MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

APPROVE
Vice-President
for International Affairs
_____ /Yu.D. Davydova/
"15" февраля 2024

Dean of the Faculty
of Economics and Management
_____ /A.V. Nazarenko/
"15" февраля 2024

FINAL STATE EXAMINATION PROGRAMM

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2024

Developer(s):

Senior Lecturer at the Department of Management  /N.E. Agopyan/

Agreed:
Head of the Department of Management,
Ph.D., Associate Professor  /E.E. Alenina/

Content

1. Goals, objectives and planned learning outcomes in the discipline

The main goal of the discipline "Government programs and projects (online)" is to combine all previously acquired knowledge and skills into a single comprehensive management system, as well as to study and master by students the theoretical foundations and practical skills of project management. The project approach to management is modern and highly effective, used by many companies and organizations. Project management skills are necessary for managers in all sectors of business and economic activity; they allow them to quickly and effectively respond to environmental changes and follow trends in the development of the market situation.

2. Place of discipline in the structure of the educational program

The discipline "Government programs and projects (online)" is one of the elective disciplines of the undergraduate educational program.

The discipline "Government programs and projects (online)" is logically, substantively and methodologically interconnected with the following disciplines and practices of the EP:

- Management in industries and fields of activity;
- Fundamentals of Technology Entrepreneurship;
- International Management;
- Small business management.

3. Structure and content of the discipline

The total labor intensity of the discipline is 2 credit units (36 hours).

3.1 Types of educational work and labor intensity

(according to forms of study)

3.1.1. Part-time and part-time education

o.	Type of educational work	Quantity hours	Semesters	
			7	
	Auditory lessons	**18**	**18**	
	Including:			
1	Lectures	8	8	
2	Seminars/practical sessions	10	10	
3	Laboratory exercises	-	-	
	Independent work	**18**	**18**	
	Interim certification			
	Test/differential test/exam	**test**	**test**	
	Total	**36**	**36**	

3.2 Thematic plan for studying the discipline

(according to forms of study)

3.2.1. Part-time and part-time education

o. /p	Sections/topics disciplines	Labor intensity, hour					
		Total	Classroom work				Independent work
			Lectures	Seminars/practical sessions	Laboratory exercises	Practical training	
1	Topic 1.Theoretical foundations for managing government programs and projects (online)	8	2	2	-	-	4
2	Topic 2.Calendar planning of state programs and projects (online)	8	2	2	-	-	4
3	Topic 3.Management of project implementation of state programs and projects (online)	8	2	2	-	-	4
4	Topic 4.Financial and economic assessment of the state program and project (online)	7	1	2	-	-	4
5	Topic 5.Procedures for monitoring and completing government programs and projects (online)	5	1	2	-	-	2
	Total	**36**	**8**	**10**	**-**	**-**	**18**

3.3 Contents of the discipline

Topic 1.Theoretical foundations for managing government programs and projects (online)

Signs of the project. Participants in a government program or project. Project stages. Charter of the program or project. Project priorities. Goal setting in a program or project. SMART principles. Establishing the scope of the project. Define strategies, standards, and procedures. Development of a management plan. Drawing up a work plan. Development of a financial plan. Development of a personnel plan. Organizational training planning. Development of a plan for material resources. Creating the infrastructure of a program or project.

Topic 2.Calendar planning of state programs and projects (online)

Schedules and methods of their calculation. Distribution of resources in project network diagrams. Limited resources. Analysis of resource feasibility of the project. Control of resource requirements. Resource loading management. Resource load balancing. Comprehensive management of performers' work. Bringing schedule parameters into compliance with specified restrictions. Heuristic methods. Optimal solutions. Methods for risk and uncertainty analysis. Risk reduction methods. Sensitivity analysis. Checking stability. Adjustment of project parameters. Monte Carlo method. Decision tree. Scheduling using MICROSOFT PROJECT.

