

CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY



EDUCATIONAL-SCIENTIFIC INSTITUTE OF MANAGEMENT, FOOD TECHNOLOGIES AND TRADE Department of Public Administration and Organizations' Management

Назва курсу	Project management in public administration (VK 7)
Мова викладання	<i>In English</i>
Course and semester of study	for applicants of the third level of higher education (doctor of philosophy) fields of knowledge 28 – Public management and administration, specialty: 281 – Public management and administration 1st year, 2 semester
Викладач	Hryhoriy Volodymyrovych Starchenko, Doctor of Economics, Professor, Prof. of department
Профайл викладача	https://pumo.stu.cn.ua/kafedra/vikladachi-kafedri/ https://pumo.stu.cn.ua/wp-content/uploads/2023/01/profil-vykladacha_starchenko.pdf
Контакти викладача	Chernihiv, str. Shevchenko, 95, building 1, room 402. Phone: (046) 665-261; g.v.starchenko@stu.cn.ua

1. Abstract

In the system of public administration, the program-target principle is defined as the main one in solving large-scale problems of the development of socio-economic systems at various levels and is the basis for the distribution of resources to ensure balanced development at the state level. Therefore, being able to effectively manage programs and projects is one of the key competencies of an employee of any public sector body, such as a state authority or local government. While studying the discipline "Management of projects in public administration", higher education students will be able to learn: form ideas, organize project portfolio management; understand the basic principles of organizing fundraising work; acquire the skills of initiation, planning and project management.

Content module 1. Scientific-theoretical and practically oriented foundations of project management in public administration

Topic 1. Public administration on the basis of project management.

Methodology, methods and tools of project management, system models of project management and program management in the public sphere. Methods and means of analysis and planning of project activities in the public sphere. Project management as a means of implementing public policy.

Topic 2. Management of national projects of Ukraine.

Tools for the development of projects and programs in the public sphere, in particular institutional-legal, financial-economic, organizational, informational-communicative, etc. Management of the project life cycle, in particular such groups of processes as: project initiation;

project planning; implementation; monitoring and management; completion, and also ensure interaction between these processes. Management of project integration, content, timelines, cost, quality, human resources, communications, risks, resources/deliverables.

Topic 3. Administration of projects and programs in the public sphere.

Basic concepts, notions, methods and technologies (tools) used in global practice in the process of analyzing project solutions. Development of program scenarios and determination of their evaluation indicators in the context of implementation of public management and administration strategies. to possess the methods and means of making management decisions from project analysis in conditions of uncertainty of the external environment and risk.

Topic 4. Project analysis and decision-making

Theoretical foundations, methods and means of analysis and planning of project activities regarding the development of territories; Methods and means of analysis and planning of project activities in the public sphere. peculiarities of development and management of social projects. Application of modern institutional and legal methods and tools in the development of projects and programs in the public sphere

Content module 2. Practice of project management in the public sphere and grant writing

Topic 5. Strategic environmental assessment of plans and programs.

The phenomenon of "strategic environmental assessment", in particular, to understand the essence of the basic concepts of this phenomenon. Methodology and technology of strategic environmental assessment of plans and programs, as well as factors influencing this process.

Topic 6. Information and communication support of project activities / Project risk management

The essence of the main categories of risk management in the project. Theoretical approaches to determining the materiality of risk policy and organization of risk management. Basics of risk management functions. Prevention methods and ways to overcome risks; criteria for choosing an alternative in conditions of uncertainty and risk when making decisions. apply the best available methods and analytical tools for each of the main tasks in the SEO process, based on the specific needs of the decision-making process and the availability of information, in order to obtain the best possible results. Methods and tools for responding to the risks of state programs and projects. Application of a number of strategies for choosing an alternative in conditions of uncertainty.

Topic 7. Funds and grants.

