

Tárgytematika / Course Description

Project 1.

AJNB_BMTA016

Tárgyfelelős neve /

Teacher's name: Dr. Buruzs Adrienn

Félév / Semester: 2020/21/1

Beszámolási forma /

Assesment: Folyamatos számonkérés

Tárgy heti óraszám /

Teaching hours(week): 2/0/2

Tárgy féléves óraszám /

Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

Students develop their strategic thinking in **project design and implementation**, and in the application of project management tools. In addition, they will be able to think and work together **in a team**, to apply the knowledge learned in technical subjects during practical tasks.

Within the course, students work on solving project tasks. It is the task of the student teams to develop a project plan and meet the objectives and expectations that form the basis of the given project task. At the end of the semester, the project teams prepare project closure documentation and report on the results of the project.

Aim of teaching

The aim of the course is to enable students to think and work together in teams, to apply the knowledge learned in technical subjects during practical tasks. A further aim of the course is for students to master the **use of communication tools** required in technical and scientific life and at an appropriate level (introduction, study writing, making a presentation, giving a lecture, etc.). The competencies to be developed are important for both the student's academic progress and subsequent professional standing, they are primary, but at the same time universal (not job-dependent), such as e.g. and teamwork.

During the course, students will develop the **written and oral skills** required for higher education, the skills to support the preparation of individual and team **studies, presentations in accordance with the formal and content aspects**.

- Competences to be developed:
- application of project management toolbox
- presentation skills;
- written and oral communication skills;
- creative and structured problem-solving skills;
- compromise;
- conflict resolution;
- cooperation skills;
- reasoning skills;
- development of self-knowledge;
- developing student research skills.

EXPECTATIONS FOR THE TEAM AND TEAM MEMBERS

- Acquire the **basics of project management** and the necessary **soft-skills competencies** (making a
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presentation, giving a lecture, writing documentation, communication, rules of conduct, etc.) during the course.

- **The team works together** to solve the project task. The student contributes to teamwork through individual performance. Each student has an individual responsibility, an independent part of the project.
- Attendance and participation in classroom exercises is mandatory. Two absences result in refusal of signature. The team consults with the instructor (consultant) and/or company representative leading the project work **at least every three weeks (at least 4 times in total during the semester)**. The team prepares a project progress report (PPR). The time and place of the meetings are determined jointly by the project team and the client. Team members also meet regularly and discuss the solution of the task.
- The team applies the project management tools, participates in the project discussions, prepares the **mid-term and end-of-semester presentations**, prepares the **final project** documentation according to the content and form requirements corresponding to the expectations presented in the course, by the given deadline.

PRESENTATION OF THE MAIN CHARACTERISTICS OF THE technical TASKS

Students will learn about the project assignments as part of the first lecture of the semester. Students work in groups of up to 5 on each project task during the semester. The criteria system for grouping is determined by the instructors at the beginning of the semester, depending on the project tasks. The given project task forms the backbone of their semester work.

Participation in the **racing teams** of the university, the project tasks performed there, and the project tasks carried out in the **internship program** performed at the cooperating industrial partners of the university can be brought into the course.

The student, who is not covered by the previous two cases, can choose between the project **proposals formulated by BMJT and JFT**, as well as the **tasks offered by the cooperating partners of the university**. The latter provides an excellent way for students to participate in an industrial project already during their university education, and they may have the opportunity to build a close relationship with the company.

Both departmental and corporate tasks are based on pre-defined goals, which provide guidance for students' work and can thus be objectively assessed as a function of implementation. The mid-term presentation will be held in the middle of the semester, in which students must present the prepared project founding document, task breakdown structure, time plan, RACI matrix, as well as the project goal and present at least two concepts, on one of which they will work in the second half of the semester. In the last week of the semester, they must present the chosen concept in detail as part of the end-of-semester report in front of a professional committee.

TANTÁRGY TARTALMA / DESCRIPTION

- The concept of the project. Project management success. Project requirements & objectives. Scope & deliverables.
- Interested parties. Risk & opportunity. Quality. Time & project phases.
- Project organisation. Teamwork. Problem resolution. Communication.
- Resources. Cost & finance. Procurement & contract.
- Changes. Control & reports. Information & documentation.
- Start-up. Close-out. Systems.
- Developing communication skills: making a ppt, giving a lecture, writing a study
- Mid-term and end-of-semester report
- Written exam (test)

Course equipment:

- training techniques, exercises, teamwork, group processing of case studies.

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

Students and the instructor collaborate in an interactive way during the practical classes. Type of course:

continuous deliverables (project-based work) Students create products about their practical knowledge that are defined during the semester and receive ongoing feedback from lecturers on their assessment.

The instructors of the subject also evaluate the individual and team performance of the students. Individual and team performance are evaluated in terms of content and form, as well as analyzing the students' aptitude and examining the "viability" of the students' product.

In addition to standard numerical assessment, students also receive verbal feedback on their performance, highlighting both good and bad practices.

Attendance the lectures and consultations is mandatory. We maintain a catalog at lectures and consultations. Absences are allowed 2 times for lectures and 1 time for consultations. Absence from lectures is individual, while absence from consultation is considered team-level omission.

The evaluation of the semester work is based on the participation in lectures and consultations, as well as the completion of the tasks in the chapter "Scores".

Prerequisite for obtaining the signature: submission and presentation of the above tasks on time.

Late delivery

- Within 1 week: the points that can be obtained for the given task -20%;
- After 1 week: refusal of signature.

Pontszámok

The semester grade basically consists of two main parts. 78 points are available to all students during the semester. Out of this, the student can receive 68 points for **teamwork** and 10 points for **individual work**. The points consist of the following:

- Teamwork
 - Project founding document 10 points
 - Mid-term presentation on the first phase of the project 15 points
 - Technical content 10 points
 - Formal elements: 5 points
 - End-of-semester presentation 15 points
 - Technical content 10 points
 - Formal elements: 5 points
 - Submission of project final documentation 20 points
 - Technical content 14 points
 - Formal elements: 6 points
 - Consultation presence 8 points

During the consultation, team members receive points depending on their work to date. If they took part in the consultation but show little or no progress, then 1 point. If they take part in the consultation, they have ideas and have a professional discussion with the consultant instructor / company representative, then 2 points. The missed consultation is worth 0 points.

The score achieved during the team work is multiplied by the number of the team. The total score obtained is distributed among the members of the team at their own discretion. This way, each person gets a "team" score. To this is added the score obtained during his/her individual work, the components of which are:

- Written exam (test) 10 points

The score for team and individual work must reach 50% separately. The total score obtained forms the end-of-semester grade based on the following point limits:

0-49%	fail (1)
50-59%	satisfactory (2)
60-74%	mediocre (3)
75-84%	good (4)
85-100%	excellent (5)

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

- Tutorial Session notes
 - NCB IPMA Competence Guidelines
 - Background materials from technical subjects
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