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Abstract of the practice program
B.2.1.1 "Training Internship (pre-graduation)"
for the field of study 38.03.02 "Management"
educational program: "Business Process Management"

1. Goals, objectives and planned results of the internship

Training Internship (pre-graduation) is a logical continuation of production practice (technological), carried out with the purpose of collecting, analyzing and summarizing scientific material, developing original scientific proposals and scientific ideas for preparing final qualifying work, obtaining independent skills research work, practical participation in research work of teams of researchers.

The main goals of Training Internship (pre-graduation) are: consolidation, expansion and systematization of knowledge acquired when studying special disciplines, on the basis of practical organization; consolidation of practical experience in the chosen specialty.

Training Internship (pre-graduation) is carried out for completion of the final qualifying work and is mandatory.

Purpose of Training Internship (pre-graduation):

consists in the formation and development of students' personal and professional qualities to ensure the implementation requirements of the Federal State Educational Standard for Higher Education in the field of professional competencies PK-5 - ability to collect information about business problems to identify business capabilities of the organization and PK-6 - the ability to form possible solutions based on target indicators developed for them, and also carry out analysis, justification and selection of solutions.

Objectives of Training Internship (pre-graduation): aimed to consolidate, expand, deepen and systematize knowledge obtained in the study of disciplines of the professional cycle, based on studying the activities of a specific organization, acquiring a comprehensive interrelated practical experience in the field of professional competencies PK-5 and PK-6, including:

– study the theory of interpersonal and group communication in business interaction; theory of conflicts in risk management systems; requirements management methods, techniques, processes and tools interested parties; visual modeling languages;

– study the subject area and specifics of the activity organization in a volume sufficient to solve business analysis problems.

– identify, record, analyze and classify the risks of the organization and its projects;

– collect, classify, systematize and provide storage and updating of information;

– identify connections and dependencies between internal and (external) factors and conditions affecting the organization's activities;

– analyze the requirements of stakeholders from the point of view of quality criteria determined by the selected approaches;

– model and document the requirements of stakeholders parties in accordance with the chosen approaches to filing requirements; identify attributes of stakeholder requirements and their meanings in according to requirements.

– within the framework of modeling, perform functional decomposition of work, modeling the scope and boundaries of work; identify and classify business problems or business opportunities;

– develop and propose a management solution for this organization and its projects, including describing possible solutions; analyze decisions in terms of achieving target indicators decisions; assess the resources needed to implement solutions; assessments effectiveness of each solution option as a ratio between expected level of resource use and expected value;

– formalize the results of business analysis in accordance with selected approaches and present information in different ways and in various formats for discussion with stakeholders.

The student's competencies, formed as a result of passing "Training Internship (pre-graduation)":

Code and name of competencies	**Competency achievement indicators**
PK-5 - Capable of conducting collecting information about business problems to identify business opportunities for the organization	IPK-5.1. Knows interpersonal and group theory communications in business interaction; conflict theory; management methods, techniques, processes and tools stakeholder requirements; visual languages modeling; risk management theory; systems theory; subject area and specifics of the organization's activities in volume sufficient to solve business analysis problems. IPK-5.2. Able to use detection techniques interested parties; plan, organize and hold meetings and discussions with interested parties parties; use effective communication techniques; identify, record, analyze and classify risks and develop a set of measures to address them minimization; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with chosen approaches; identify connections and dependencies between elements of business analysis information; introduce business intelligence information in various ways and in various formats for discussion with interested parties; apply information technologies to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions influencing organization's activities; analyze requirements stakeholders in terms of quality criteria, determined by the chosen approaches; draw up requirements stakeholders in accordance with the

