

Detailed syllabus for the course:  
**Project management methodology**

**Academic year:** 2025/2026

**Study program:** Graduate program “Biotechnology for the life sciences”

**Course code:** BLS105

**ECTS credits:** 3

**Language the course is taught in:** English

**Teaching hours:** 25 L (lectures) + 5 P (practicals)

**Prerequisites for course enrolment:** enrolment in graduate study program, advanced knowledge of English

**Course leader and contact information:**

Assoc. Prof. Petra Karanikić

Address: Radmile Matejčić 2 (8<sup>th</sup> floor; office 824)

Tel: +385 51 584 583

e-mail: [pkaranikic@biotech.uniri.hr](mailto:pkaranikic@biotech.uniri.hr)

**Consultation hours:** During the class rotation, consultations will be held daily before and/or after classes. Consultations will be held in the teacher's office, and appointments can be made via email and telephone.

**Teaching workload** (associates, assistants, technician/laboratory assistant):

Assoc. Prof. Petra Karanikić, 25 L + 5 P

**Required reading:**

1. Omazić, A. M.; Baljkas, S. : Projektni menadžment, Zagreb: Sinergija, 2005
2. Materials provided to students during lectures
3. Lecture presentations

**Supplementary reading (optional):**

1. Scientific and professional publications available through University Internet Access

**Course description** (summary and course objectives):

*Aim:* The aim of the course is to acquire basic knowledge and train students to understand a wide range of application possibilities of project management both in research activities and in practice.

*Summary:* The course deals with project management methodology. The most important concepts and components of the preparation and creation of project proposals are studied, as well as the ways of implementing project activities and managing the entire project. The importance and ways of applying project management methodology will be discussed both in the preparation and implementation of scientific research and professional projects.

**Learning outcomes:**

1. To understand the methodology for preparing and developing a project proposal.
2. To independently prepare and develop a project proposal using the appropriate methodology.
3. To understand and independently identify possible risks and ways to eliminate them in project implementation.
4. To understand, define and monitor relevant project implementation indicators.
5. To understand and independently monitor and manage the entire project implementation process.

**Detailed course content (topics/titles of lectures, seminars and exercises):***A. Lectures*

L1. (3 hours) Introduction to project management (approach to project management in the context of the old and new economic paradigms; the importance of a professional and scientific approach to project management; development of the discipline and practice of project management in the context of globalisation and technological progress)

L2. (3 hours) Defining the context of project management (concept and definition of project; concept and definition of project management; project life cycle; external and internal factors influencing project management)

L3. (3.5 hours) Importance and role of strategy in the context of project management (role of strategy in project management; project management in the context of strategic process and positioning; project management and organisational structure)

L4. (3.5 hours) Role and importance of the project manager and the appropriate project organisational structure (role and function of the project manager; characteristics and selection of the project manager; importance, role and selection of the project team; role and identification of stakeholders in the project; project as part of the overall organisational structure)

L5. (4 hours) Project preparation (project initiation; project planning; determining project objectives; creating a project Gantt chart; defining roles and responsibilities in the project; determining project parameters and indicators; creating a project budget; optimizing project resources; identifying and assessing project risks)

L6. (4 hours) Implementation, monitoring and completion of project implementation (negotiation of project terms; project contracting; management of project implementation activities; project implementation control; project audit; project completion)

L7. (4 hours) Presentation of project proposals prepared by students during exercises and their analysis

**B. Practicals:**

P1. (2.5 hours) Preparation of a project proposal (creation of a project proposal according to defined instructions and parameters; students will be divided into teams)

P2. (2.5 hours) Preparation of a project proposal (creation of a project proposal according to defined instructions and parameters; students will be divided into teams)

**Obligations, method of monitoring and evaluating students:**

Classes are organized through lectures and practicals. Attendance at lectures and practicals is mandatory, and active student participation is expected. Attendance records are kept by the student's signature during class.

Students are required to develop and present a project proposal. Students will be formed into groups to develop and present a project proposal based on a given topic according to detailed instructions that they will receive at the beginning of the lectures. After the end of the lectures and practicals, presentations of student project proposals will follow. The oral presentation or presentation of the project should last 10 minutes, followed by questions related to the presentation and topic of the project proposal. Regardless of the date of the oral presentation, students must submit their project proposal in writing (electronically) before its oral presentation, while successfully developing and presenting the project proposal is a condition for taking the final exam.

