered	Language of instruction
Mixed learning	Autumn / Spring semester	English

Requisites	
Prerequisites Management, Fundamentals of Finance, Investment Economics	Co-requisites (if relevant):

Number of ECTS credits allocated	Student's workload (total)	Contact hours	Individual work
5	133	53	80

Purpose of the course unit
To provide students with knowledge about how to initiate and plan projects and prepare applications according to the main methods of project preparation.

Learning outcomes of the course unit	Teaching and learning methods	Assessment methods
Ability to apply the newest economic knowledge, identify economic problems related to manufacturing, and expand service and trading companies, who may need these projects. Ability to find and analyse information, related to the financing of investment projects.	Case analysis, Information search task.	Preparation and presentation of individual work (project financing programme).
Understanding of the most important principles for the preparation of projects and usage during the preparation of projects. Understanding of project environment and knowledge of interested parties.	Mind map, problem solving.	Presentation of the project's problem tree and justification of the project problem (based on a selected idea).
Ability to make the logical structure, schedule and budget of the project, to determine risks and to consider financing sources.	Case analysis, and creation of development scenarios.	Presentation of the group work (project logical structure matrix).
Ability to initiate project ideas, prepare mock project application to	Preparation of a project, group work	Exam: Investment project and its presentation.

solve a problem of a company and receive funding, while actively working in a team.		
Will be able to think analytically, systematically, critically and creatively, solve problems and work in groups, present information and discuss, to plan the learning process independently.	Project preparation, group work	Exam: Investment project and its presentation.

Content	Contact hours							Individual work: time and assignments	
	Lectures/e-learning	Tutorials	Seminars	Workshops/e-learning	Laboratory work	Internship	Contact hours, total	Individual work	Tasks for individual work
1. Essence of a project, its characteristics and classification.	2			1			3	5	Reading of scientific literature (main literature source No. 1, pg. 5–10, No. 2 pg. 4–8)
2. Life cycle of a project.	2			1			3	5	Reading of scientific literature (main literature source No. 1 pg. 10–12. No. 2 pg. 22–28)
3. Principles of planning of a project. Characteristics of preparation and management of projects aiming to get funding.	4			2			6	10	Searching for information online. Preparation and presentation of individual work (project programme) (10 slides)
4. Environment, participants and structural models of a project.	2	1		1			4	10	Analysis of scientific literature (main literature source No. 1 pg. 16–18, No. 2 pg. 43–48) Preparation for initiation of a project.
5. Initiation of a project, content of its vital parts and procedure of preparation.	2			2			4	5	Preparation and presentation of the project's problem tree and justification of the project problem (based on a selected business development problem or idea).
6. Logical structure of a project.	2			4			6	5	Preparation of group work (project logical structure matrix).
7. Planning of project activities.	2	1		2			5	5	Analysis of scientific literature: Project time management (main literature source No. 1 pg. 19–21, No. 2 pg. 26)
8. Planning of project funds. Making of project budget.	4			2			6	5	Scientific literature analysis: Project budget. (Main literature source

									No. 1 pg. 22–24, No. 2 pg. 26–27)
9. Assessment of the project's risk and uncertainty.	4			4			8	5	Scientific literature analysis: Project risks. (Main literature source No. 1 pg. 51–58, No. 2 pg. 27–28)
10. Value and efficiency of investment projects.	3	1		2			6	5	Scientific literature analysis: Project assessment. (Main literature source No. 1 pg. 33-35, No. 2 pg. 73–75)
11. Preparation for exam				2			2	20	Preparation of a project application.
Total	27	3	0	23			53	80	