Topic 3.Management of project implementation of state programs and projects (online)

Use of software tools when performing control, including MICROSOFT PROJECT. Monitoring the progress of a government program or project. Assessing the state of work and forecasting changes. Change management. Analysis of new calendar plans. Control of calendar schedules, resources and costs. Automatic leveling of resource loads. Updating models. Management of financial resources during project implementation. Completion of the project. Managing multiple projects. Merging projects.

Topic 4.Financial and economic assessment of the state program and project (online)

Chart and break-even point, simple payback period. Discounting and the time value of money. Determining the discount rate. Financial and economic indicators of the project: net present value, discounted payback period, profitability index, internal rate of return.

Topic 5.Procedures for monitoring and completing government programs and projects (online)

Problem management. Change control. Work plan control. Control of the financial plan. Work quality audit. Evaluation of quality indicators. Document control. Configuration control. Signing the acceptance certificate. Personnel performance assessment. Assessment of material resources. Assessment of work quality. Audit of key project results. Completing the configuration management process.

3.4 Topics of seminars/practical and laboratory classes

3.4.1. Seminars/practical sessions

Topic 1.Theoretical foundations for managing government programs and projects (online)

Signs of the project. Participants in a government program or project. Project stages. Charter of the program or project. Project priorities. Goal setting in a program or project. SMART principles. Establishing the scope of the project. Define strategies, standards, and procedures. Development of a management plan. Drawing up a work plan. Development of a financial plan. Development of a personnel plan. Organizational training planning. Development of a plan for material resources. Creating the infrastructure of a program or project.

Topic 2.Calendar planning of state programs and projects (online)

Schedules and methods of their calculation. Distribution of resources in project network diagrams. Limited resources. Analysis of resource feasibility of the project. Control of resource requirements. Resource loading management. Resource load balancing. Comprehensive management of performers' work. Bringing schedule parameters into compliance with specified restrictions. Heuristic methods. Optimal solutions. Methods for risk and uncertainty analysis. Risk reduction methods. Sensitivity analysis. Checking stability. Adjustment of project parameters. Monte Carlo method. Decision tree. Scheduling using MICROSOFT PROJECT.

Topic 3.Management of project implementation of state programs and projects (online)

Use of software tools when performing control, including MICROSOFT PROJECT. Monitoring the progress of a government program or project. Assessing the state of work and forecasting changes. Change management. Analysis of new calendar plans. Control of calendar schedules, resources and costs. Automatic leveling of resource loads. Updating models. Management of financial resources during project implementation. Completion of the project. Managing multiple projects. Merging projects.

Topic 4.Financial and economic assessment of the state program and project (online)

Chart and break-even point, simple payback period. Discounting and the time value of money. Determining the discount rate. Financial and economic indicators of the project: net present value, discounted payback period, profitability index, internal rate of return.

Topic 5.Procedures for monitoring and completing government programs and projects (online)

Problem management. Change control. Work plan control. Control of the financial plan. Work quality audit. Evaluation of quality indicators. Document control. Configuration control. Signing the acceptance certificate. Personnel performance assessment. Assessment of material resources. Assessment of work quality. Audit of key project results. Completing the configuration management process.

3.4.2. Laboratory exercises
Not provided.

3.5 Subjects of course projects (coursework)
Not provided.

4. Educational, methodological and information support

4.1 Regulatory documents and GOSTs

1. "Constitution of the Russian Federation" (adopted by popular vote on December 12, 1993) - Access mode:http://www.consultant.ru/document/cons_doc_LAW_28399/
2. "Civil Code of the Russian Federation (Part One)" dated November 30, 1994 N 51-FZ - Access mode:http://www.consultant.ru/document/cons_doc_LAW_5142/
3. “Civil Code of the Russian Federation (Part Two)” dated January 26, 1996 N 14-FZ - Access mode:http://www.consultant.ru/document/cons_doc_LAW_9027/
4. “Civil Code of the Russian Federation (Part Three)” dated November 26, 2001 N 146-FZ - Access mode:http://www.consultant.ru/document/cons_doc_LAW_34154/
5. “Civil Code of the Russian Federation (Part Four)” dated December 18, 2006 N 230-FZ - Access mode:http://www.consultant.ru/document/cons_doc_LAW_64629/