Basics of grant writing: search, preparation of applications, implementation and evaluation. Peculiarities of project management under the conditions of participation (support) of foreign organizations. Conducting a project analysis of the selected project alternatives according to the project effectiveness criteria by the grantors, strategic assessment and audit of the projects and programs that are most often implemented in the public sphere. Determination and justification of the advantages (strengths) and disadvantages (weaknesses) of various models of integration of SEO in the development of plans and programs.

Topic 8. Grantwriting.

Recommendations to public authorities on writing project applications.

2. Purpose and objectives of the course.

The purpose of the educational discipline is to acquire theoretical knowledge and develop professional competences in the use of project management methods and tools in public administration. The main tasks of studying the discipline are to acquire knowledge, competence and skills in the main aspects of public administration in the field of project management in relation to:

- mastering the essence and main tasks of project management;
- methodical foundations of project planning and control;
- basic principles of creating an organizational structure of the project;
- theoretical foundations of project cycle management in the public sphere;
- mastering the skills and abilities to use the main tools of the project cycle;
- develop and manage projects in the public sphere.

During the study of the discipline, the student of higher education (HE) must acquire or expand the following general (ZK) and professional (SK) competencies provided for by the educational program:

ZK3. The ability to generate new scientific-theoretical and practically oriented ideas (creativity), to develop and implement scientific projects and programs, to evaluate and ensure the proper quality of the work performed.

ZK4. Ability to present research results at all levels in Ukrainian and one of the languages of the European space.

SK5. The ability to initiate, organize and manage innovative and scientific research projects at various levels of public management and administration, to make proposals for financing scientific research, registration of intellectual property rights.

SC6. The ability to plan and organize the work of research teams to solve scientific and educational-scientific tasks and to make practical recommendations to state authorities and local self-government bodies regarding the improvement of their activities.

3. Learning outcomes

During the study of the discipline, the higher education institution must achieve or improve the following program learning outcomes (PRN) provided for by the scientific and educational program:

PRN5. Know the basic principles of scientific management, management of scientific projects, registration of intellectual property rights.

PRN8. Be able to prepare project requests for funding of scientific research, develop program documents (strategies, programs, concepts) based on the assessment of legal, financial, informational, personnel resources, ensure the commercialization of results in compliance with intellectual property rights.

4. Scope of the course

The total number of credits is 5 (the total number of hours is 150); the number of hours of independent work is 110.

Type	Total number of hours
Lectures	22
Practical training	18
Independent work	110

The form of classes is lecture, practical, independent work - using the Moodle distance learning system, literature, video materials.

5. Re-requisites

The prerequisite for studying the discipline is basic knowledge of the disciplines "Public administration", "Technologies of public administration". The discipline is basic for the study of special disciplines of the educational and scientific program "Public management and administration" of the third level of higher education, and can also be used during the preparation of a scientific research (dissertation).

6. Evaluation system and requirements

The evaluation of knowledge of higher education institutions is carried out in accordance with the Regulations on the current and final evaluation of the knowledge of students of higher education

of the Chernihiv Polytechnic National University, agreed by the academic council of the Chernihiv Polytechnic National University (August 31, 2020, protocol No. 6) and put into effect by the rector's order dated 31 August 2020 No. 26 (<https://stu.cn.ua/wp-content/stu-media/normobaza/normdoc/norm-osvitproces/polozhennya-pro-potochne-ta-pidsumkove-oczinyuvannya-znan-zdobuvachiv-vo.pdf>).

From the discipline of higher education, up to 75% of the final grade can be obtained for the performance of all types of work performed during the semester. Current control - up to 35 points, including: practical classes - up to 35 points, final modular control - up to 40 points. Semester control up to 25% of the final grade - during the final control in the form of an exam, it is conducted during the session (maximum 25 points). The grade based on the results of studying the discipline is formed by adding the final results of the current control to the grade for the exam.