If a student is absent from lectures and practicals, whether justified or unjustified, for more than 30% of the time they will not be able to take the final exam.

The total percentage of student success during continuous teaching (lectures and practicals) is 70%, and the final exam is 30% of the grade. The total grade for the course includes attendance at classes and practicals, preparation and presentation of a project proposal, and the final exam (written exam). The parts of the final course grade are listed in the table below.

| Activity                       | Grade points<br>(max.) |
|--------------------------------|------------------------|
| Lectures                       | 30                     |
| Project                        | 40                     |
| - Written part                 | - 20                   |
| - Oral presentation            | - 20                   |
| Final exam                     | 30                     |
| <b>Overall available marks</b> | <b>100</b>             |

**Exam deadlines:**

The 1st exam sitting (oral exam) will be held at the **end of the course**.

The 2nd exam sitting (oral exam) will be held in agreement with the students.

**Grading (according to the Regulations on Studies of the University of Rijeka):**

Students can earn a maximum of 70% of grade points during continuous teaching, and 30% at the final exam. Students who have achieved:

- from 0% to 49% of the grade points that could have been acquired through continuous evaluation are not entitled to take the exam and must re-enrol in the same course;
- 50% and more of the grade points that could have been acquired through continuous evaluation, while meeting additional conditions prescribed by the course curriculum, can take the final exam.

The final exam threshold cannot be less than 50% for the successful completion of the exam.

The following final grades are awarded based on the total number of grade points achieved:

| Percentage of acquired knowledge and skills | ECTS grade | Numerical rating |
|---|------------|------------------|
| 90% to 100%                                 | A          | Excellent (5)    |
| 75% to 89.9%                                | B          | Very good (4)    |
| 60% to 74.9%                                | C          | Good (3)         |
| 50% to 59.9%                                | D          | Satisfactory (2) |
| 0% to 49.9%                                 | F          | Insufficient (1) |

The final grade is the sum of the points achieved during classes and the points achieved on the final exam, and the passing grades are excellent (5), very good (4), good (3) and satisfactory (2).

**Class schedule:**

| Date       | Group | Time        | Place | Teaching | Teacher                            |
|------------|-------|-------------|-------|----------|------------------------------------|
| 16/02/2026 | All   | 09.00-12.00 | O-269 | L1       | Izv. prof. dr. sc. Petra Karanikić |
| 17/02/2026 | All   | 12.00-16.00 | O-268 | L2       | Izv. prof. dr. sc. Petra Karanikić |
| 18/02/2026 | All   | 09.00-12.00 | O-269 | L3       | Izv. prof. dr. sc. Petra Karanikić |
| 19/02/2026 | All   | 12.00-16.00 | O-268 | L4       | Izv. prof. dr. sc. Petra Karanikić |
| 20/02/2026 | All   | 09.00-13.00 | O-269 | L5       | Izv. prof. dr. sc. Petra Karanikić |

|            |     |             |       |            |                                       |
|------------|-----|-------------|-------|------------|---------------------------------------|
| 23/02/2026 | All | 12.30-16.30 | O-269 | L6         | Izv. prof. dr. sc.<br>Petra Karanikić |
| 24/02/2026 | All | 12.00-16.00 | O-269 | P1         | Izv. prof. dr. sc.<br>Petra Karanikić |
| 25/02/2026 | All | 09.00-13.00 | O-269 | P2         | Izv. prof. dr. sc.<br>Petra Karanikić |
| 26/02/2026 | All | 09.00-12.00 | O-269 | L7         | Izv. prof. dr. sc.<br>Petra Karanikić |
| 27/02/2026 | All | 12.00-13.30 | O-268 | Final exam | Izv. prof. dr. sc.<br>Petra Karanikić |

**Additional information:****Academic Integrity**

Students are required to respect the principles of academic integrity and are referred to the University of Rijeka documents: *University of Rijeka Code of Ethics* and *Code of Ethics for Students*.

All students are asked to respond to the evaluation of the quality of teaching work so that based on assessments and suggestions, teaching in this course can be improved. The evaluation of teaching through the ISVU system is carried out using the "Studomat" application on a form defined at the University of Rijeka level, and the results are anonymous. More information about all aspects of this process can be found in the University of Rijeka Study Quality Manual.