	selected approaches; classify stakeholder requirements parties in accordance with the chosen approaches; simulate stakeholder requirements in accordance with chosen approaches; document requirements stakeholders in accordance with the selected approaches to formalizing requirements; define attributes stakeholder requirements and their importance in in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze quality business analysis information from the point of view of selected criteria; analyze the subject area; fulfill functional breakdown of work; simulate volume and work boundaries; identify and classify business problems or business opportunity; provide information about identified business problems or business opportunities in different ways and in different formats for discussion with stakeholders. IPK-5.3. Possesses skills in needs analysis interested parties; context analysis; identification and documenting true business problems or business opportunities; coordination with stakeholders identified business problems or business opportunities; formation of target indicators for decisions.
PK-6 - Capable of forming possible solutions based on designed for them target indicators, as well as carry out analysis, justification and choice of solutions	IPK-6.1. Knows visual modeling languages; theory systems; subject area and specifics of activity organizations in a volume sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; collection methods, analysis, systematization, storage and keeping up to date state of business analysis information; informational technologies (software) used in organization, to the extent necessary for business analysis purposes. IPK-6.2. Able to identify, record, analyze and classify risks and develop a complex measures to minimize them; formalize the results business analysis in accordance with the selected approaches; identify connections and dependencies between elements of information business analysis; apply information technology in the volume necessary for business analysis purposes; analyze internal (external) factors and conditions influencing organization's activities; analyze requirements stakeholders in terms of quality criteria, determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business opportunity to implement the solution from the point of view view of the selected target indicators; simulate volume and work boundaries; plan, organize and carry out meetings and discussions with stakeholders; use effective communication techniques. IPK-6.3. Possesses the skills of identifying,

	collecting and analyzing business analysis information to formulate possible decisions; descriptions of possible solutions; decision analysis with points of view of achieving target indicators of decisions; assessments resources needed to implement solutions; assessments effectiveness of each solution option as a ratio between the expected level of resource use and expected value; choosing a solution for implementation in composition of a group of experts.

Place of practice in the structure of the educational program

Training Internship (pre-graduation) belongs to block B.2.1.1 compulsory part of block B2 of the undergraduate educational program. Training Internship (pre-graduation) is logically interconnected and content-methodologically with the following EP disciplines:

- Business process management;
- System analysis in management;
- Management and assessment of the effectiveness of business processes;
- Academic Internship (introductory);
- Academic Internship (project);
- Training Internship (technological).

B.2.1.2.1 “Academic Internship (project)”
for the field of study 38.03.02 “Management”
educational program: “Business Process Management”

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of training 38.03.02 "Management" (qualification (degree) "bachelor") educational practice (project practice) is a mandatory element of the main educational program bachelor's degree and is a type of training directly focused on professional and practical training of students.

The purpose of educational practice (project):

consists in the formation and development of students’ personal and professional qualities to ensure compliance with the requirements of the Federal State Educational Standard VO in the field of universal competence UK-2 – ability determine the range of tasks within the framework of the goal and choose the best methods their decisions, based on current legal norms, available resources and restrictions

The objectives of Academic Internship (project) are aimed at consolidating theoretical training of students, acquisition of practical skills and UK-2 competencies, as well as professional experience, including:

– gaining the ability to formulate a set of tasks within the framework of the assigned project goals, the solution of which ensures its achievement.

– learn to identify connections between the assigned tasks, the main components of the project and the expected results of its implementation.

– mastering the ability to choose optimal planning methods, distribution of areas of responsibility, problem solving, analysis of results with taking into account current legal norms, existing conditions, resources and restrictions, possibilities of use

As part of Academic Internship (project), it is planned to directly students performing the following types of work related to the future professional activities:

– general familiarization with the activities, organizational and legal form and management system of an enterprise, organization;

– study of the organizational structure of the enterprise and the functions of individual divisions;

– study of the work, functions and job responsibilities of personnel;

– study of legislative acts regulating the activities of the organization;

– study of regulatory documents on management issues in the organization;

– understanding the content of the manager’s profession, its features and differences from the professions of other specialists;

The student’s competencies, formed as a result of completing the “training” practice (project)":

Code and name of competencies	Competency achievement indicators
UK-2 Is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations	IUK-2.1. Formulates a set of tasks within the framework of the set goal of the project, the solution of which ensures its achievement IUK-2.2. Determines the connections between the assigned tasks, the main components of the project and the expected results of its implementation IUK-2.3. Selects the optimal methods of planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal norms, existing conditions, resources and limitations, possibilities of use

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

Academic Internship (project) refers to block B.2.1.3.1 Academic Internship (project) focused on information and analytical view professional activity.

Academic Internship (project) is interconnected logically and substantively and methodologically with the following EP disciplines:

- Basic management;
- Business process management;
- Introduction to the professional activity;
- Modern organizational management structures;
- Training Internship (technological).