Assessment strategy	Weight %	Deadline	Assessment criteria
Preparation and presentation of individual work (project programme)	10%	4 th week	<p>Evaluation Criteria:</p> <p>Validity of the choice 1 point The student justified his choice, and chose a functioning, relevant and appropriate program for the organization. 0.5 points The student chose a program that is relevant and suitable for the organization, but has already been closed or has not yet announced invitations. 0 points The student chose a program whose goals and funded activities are far from the interests of the organization. The student did not justify his choice.</p> <p>Quality of analysis 1 point The student provides a holistic analysis of the program while emphasizing exactly those priorities and/or measures that are relevant for the organization. Thoughts are laid out clearly and logically. The student demonstrates an understanding of the program administration, project selection and approval processes. 0.5 points The student provides an analysis of only individual program priorities/measures that meet the organization's operational interests, without disclosing the program as a whole. Thoughts are taught logically but are more referential than analytical. The student is not sufficiently immersed in the processes of program administration, project selection and approval. 0 points The student provides a reference description of the entire program, does not disclose the organization's opportunities to participate in program invitations and does not explain the processes of program administration, project selection and approval.</p> <p>Quality of presentation 1 point During the presentation, the student easily manages the content, comments on the visually presented information, boldly expresses thoughts, attracts the attention of the audience, and tries to maintain constant contact with the audience. The student firmly adheres to his/her position and answers all questions in a reasoned manner. The presentation is visually effective: the information is visual, uncluttered and meaningful. 0.5 points The presentation of the topic is clear and consistent, but there is a lot of excitement, the information presented visually is overheated during the presentation. The presentation lacks visual</p>

			<p>efficiency: the use of visual aids is lacking, and the information presented on the slides is overloaded with text 0.5 points The student does not control the content, does not comment on visual information, and does not interest the audience. The presentation significantly lacks visual efficiency: the content is conveyed exclusively in the form of text, and the use of visual aids is lacking.</p>
Preparation and presentation of the group work: Project's problem tree and justification of project problem	20%	8 th week	<p>2 points: The student group presents the project's problem and solution tree based on a selected problem. Justification of the project problem is prepared: statistics, problems of the target group, and methods to solve the project problem are listed.</p> <p>1 point: The problem tree prepared by the student group is not finished, hard to see the reasons and consequences of a problem. The project problem is listed in a very abstract way, lack of certainty. Justification is too big; the problem cannot be solved with one project only.</p>
Presentation of the group work (project logical structure matrix)	30%	15 th week	<p>3 points: The student group presents a logical structure matrix they prepared based on a chosen project. The logical structure matrix has a well-defined and achievable project purpose, clear, concrete and purpose-related tasks, task-related activities (eligible for financing based on the programme), and clear, concrete and activity-related results.</p> <p>2 points: The logical structure matrix prepared by the student group lacks a logical connection between purpose, tasks and activities, results are vaguely defined, some activities are not eligible for financing, quantitative expression of results is unclear.</p> <p>1 point: The purpose of the logical structure matrix, prepared by the student group, has a purpose that duplicates the tasks, most of the activities are not eligible for financing, the wording is incorrect, and students are unable to list quantitative project results.</p>
Exam: Project and its presentation	40%	17-20th week	<p>4 points: Student or student group presents a prepared project application. All the necessary parts of the project are filled, and the project has purpose, tasks, activities, schedule of activities, all the necessary parts Text of the project application is logical and clear, and subject terms are used.</p> <p>Students are able to present project management plan. Plan includes project activities, and provides management of human resources, risks, finances, time, etc.</p> <p>Answers to questions are clear, efficient and logical. Reasoned, justified, and explained understanding. Critical remarks are provided on the difficulties of preparing the project, the causes of problems arising in the course of work are identified and ways of removing them are provided.</p> <p>If the work was done in a group, the input of each group member is clear.</p> <p>2 points: Student or student group presents a prepared project application. The main parts of the project are filled, the project has purpose, tasks, activities, and a schedule of activities, but other necessary parts are absent. The text of the project is logical enough; clear, subject terms are used.</p> <p>Students are able to present project management plan. The plan provides only a few management stages.</p> <p>1 point: The project presentation logic is not entirely clear, the provided solution for the problem of the project is partially coherent. Many parts of the project</p>

			application are missing. The project management plan is only partially prepared. Mostly used domestic terms. Trying to arrange ideas logically, afraid to reason. Reasoned, but barely justified, hardly explained understanding. Answers to questions are not exactly clear, efficient and logical.
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Author (-s)	Publishing year	Title	Issue of a periodical or volume of a publication	Publishing house or web link
Required reading				
PMBOK guide	2013	A guide to the project management body of knowledge: PMBOK guide.		Project Management Institute
Richardson G., L.	2015	Project management theory and practice.		Boca Raton (Fla.) : Auerbach Publications.
2021–2027 m. EU investment funds				https://www.esinvesticijos.lt/lt/pasirengimas-2021-2027/2021-2027-m-es-fondu-investiciju-programos-rengimas
Recommended reading				
Garth G.F. Ward	2018	Effective Project Management		Wiley-Blackwell publishers
Watt, A.	2014	Project Management		Publisher: BC campus