General course evaluation system	<i>Active participation in the work during the semester (performance of thematic tasks, performance of individual practical tasks) / credit - 75/25</i>
Seminar (practical) classes	<i>Preparation of oral answers from the lecture material, answers to self-study questions, performance of practical tasks, communication with higher education institutions, surveys of higher education institutions based on the results of preparation of practical work, completion of tasks, consideration of problem situations (cases), completion of independent work, tasks in MOODLE</i>
Conditions of admission to the final control	<i>Availability of lecture notes, activity during the academic semester, completion of mandatory types of work, the minimum number of points is 20.</i>

Current control

Module according to the thematic plan of the discipline and form of control	The number of points by type of work	
	Oral answers, preparation for practical classes	Completeness and timeliness of tasks
Content module 1.	0...10	0...5
Content module 2.	0...10	0...10
Final current grade for the semester	20	15

Final modular control

Module according to the thematic plan of the discipline and form of control	Scores
Content module 1. (Test tasks)	0...20
Content module 2. (Practical and test tasks)	0...20

Final semester evaluation

Type of work	Scores
Current control	0...35
Final modular control	0...40
Exam	0...25
Total	0...100

Rating scale: national and ECTS

The sum of points for all types of educational activities	ECTS assessment	Evaluation on a national scale	
		exam/differentiated assessment	test
90 – 100	A	Perfectly	counted
82-89	B	Good	
75-81	C		
66-74	D	Satisfactorily	
60-65	E		
0-59	FX	Unsatisfactory with the possibility of reassembly	not counted with the possibility of retaking

7. Course policies

Mandatory active participation in the discussion of problematic issues, participation in all types of control.

In the event that the student during the semester did not complete all types of educational work prescribed by the work program, has unfinished practical work or did not score the minimum required number of points, he is not allowed to take the credit during the semester control, but he has the right to liquidate the academic debt in according to the procedure provided for by the "Regulations on the current and final assessment of knowledge of students of Chernihiv Polytechnic University". Retaking the test in order to increase the positive grade is not allowed. In the case of retaking the assessment, all points gained during the semester are canceled, and the reassessment is based on complex tasks (includes theoretical, practical and situational tasks).

The general policy of the course includes compliance with the principles of attending classes, as well as free attendance of lecture classes for persons who have received permission to do so. The key to successful study of the discipline is activity and involvement during practical and lecture classes - participation in discussions, discussion of problem situations, answering the teacher's questions (as one of the elements of ongoing control), formulating self-examination questions to clarify unclear points, solving practical tasks. Consultations take place according to the approved schedule or personal or group consultations (through the use of ICT, messengers, etc.).

In accordance with the current Regulation on the organization of the educational process at the Chernihiv Polytechnic National University, put into effect by the rector's order dated August 31, 2020 No. 26 (<https://stu.cn.ua/normatyvna-baza/normatyvne-zabezpechennya-osvitnogo-proczesu/>): p. "7.2.8. In some cases, according to the order of the rector (in connection with quarantine, etc.), training sessions and control measures (including practical evaluation and certification) may be conducted using distance learning technologies At the same time, if a student of higher education joins an educational session, which is conducted using distance learning technologies, without using a video communication system, then this can be recorded by the teacher as skipping an educational session. (subclause 7.2.8 of the Regulation with changes made in accordance with the decision of the Academic Council dated 04/26/2021, protocol No. 4, and the rector's order No. 80 of 04/26/2021)"

Policy of academic integrity

Academic integrity must be ensured while taking this course (principles are described in the Code of Academic Integrity of the Chernihiv Polytechnic National University at the link: <https://www.stu.cn.ua/staticpages/akadem-dobrochesnist/>). Writing off during mid-term and final tests, performing practical tasks to order, prompts are considered manifestations of academic dishonesty. All HEIs are expected to maintain academic integrity in the above-mentioned points. Various disciplinary measures (including retaking certain stages) are applied to students of higher education who have been found to have violated academic integrity.