B.2.1.2.2. “Training Internship (Project-technological)”
for the field of study 38.03.02 “Management”
educational program: “Business Process Management”

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard higher education in the field of training 38.03.02 “Management” (qualification (degree) "bachelor") industrial practice (practice in obtaining professional skills and professional experience) is a mandatory element of the main educational program bachelor's degree and is a type of training directly focused on professional and practical training of students.

The purpose of Training Internship (Project-technological):

consists in the formation and development of students’ personal and professional qualities to ensure compliance with the requirements of the Federal State Educational Standard VO in the field of professional competencies PK-1 - Ability to implement regulation of processes of organizational units or development administrative regulations of the organization’s divisions and PK-4. Ability prepare for the implementation, monitor parameters and evaluate success changes made in the organization.

Objectives of Training Internship (Project-technological):

aimed at consolidating, expanding, deepening and systematizing knowledge obtained in the study of disciplines of the professional cycle, based on the study activities of a specific organization, acquisition of initial practical experience in the field of professional competencies PK-1 and PK-4, including:

– study the theories of process management; classification principles and methods process structuring; methods for collecting and classifying information about process; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; basics economics, cost accounting and performance assessment; modeling notations processes; methods for improving process efficiency and administrative regulations;

– consider the basics of introducing changes; basics of business process modeling; methodological documents and rules for conducting control process compliance; methods for assessing the reliability of collected information and analysis; rules for preparing reports and conclusions based on control results;

– analyze information about process boundaries, process requirements, the purposes of the process or administrative regulations;

– analyze areas of responsibility, stakeholders processes, standards, resources, inputs, outputs and process indicators organizations;

- analyze the composition and sequence of operations that make up process or administrative regulation;

– find the necessary documents and information about the organization's processes in paper and electronic form in information systems; fulfill observations; aggregate and summarize collected information;

– collect information about the current planning and reporting system work of the organizational unit process; about the progress and results of the process; registration of the results of information collection;

– classify processes and process environment objects or administrative regulations;

– identify inconsistencies in the functioning of the process, formulate and justify proposals for their correction; monitor compliance developed normative and methodological documents;

– assess the resources needed to improve processes; carry out communications;

– develop process diagrams or administrative regulations;

– select control points that allow you to evaluate the degree of implementation regulations and draw up control plans; assess credibility information obtained during control;

– analyze indicators of efficiency and effectiveness of processes;

– identify deviations from established criteria and indicators functioning of the organization's processes.

– determine the goals of the organization's division process; process boundaries divisions of the organization;

– identify stakeholders, owner and participants in the process divisions of an organization or administrative regulations divisions of the organization;

– determine the sequence of work in the organization process;

– study Russian and international legislation, local regulations, reporting documents necessary for implementation process of division of the organization; identification of responsible employees divisions for each work in the process of division of the organization;

– systematize the collected information about the division process organizations;

– prepare a report and conclusions based on the results of the organization's research

The student's competencies, formed as a result of passing "Training Internship (Project-technological)":

Code and name of competencies	**Competency achievement indicators**
PK-1 - Able to regulate the processes processes divisions organizations or development	**IPK-1.1.** Knowledge of the theory of process management; principles of process classification; methods of process structuring; basics of operational management; methods of information collection (observation, data recording,

administrative regulations organizational units	timekeeping, photography of the working methods of designing functional-role models; methods of classifying information about the process and the process environment; principles and rules of working with normative and methodological documentation; requirements for developing process regulations; basics of economics, cost accounting and efficiency assessment; process modelling notations; methods of improving the efficiency of processes and administrative regulations; basics of implementation of administrative regulations; methods of improving the efficiency of processes and administrative regulations. **IPK-1.2.** Able to analyse information on the process boundaries, process requirements, process or administrative regulation objectives; analyse areas of responsibility, process stakeholders, applicable regulations, resources, inputs, outputs and indicators of a process or administrative regulation; analyse the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about a process or administrative regulation in paper and electronic form in information systems. **IPK-1.3.** Possesses the skills of defining the objectives of the process of a subdivision of the organization or administrative regulations of a subdivision of the organization; defining the boundaries of the process of a subdivision of the organization or administrative regulations of a subdivision of the organization; defining the stakeholders, owner and participants of the process of a subdivision of the organization or administrative regulations of a subdivision of the organization; defining the inputs and outputs of the process of a subdivision of the organization or the beginning and result of the implementation of administrative regulations of the organization's units; clarification of the sequence to perform work in the process of the organization's subdivision or administrative regulations of the organization's subdivision; to find out the resources used, Russian and international legislation, local normative acts, reporting documents required to perform the process of the organization's subdivision or administrative regulations of the organization's subdivision; to identify the responsible employees of the subdivision for each work in the process of the organization's subdivision or administrative regulations of the organization's subdivision; to collect information methods of calculating economic efficiency