4.2 Main literature

1. Kuzmina E. E. Organization of entrepreneurial activity: textbook for universities - 4th ed., revised. and additional - M.: Yurayt Publishing House, 2021 - 455 p. - (Higher education). — ISBN 978-5-534-14024-8. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/468235
2. Project management: textbook / V. N. Ostrovskaya, G. V. Vorontsova, O. N. Momotova [and others]. — 2nd ed., erased. — St. Petersburg: Lan, 2021 — 400 p. — ISBN 978-5-8114-4043-6. — Text: electronic // Lan: electronic library system. — URL:https://e.lanbook.com/book/114700933

4.3 additional literature

1. Management of organizational innovations: textbook and workshop for universities / A. N. Asaul, M. A. Asaul, I. G. Meshcheryakov, I. R. Shegelman; edited by A. N. Asaul. — Moscow: Yurayt Publishing House, 2021 — 289 p. - (Higher education). — ISBN 978-5-534-04967-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/473009

4.4 Electronic educational resources

An electronic educational resource on the discipline is under development.

4.5 Modern professional databases and information reference systems

When preparing for classes, it is recommended to use legal reference systems:

1. Official portal of legal information of Russia -http://pravo.gov.ru/
2. Consultant Plus -http://www.consultant.ru/
3. Guarantor -http://www.garant.ru/
4. Server of state authorities of the Russian Federation -http://www.gov.ru
5. Website of the "Rossiyskaya Gazeta" and its applications -http://www.rg.ru
6. Official server of the Moscow Government -http://www.mos.ru
7. Federal State Statistics Service -http://www.gks.ru

8. Ministry of Industry and Trade of the Russian Federation -http://minpromtorg.gov.ru/
9. University Information System of Russia -http://uisrussia.msu.ru
10. Magazine "Management in Russia and Abroad" -http://www.mevriz.ru
11. RBC (RosBusinessConsulting) -http://www.rbc.ru
12. Business press -http://www.businesspress.ru

5. Logistics support

Auditorium for lectures and seminars of the general fund. Study tables with benches, a blackboard, a portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

6. Guidelines

6.1 Methodological recommendations for teachers on organizing training (Guidelines for making presentations)

A presentation (from the English word - presentation) is a set of color pictures-slides on a specific topic, which is stored in a special format file with the PP extension. The term “presentation” (sometimes called “slide film”) is associated primarily with the information and advertising functions of pictures, which are designed for a certain category of viewers (users).

Multimedia computer presentation is:

- dynamic synthesis of text, image, sound;
- the most modern software interface technologies;
- interactive contact between the speaker and the demonstration material;
- mobility and compactness of information media and equipment;
- ability to update, supplement and adapt information;
- low cost.

Rules for designing computer presentations General design rules

Many designers claim that there are no laws or rules in design. There are tips, tricks, tricks. Design, like any kind of creativity, art, like any way of some people communicating with others, like a language, like a thought, will bypass any rules and laws.

However, there are certain guidelines that should be followed, at least for novice designers, until they feel the strength and confidence to create their own rules and guidelines.

Font design rules:

- Serif fonts are easier to read than sans serif fonts;
- It is not recommended to use capital letters for body text.
- Font contrast can be created through: font size, font weight, style, shape, direction and color.
- Rules for choosing colors.
- The color scheme should consist of no more than two or three colors.
- There are incompatible color combinations.
- Black color has a negative (gloomy) connotation.
- White text on a black background is hard to read (inversion is hard to read). Presentation Design Guidelines

In order for the presentation to be well received by the audience and not cause negative emotions (subconscious or fully conscious), it is necessary to follow the rules of its design.