Deadline policy

The timeliness of passing each of the tasks is estimated at 1 point. Accordingly, the maximum grade for untimely submitted work is reduced by the specified number of points. An exception may be the presence of valid reasons for late submission of the specified works (illness, participation in the specified time in other types of scientific or organizational work, force majeure circumstances).

Policy of incentives and charges

Based on the results of educational, scientific or organizational activities, higher education course applicants may be awarded additional points - up to 10 points, depending on the importance of the achievements. Types of extracurricular activities for which applicants are encouraged with an additional number of points: participation in international projects, scientific research, theses at scientific and practical conferences, articles in professional publications, etc.

Laptop/smartphone usage policy

Applicants are requested to keep their smartphones in silent mode during lectures, as calls, messages and communication on social networks distract both the teacher and other applicants from conducting classes. Laptops, tablets and smartphones cannot be used in the classrooms during the final inspection.

Rules for transferring credits

Credits received in other institutions of higher education in this specialty from educational components aimed at obtaining competence from the course can be re-enrolled by the teacher in accordance with the provision "Procedure for determining the academic difference and re-enrollment of academic disciplines at Chernihiv Polytechnic University" by comparing the received program credits training results and competencies. In the case of taking a similar course from other specialties, only the topics specified in the course according to the content modules can be re-enrolled

8. Recommended literature

1. Блага Н. В. Управління проектами : навч. посіб. – Львів : Львівський державний університет внутрішніх справ, 2021. – 152 с
2. Гавкалова Н. Л. Публічне управління та адміністрування у забезпеченні регіонального розвитку : монографія / Н. Л. Гавкалова, Г. М. Шумська, В. І. Мельник та ін.; за заг. ред. докт. екон. наук, професора Гавкалової Н. Л. – Харків : ХНЕУ ім. С. Кузнеця, 2019. – 400 с.
3. Грантрайтинг: метод, рек. для органів публічної влади щодо написання проектних заявок / [під заг. ред. О. Кулініча ; 2-ге вид., доп. і перероб.]. - Харків : Золоті сторінки, 2015. - 116 с.
4. Єнджеєвські З. Посібник з підготовки заявок на фінансування проектів розвитку інженерної інфраструктури територіальних громад/ за ред. Д. Літча, В. Лисенка. – К. : К.І.С., 2009. – 128 с.
5. Методичні рекомендації щодо написання проектних заявок. Навч. посібник / МГО «Регіональний центр транскордонного співробітництва Єврорегіон «Дністер». – Вінниця: Єврорегіон «Дністер», 2015. – 54 с.
6. Методичні рекомендації щодо участі у грантових програмах та конкурсах/ Марченко О.В., Сушко Д.О. - Дніпро: ДДУВС, 2018
7. Основи грантрайтингу та управління проектами в публічній сфері : метод. рек. для органів влади та недерж. оргцій / Авт. кол.: В.В. Белявцева, А.І. Гнатенко, О.С. Зінченко та ін. ; за заг. ред. О.В. Кулініча. – Харків : Золоті сторінки, 2017. – 148 с.
8. Подольська О. В., Краля В. Г. Використання проектного підходу в публічній сфері // Вісник Харківського національного технічного університету сільського господарства імені Петра Василенка. – 2019. – Вип. 200. – С. 256 – 264.
9. Приймак В. М. Управління проектами. Збірник кейсів : навч. посіб. К.: Київський національний університет імені Тараса Шевченка, 2020. – 20 с.