PK-4 Able to carry out preparations for conducting, monitoring parameters and evaluating the success of the change organizations	**IPK-4.1**. Knows visual modeling languages; collection, analysis, systematization, storage and keeping up to date business analysis information; information Technology (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specificity of the organization's activities in the amount sufficient to solve business analysis problems; theory interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and requirements management tools; risk management theory; methods of planning the organization's activities; methods and techniques determining indicators for assessing the current or desired state organizations; methods for assessing the effectiveness of decisions. **IPK-4.2.** Able to plan, organize and conduct meetings and discussions with stakeholders; identify register, analyze and classify risks and develop a set of measures to minimize them; present business analysis information in a variety of ways and in various formats for discussion with interested parties; apply information technologies to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions affecting activities organizations; analyze the degree of stakeholder participation parties; explain the need for business analysis work; make changes in accordance with the chosen decision; assess the organization's readiness for changes in in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution from the point of view of the selected targets indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating business analysis information; formalize the results of business analysis in in accordance with the chosen approaches; analyze requirements stakeholders in terms of quality criteria, determined by the chosen approaches; conduct subject analysis regions; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution from the point of view of the selected criteria. **IPK-4.3**. Have the skills to analyze the organization's readiness for Implementing changes; development and implementation of activities for preparing the organization for change; monitoring changes being carried out in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); management of risks associated with ongoing changes in the organization; analysis and evaluation of effectiveness implemented solution; analyzing causes and developing ways finalization of the decision in case the decision fails to achieve the set goals business goals; analysis and development of ways to adapt the organization to using a new solution.

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

Training Internship (Project-technological) belongs to the block B.2.1.2.2 part formed by participants in educational relations.

Training Internship (Project-technological) is interconnected logically and substantively and methodologically with the following EP disciplines:

- Organization life cycle management;
- Production management;
- Business process management;
- Process management;
- Training Internship (pre-graduation).

B.2.1.2.3 “Academic Internship (introductory)”
for the field of study 38.03.02 “Management”
educational program: “Business Process Management”

1. Goals, objectives and planned results of the internship.

In accordance with the federal state educational standard of higher education in the field of training 38.03.02 "Management" (qualification (degree) "bachelor") Academic Internship (introductory) is a mandatory element of the main undergraduate educational program and is a type of educational classes directly focused on professional and practical training of students.

Purpose of educational practice (introductory):
consists in the formation and development of students’ personal and professional qualities to ensure compliance with requirements Federal State Educational Standard for Higher Education in the field of universal competence UK-10 - ability to accept informed economic decisions in various areas of life training of students.

The objectives of Academic Internship (introductory) are aimed at consolidating theoretical training of students, acquisition of practical skills and UK-10 competencies, as well as professional experience, including:

– developing an understanding of the basic principles of operation macroeconomics and economic development, goals and types of participation states in the economy.

– obtaining an idea of the basic patterns of functioning microeconomics and factors ensuring rational use resources and achieving effective performance results.

– mastery of economic and financial planning methods for achieving personal financial goals using adequate purposes, financial tools for personal budget management, optimizing your own financial risks.

As part of the Academic Internship (introductory) it is planned direct performance by students of the following types of work related to with future professional activities:

– general familiarization with the activities, organizational and legal form and management system of an enterprise, organization;

– study of the organizational structure of the enterprise and functions individual divisions;

– study of the work, functions and job responsibilities of personnel;

– study of legislative acts regulating the activities of the organization;

– study of regulatory documents on management issues in the organization;

– understanding the content of the manager’s profession, its features and differences from the professions of other specialists;

The student’s competencies, formed as a result of passing “educational practice (introductory)”:

