Документ подписан простой электронной подписью
Информация о владельце:
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Дата подписания: 13.04.2026 15:03:37
Уникальный программный ключ:
8db180d1a3f02ac9e60521a5672742735c18b1d6

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

(Moscow Poly)

APPROVE
Vice-President
for International Affairs
/Yu.D. Davydova/
"30" 05 2022

Dean,
Faculty of Economics and Management
/A.V. Nazarenko/
"30" 05 2022

THE WORK PROGRAM OF THE OPTIONAL DISCIPLINE

"Government Programs and Projects"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2022

1. The goals of mastering the discipline.

The main goal of the discipline **"**State programs and projects (online)" is to combine all previously acquired knowledge and skills into a single integrated management system, as well as the study and development of theoretical foundations and practical skills of project management by students. 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 economic and economic activity, they allow you to quickly and effectively respond to environmental changes, follow the development trends of the market situation.

2. The place of discipline in the structure of the OP

The discipline "State programs and projects (online)" is one of the elective disciplines (F) of the bachelor's degree program.

The discipline "State programs and projects (online)" is interconnected logically and content-methodologically with the following disciplines and practices of the EP:

In the basic part of disciplines (B1.1):

- Management in industries and fields of activity;

In the variable part of the disciplines (B1.2):

- Fundamentals of technological entrepreneurship;

In terms of elective disciplines (B1.3):

- International Management;
- Small business management.

3. The list of planned learning outcomes for the discipline (module), correlated with the planned results of mastering the educational program.

As a result of mastering the discipline (module), students develop the following competencies and the following learning outcomes should be achieved as a stage in the formation of the relevant competencies:

4. Structure and content of the

disciplineFull-time and part-time education:

Sections of the discipline "State programs and projects (online)" are studied in the third year.

Seventh semester:18 classroom hours

The structure and content of the discipline "State programs and projects (online)" in terms of terms and types of work are reflected in the appendix.

The content of the sections of the discipline.

Topic 1. Theoretical foundations of the management of state programs and projects (online)

Project signs. Participants in a government program or project. Project stages. Program or project charter. Project priorities. Goal setting in a program or project. SMART principles. Establishing the scope of the project. Definition of 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 preparation planning. Development of a plan for material resources. Creation of the infrastructure of the program or project.

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

Calendar plans and methods of their calculation. Distribution of resources in the network diagrams of the project. Limited resources. Analysis of the resource feasibility of the project. Resource demand control. Resource loading management. Resource load balancing. Comprehensive management of the work of performers. Bringing the parameters of the calendar plan in accordance with the specified restrictions. heuristic methods. Optimal solutions. Methods of risk and uncertainty analysis. Risk reduction methods. Sensitivity analysis. Stability check. Adjustment of project parameters. Monte Carlo method. Decision tree. Scheduling with MICROSOFT PROJECT.

Topic 3. Project implementation management by state programs and project (online)

The use of software tools when performing control, including MICROSOFT PROJECT. Monitoring the progress of the state program or project. Evaluation of the state of work and forecasting changes. Change management. Analysis of new calendar plans. Control schedules, resources and costs. Automatic resource leveling. Model update. Management of financial resources during project implementation. Completion of the project.

Managing multiple projects. Combining projects.

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

Graph and break-even point, simple payback period. Discounting and the time value of money. Determination of 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 control and completion of the state program and project (online)

Problem management. Change control. Work plan control. Financial plan control. Audit of the quality of work. Evaluation of quality indicators. Document control. Configuration control. Signing of the act of acceptance. Evaluation of the work of personnel. Estimation of material resources. Evaluation of the quality of work. Audit of the key results of the project. Completion of the configuration management process.

5. Educational technologies

The methodology for teaching the discipline "State programs and projects (online)" and the implementation of a competency-based approach in the presentation and perception of the material provides for the use of the following active and interactive forms of conducting group, individual, classroom classes in combination

with extracurricular work in order to form and develop the professional skills of students:

- discussion of the report.

6. Evaluation tools for current monitoring of progress, intermediate certification based on the results of mastering the discipline and educational and methodological support for independent work of students

When performing current control, it is possible to use test material. Samples of control questions and tasks for conducting current control are given in the appendix. When implementing the undergraduate program, the organization has the right to use e-learning and distance learning technologies. All materials are posted in the LMS of the Moscow Poly (https://lms.mospolytech.ru/).

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

Scales for assessing the results of intermediate certification and their description:

Form of intermediate attestation: test.