10. Розробка Концептуальної Ноти проекту: практ. посіб. / Проект Європейського Союзу «Підтримка політики регіонального розвитку в Україні». 2013. - 33 с.
11. Старченко Г. В. Управління проектами: теорія та практика : навч. посіб. / Г. В. Старченко. Чернівці : видавець Брагінець О. В., 2018. 306 с.
12. Старченко Г. В. Управління проектами в публічній сфері. *Проблеми сучасних трансформацій. Серія: право, публічне управління та адміністрування* 2021. № 2. С. 84–89. <https://doi.org/10.54929/pmtl-issue2-2021-15>.
13. Старченко Г. В. Необхідність інституційно-управлінських та інституційно-правових змін в сфері управління публічними проектами та програмами. *Проблеми сучасних трансформацій. Серія: право, публічне управління та адміністрування* 2021. № 1. С. 100–104. <https://doi.org/10.54929/pmtl-issue1-2021-15>
14. Старченко Г.В. Предметне поле теорії інноваційного розвитку: проектно-орієнтований підхід. Науково-виробничий журнал «Бізнес-навігатор». Випуск 4 (60) 2020. с. 61-66. DOI: <https://doi.org/10.32847/business-navigator.60-10>.
15. Старченко Г.В. Семантична архітектоніка проектно-орієнтованого управління інноваційним розвитком національної економіки. *Інфраструктура ринку*. 2021. № 51. С. 66-71. DOI: <https://doi.org/10.32843/infrastruct51-10>
16. 5. Старченко Г.В. Принципи проектно-орієнтованого управління інноваційним розвитком національної економіки. *Економіка та суспільство*. 2021. № 27. URL: <https://economyandsociety.in.ua/index.php/journal/article/view/405> DOI: 10.32782/2524-0072/2021-27-4
17. Starchenko G. Project management in the public sphere. *International Partnership and Cooperation of Ukraine in Wartime: Collective monograph / edited by D. Nascimento, G. Starchenko*. University of Coimbra, Portugal - Chernihiv: REICST, 2022. 429 p. <https://doi.org/10.54929/monograph-02-2022-03-05>.
18. Kosach, I., Duka, A., Starchenko, G., Myhaylovska, O., Zhavoronok, A. (2020). Socioeconomic viability of public management in the context of European integration processes. *Administratie si Management Public*, 35, 139-152. SCOPUS
19. Чемерис А. О. Розроблення та управління проектами у публічній сфері: європейський вимір для України : практичний посібник / Швейцарсько-український проект "Підтримка децентралізації в Україні – DESPRO". – К. : ТОВ "Софія-А", 2012. – 80 с.
20. Яковенко О. І. Управління проектами та ризиками : навч. посіб. / О. І. Яковенко. – Ніжин: Видавець ПП Лисенко М. М., 2019. – 196 с
21. Labunska S., Gavkalova N., Pylypenko A., Prokopishyna O. Cognitive instruments of public management accountability for development of national innovation system. *Public Policy and Administration*. – 2019. – 19(3). – p. 114-124. 12. Smalskys V., Gavkalova N., Babenko K., Zolenko A. Efficiency of the stakeholder interaction in the context of ensuring sustainable territorial development. *Problems and Perspectives in Management*. – 2020. – 18(2). – p. 340-349.
22. Payne M.A. *Grant Writing Demystified: A Self-Teaching Guide*. McGraw-Hill, 2010. – 256 p.
23. Smith N.B., Gabriel Works E. *The Complete Book of Grant Writing: Learn to Write Grants Like a Professional*. Sourcebooks, 2006. – 272 p.
24. Yang O.O. *Guide to Effective Grant Writing: How to Write a Successful NIH Grant Application*. 2nd Edition. – Springer, 2012. – 99 p.

Інформаційні ресурси

1. Закон України «Про державні цільові програми» від 18.03.2004 № 1621- ІУ.
2. Закон України «Про Порядок обміну інформацією між виконавцями державних цільових програм та координації цієї роботи» від 04.12.2009 № 1367.
3. Постанова Кабінету Міністрів України від 31.01.2007 № 106 «Про затвердження Порядку розроблення та виконання державних цільових програм».

4. Наказ Міністерства економіки України від 04.12.2006 № 367 «Про затвердження Методичних рекомендацій щодо порядку розроблення регіональних цільових програм, моніторингу та звітності про їх виконання».