A presentation involves a combination of information of various types: text, graphics, music and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining pieces of information of different types. In addition, the design and display of each of the listed types of information is also subject to certain rules. So, for example, the choice of font is important for

textual information, brightness and color saturation are important for graphic information, and optimal relative position on the slide is necessary for the best possible perception of them together.

Let's consider recommendations for the design and presentation of various types of materials on the screen.

Formatting text information:

- font size: 24–54 points (heading), 18–36 points (plain text);
- the font color and the background color should contrast (the text should be easy to read), but not hurt the eyes;
- font type: for the main text a smooth sans-serif font (Arial, Tahoma, Verdana), for the title you can use a decorative font if it is easy to read;
- Italics, underlining, bold font, and capital letters are recommended to be used only for semantic highlighting of a text fragment.

Design of graphic information:

- drawings, photographs, diagrams are designed to supplement textual information or convey it in a more visual form;
- It is advisable to avoid drawings in the presentation that do not carry a semantic load, if they are not part of the style;
- the color of the graphic images should not sharply contrast with the overall style of the slide;
- illustrations are recommended to be accompanied by explanatory text;
- if a graphic image is used as a background, then the text on this background should be clearly readable.

Contents and arrangement of information blocks on the slide:

- there should not be too many information blocks (3-6);
- the recommended size of one information block is no more than 1/2 the size of the slide;
- It is desirable to have blocks with different types of information on the page (text, graphs, diagrams, tables, pictures) that complement each other;
- Key words in the information block must be highlighted;
- It is better to place information blocks horizontally, blocks related in meaning - from left to right;
- the most important information should be placed in the center of the slide;
- the logic of presenting information on slides and in a presentation must correspond to the logic of its presentation.

In addition to the correct arrangement of text blocks, we must not forget about their content - the text. Under no circumstances should it contain spelling errors. You should also take into account the general rules of text formatting.

After creating a presentation and its design, you need to rehearse its presentation and your speech, check how the presentation as a whole will look (on a computer screen or projection screen), how quickly and adequately it is perceived from different places in the audience, under different lighting, noise, in an environment as close as possible to real performance conditions.

6.2 Guidelines for students on mastering the discipline

Lecture– systematic, consistent, monologue presentation by the teacher of educational material, usually of a theoretical nature. When preparing a lecture, the teacher is guided by the work program of the discipline. During lectures, it is recommended to take notes, which will allow you to subsequently recall the studied educational material, supplement the content when working independently with literature, and prepare for the exam.

You should also pay attention to categories, formulations that reveal the content of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in oratory. It is advisable to leave margins in your working notes in which to make notes from the

recommended literature, supplementing the material of the lecture you listened to, as well as emphasizing the special importance of certain theoretical positions.

Conclusions from the lecture summarize the teacher's thoughts on educational issues. The teacher provides a list of used and recommended sources for studying a specific topic. At the end of the lecture, students have the opportunity to ask questions to the teacher about the topic of the lecture. When delivering lectures on the discipline, electronic multimedia presentations can be used.

Seminars are implemented in accordance with the working curriculum with the sequential study of discipline topics. In preparation for the seminars, the student is recommended to study the basic literature, familiarize himself with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, you should take into account the recommendations of the teacher and the requirements of the curriculum. It is also recommended to finalize your lecture notes by making appropriate notes from the literature recommended by the teacher and provided for by the curriculum. Abstracts should be prepared for presentations on all educational issues brought up for the seminar.

Since the student's activity in seminar classes is the subject of monitoring his progress in mastering the course, preparation for seminar classes requires a responsible attitude. During interactive classes, students must be active.

Independent work of students is aimed at independent study of a separate topic of an academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. When working independently, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. To perform independent work, methodological support is provided. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

7. Appraisal Fund

7.1 Methods for monitoring and assessing learning outcomes

Only students who have completed all types of academic work provided for in the work program of the discipline are allowed to take intermediate certification.