Intermediate attestation of students in the form of a test is carried out based on the results of all types of educational work provided for by the curriculum for a given discipline (module), while taking into account the results of current monitoring of progress during the semester. Based on the results of the intermediate certification for the discipline (module), the grade "passed" or "failed" is given. Only students who have completed all types of educational work provided for by the work program for the discipline (report) are allowed to intermediate certification.

Evaluation scale	Description
Passed	All types of educational work provided for by the curriculum were completed. The student demonstrates the correspondence of knowledge, skills and abilities given in the tables of indicators, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.
Not credited	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, the lack of knowledge, skills and abilities is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

The evaluation funds are presented in annex 2 to the work program.

7. Educational-methodical and information support of the discipline.

a) basic literature:

1. Kuzmina E. E. Organization of entrepreneurial activity: a textbook for universities - 4th ed., Revised. and additional - M .: Publishing house Yurayt, 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 // Doe: electronic library system. - URL: https://e.lanbook.com/book/114700933

b) 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.

Software and Internet Resources:

Office applications, Microsoft Office 2013 (or lower) -Microsoft Open License - License No. 61984042 Agreement No. 08-05/13 dated 06/03/2013 Transfer and Acceptance Certificate No. 961, Transfer and Acceptance Certificate No. 385

Operating system, Windows 7 (or lower) - Microsoft Open License - License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215; Agreement No. 08-05/13 dated 06/03/2013 Transfer and Acceptance Certificate No. 961

–http://www.gov.ruServer of state authorities of the Russian Federation.
–http://www.mos.ruOfficial server of the Government of Moscow.
–http://www.garant.ruGUARANTOR Legislation with comments.
–http://www.gks.ruFederal State Statistics Service.
–http://www.rg.ruRussian newspaper.
–http://www.rbc.ruRBC (RosBusinessConsulting).
–http://www.businesspress.ruBusiness press.
– http://uisrussia.msu.ruUniversity Information System of Russia.
–http://www.mevriz.ruJournal "Management in Russia and abroad"
–http://minpromtorg.gov.ru/Ministry of Industry and Trade of the Russian Federation.

8. Logistics support of discipline.

Audience for lectures and seminars of the general fund. tables training with benches, classroom board, portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

Office applications, Microsoft Office 2013 (or lower) –Microsoft Open License- License No. 61984042 Agreement No. 08-05/13 dated 06/03/2013 Transfer and Acceptance Certificate No. 961, Transfer and Acceptance Certificate No. 385

Operating system, Windows 7 (or lower) - Microsoft Open License - License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215; Agreement No. 08-05/13 dated 06/03/2013 Transfer and Acceptance Certificate No. 961

9. Guidelines for students when working on lecture notes during the lecture

Lecture - a systematic, consistent, monologue presentation by the teacher of educational material, as a rule, of a theoretical nature. When preparing a lecture, the teacher is guided by the working program of the discipline. In the course of lectures, it is recommended to take notes, which will later allow you to recall the studied educational material, supplement the content during independent work 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 fields in the working notes on which to make notes from the recommended literature, supplementing the material of the lecture heard, as well as emphasizing the particular importance of certain theoretical positions.

Lecture conclusions summarize the teacher's reflections on educational issues. The teacher provides a list of used and recommended sources for studying a particular topic. At the end of the lecture, students have the opportunity to ask questions to the teacher on the topic of the lecture. When lecturing on the discipline, electronic multimedia presentations can be used.

Guidelines for students when working at the seminar Seminars are implemented in accordance with the working curriculum with consistent study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the basic literature, get acquainted with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, the recommendations of the teacher and the requirements of the curriculum should be taken into account. It is also recommended to refine your lecture notes by making appropriate entries in it from the literature recommended by the teacher and provided by the curriculum. Abstracts should be prepared for presentations on all educational issues submitted to the seminar.

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

Guidelines for students on the organization of independent work

Independent work of students is aimed at independent study of a separate topic of the academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. During independent work, 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.

10.Methodological recommendations for the teacher

(Guidelines for making presentations)

A presentation (from the English word - presentation) is a set of color slide pictures 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 that 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 of the speaker with the demonstration material;
- mobility and compactness of information carriers and equipment;
- ability to update, supplement and adapt information;
- low cost.

Rules for designing computer presentations General
design rules

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

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

Font design rules:

- Serif fonts are easier to read than sans-serif fonts;
- Uppercase is not recommended for body text.

letters.

- 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

negative emotions (subconscious or fully conscious), it is necessary to follow the rules for its design.

The presentation involves a combination of information of various types: text, graphics, musical and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining fragments of information of various types. In addition, the design and demonstration of each of the listed types of information is also subject to certain rules. So, for example, for textual information, the choice of font is important, for graphic information - brightness and color saturation, for their best joint perception, optimal relative position on the slide is necessary.

Consider recommendations for the design and presentation of various types of materials on the screen.

Formatting text information:

- font size: 24–54 pt (header), 18–36 pt (regular)

text);

- font color and background color should contrast (the text should be well read), but not hurt the eyes;
- font type: smooth sans-serif font for body text (Arial, Tahoma, Verdana), decorative font can be used for heading if it is legible;
- italics, underlining, bold, capital letters are recommended to be used only for semantic highlighting of a text fragment.

Formatting graphic information:

- drawings, photographs, diagrams are designed to supplement textual information or convey it in a more visual form;
- it is desirable to avoid drawings in the presentation that do not carry a semantic load if they are not part of the style design;
- the color of graphic images should not contrast sharply 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 well readable.

The content and location 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 of the slide size;
- it is desirable to have on the page blocks with different types of information (text, graphs, diagrams, tables, figures) that complement each other;
- keywords in the information block must be highlighted;
- information blocks should be placed 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 the presentation should correspond to the logic of its presentation.

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

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

The work program was compiled on the basis of the Federal State Educational Standard of Higher Education in the direction of bachelor training on March 38, 2002 "Management", approved by order of the Ministry of Education and Science of the Russian Federation dated January 12, 2016 No. 7 (as amended on July 13, 2017).

The program was compiled in accordance with the Federal State Educational Standard of Higher Education in the direction of bachelor's training 38.03.02 "Management".

The program was made by:

Art. teacher of the department "Management" / Koshel I.S. /

The program was approved at a meeting of the department "Management"
September 2, 2020, Protocol No. 1

Head of the Department "Management"
k. e. PhD, Associate Professor / Alyonina E.E. /

Attachment 1

The structure and content of the discipline "State programs and projects (online)" in the direction of preparation 38.03.02 "Management" (bachelor) Educational program "Organization management" full-time and part-time education

Chapter	Semester	Weeksemester	Types of educational work, including independent student work, and labor intensity in hours					Types of independent work students					Forms attestations	
			L	F/N	lab	SRS	DAC	K.R.	K.P.	RGR	Ref.	K/p	E	W
sixth semester														
Topic 1. Theoretical foundations public programs and projects (online	6		2	one		four								
Topic 2. Calendar state programs and projects (online)	6		2	2		four								
Topic 3. Implementation Management project of the state programs and projects (online)	6		2	2		four								
Topic 4. Financial economic evaluation state program and project (online)	6		2	2		3								
Topic 5. Control procedures and completion of the state programs and projects (online)	6		one	2		3								
Total hours per discipline			9	9		eighteen								W

ten

Appendix 2 to
work program

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

FEDERAL STATE BUDGET EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

"MOSCOW POLYTECHNICAL UNIVERSITY"
(MOSCOW POLYTECH)

Direction of training 38.03.02 "Management"

EP (profile): "Business Process Management"
Form of study: full-time, part-time

Department: "Management"

VALUATION FUND

BY DISCIPLINE

State programs and projects (online)

Composition: 1. Passport of the fund of appraisal funds
2. Description of evaluation tools:
3. Evaluation means of discipline

Compiled by:
Art. teacher Koshel I.S.

Moscow 2020

Annex 3
to work program

List of assessment tools by discipline "State programs and projects (online)"

No. OS	Name appraisal funds	Brief description of the estimated funds	Performance evaluation tool in FOS
one	Pass (D)	Knowledge and skills test form students received at the seminars and practical classes, industrial practice, as well as mandatory independent work.	Questions for offset

Questions for the test in the discipline "State programs and projects (online)"

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

18. The state program "Educated City" - ways to improve based on the experience gained in Moscow and other cities.

19. State program "Socially protected city" - essence, goals, content

20. State program "Socially protected city" - the 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 to improve based on experience gained in Moscow and other cities.

23. State program "New Economy of Moscow" - essence, goals, content

24. The state program "New Economy of Moscow" - the main risks and ways to minimize them

25. State Program "New Economy of Moscow" - implementation practice, problems and solutions

26. The state program "New Economy of Moscow" - ways to improve based on the experience gained in Moscow and other cities.

27. State program "Open Moscow" - essence, goals, content

28. State program "Open Moscow" - the 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 gained in Moscow and other cities.