When implementing a bachelor's degree program, an organization has the right to use e-learning and distance learning technologies. All materials are posted in the Moscow Polytechnic Library.

When training people with disabilities, e-learning and distance educational technologies must provide for the possibility of receiving and transmitting information in forms accessible to them.

7.2 Scale and criteria for assessing learning outcomes

Interim certification form: test.

Interim certification of students in the form of a test is carried out based on the results of completing all types of academic work provided for by the curriculum for a given discipline (module), while taking into account the results of ongoing monitoring of progress during the semester. Based on the results of the intermediate certification for the discipline (module), a grade of "pass" or "fail" is assigned. Only students who have completed all types of academic work provided for in the work program for the discipline (report) are allowed to take intermediate certification.

Grading scale	Description
Passed	All types of educational work provided for by the curriculum have been completed. The student demonstrates compliance of knowledge, abilities, and skills with those given in the tables of indicators, operates with acquired knowledge, abilities, skills, and applies them in situations of

	increased complexity. In this case, minor errors, inaccuracies, and difficulties during analytical operations and the transfer of knowledge and skills to new, non-standard situations may be made.
Not accepted	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete compliance of knowledge, abilities, skills with those given in the tables of indicators, significant mistakes are made, a lack of knowledge, abilities, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

7.3 Evaluation tools

7.3.1. Current control

Approximate list of topics for reports/presentations

1. State program "Mobile City".
2. State program “Comfortable urban environment”.
3. State program "Healthy City".
4. State program “Educated City”.
5. State program “Socially Protected City”.
6. State program “New Moscow Economy”.
7. State program "Open Moscow".

7.3.2. Interim certification

An approximate list of questions for testing:

1. Basic principles of project management, their implementation in the development and implementation of government programs and projects.
2. Program Risk Assessment
3. State program "Mobile City" - essence, goals, content
4. State program "Mobile City" - main risks and ways to minimize them
5. State program "Mobile City" - implementation practice, problems и solutions
6. State program "Mobile City" - ways of improvement based on the experience accumulated in Moscow and other cities.
7. State program “Comfortable urban environment” - essence, goals, content
8. State program “Comfortable urban environment” - main risks and ways to minimize them
9. State program “Comfortable urban environment” - implementation practice, problems and solutions
10. State program “Comfortable urban environment” - ways of improvement based on the experience accumulated in Moscow and other cities.
11. State program “Healthy City” - essence, goals, content
12. State program “Healthy City” - main risks and ways to minimize them
13. State program “Healthy City” - implementation practice, problems and solutions
14. State program “Healthy City” - ways of improvement based on the experience accumulated in Moscow and other cities.

15. State program “Educated City” - essence, goals, content
16. State program “Educated City” - main risks and ways to minimize them
17. State program “Educated City” - implementation practice, problems and solutions
18. State program “Educated City” - ways of improvement based on the experience accumulated in Moscow and other cities.
19. State program “Socially Protected City” - essence, goals, content
20. State program “Socially Protected City” - main risks and ways to minimize them
21. State program “Socially Protected City” - implementation practice, problems and solutions
22. State program “Socially Protected City” - ways of improvement based on experience accumulated in Moscow and other cities.
23. State program “New Moscow Economy” - essence, goals, content
24. State program “New Moscow Economy” - main risks and ways to minimize them
25. State program “New Moscow Economy” - implementation practice, problems and solutions
26. State program “New Moscow Economy” - ways of improvement based on the experience accumulated in Moscow and other cities.
27. State program “Open Moscow” - essence, goals, content
28. State program “Open Moscow” - main risks and ways to minimize them
29. State program “Open Moscow” - implementation practice, problems
и solutions
30. State program “Open Moscow” - ways of improvement based on the experience accumulated in Moscow and other cities.