Code and name of competencies	Competency achievement indicators
UK-10 - Able to make informed economic decisions in various areas of life	IUK-10.1. Understands the basic principles of the functioning of macroeconomics and economic development, the goals and types of government participation in the economy. IUK-10.2. Represents the main patterns of functioning of microeconomics and factors ensuring rational use of resources and achieving effective results activities. IUK-10.3. Applies economic and financial planning methods to achieve personal financial goals, uses adequate financial instruments personal budget management, I will optimize

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

Educational practice (introductory) refers to block B.2.1.2.3 Academic Internship (introductory) is focused on information and analytical type professional activity. Academic Internship (introductory) is interconnected logically and substantively and methodologically with the following EP disciplines:

- Basic management;
- Business process management;
- Introduction to the professional activity;
- Modern organizational management structures;
- Academic Internship (project).

B.2.2.1. “Training Internship (technological)”
for the field of study 38.03.02 “Management”
educational program: “Business Process Management”

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard higher education in the field of training 38.03.02 “Management” (qualification (degree) "bachelor") industrial practice (practice in gaining professional skills and professional experience activity) is a mandatory element of the basic educational bachelor's degree programs and is a type of training, focused on professional and practical training of students.

Purpose of Training Internship (technological):

consists in the formation and development of students’ personal and professional qualities to ensure compliance with requirements Federal State Educational Standard for Higher Education in the field of professional competencies PK-1 – Ability carry out regulation of processes of organizational units or development of administrative regulations for the organization’s divisions and PK-4. Ability to prepare for implementation, monitoring parameters and assessing the success of changes carried out in the organization.

Objectives of Training Internship (technological): aimed at consolidation, expansion, deepening and systematization of knowledge acquired when studying disciplines of the professional cycle, based on the study activities of a specific organization, acquisition of initial practical experience in the field of professional competencies PK-1 and PK-4:

– study the theories of process management; principles of classification and methods for structuring processes; collection and classification methods information about the process; principles and rules for working with normative and methodological documentation; requirements for the development of regulations processes; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods to improve efficiency processes and administrative regulations;

– consider the basics of introducing changes; basics of business process modeling; methodological documents and rules for conducting control process compliance; methods for assessing the reliability of collected information and analysis; rules for preparing reports, conclusions based on the results of control;

– analyze information about process boundaries, requirements for the process, the purposes of the process or administrative regulations;

– analyze areas of responsibility, stakeholders processes, standards, resources, inputs, outputs and process indicators;

– analyze the composition and sequence of operations that make up process or administrative regulation;

– find the necessary documents and information about processes organizations in paper and electronic form in information systems; make observations; aggregate and summarize collected information;

– collect information about the current planning system and reporting the work of the process of an organization's division; about progress and results process; registration of the results of information collection;

– classify processes and process environment objects or administrative regulations;

– identify inconsistencies in the functioning of the process, formulate and justify proposals for their correction; control compliance of the developed documents with the normative and methodological documentation;

– assess the resources needed to improve processes; carry out communications;

– develop process diagrams or administrative regulations;

– select control points that allow you to evaluate the degree compliance with regulations and draw up control plans; assess credibility information obtained during control;

– analyze efficiency and effectiveness indicators processes;

– identify deviations from established criteria and indicators functioning of the organization's processes.

– determine the goals of the organization’s division process; borders process of division of the organization;

– identify stakeholders, owner and participants process of division of an organization or administrative regulations divisions of the organization;

– determine the sequence of work in the process organizations;

– study Russian and international legislation, local regulations, reporting documents necessary to complete the process divisions of the organization; identifying responsible employees of the department for each work in the process of subdividing the organization;

– systematize the collected information about the division process organizations;

– prepare a report and conclusions based on the research results organizations.

The student’s competencies, formed as a result of passing “production practice (technological)”:

Code and name of competencies	**Competency achievement indicators**
PK-1 - Able to regulate the processes processes divisions organisations or development administrative regulations organizational units	**IPK-1.1.** Knows the theory of process management; principles process classifications; methods for structuring processes; basics of operational management; information collection methods (observations, data recording, timing, photograph of a worker of the day, techniques for conducting interviews and questionnaires, analysis documents and reporting information, studying feedback from interested parties); methods for

	designing functional role models; methods for classifying process information and environment of the process; principles and rules for working with normative and methodological documentation; requirements for the development of regulations processes; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods to improve efficiency processes and administrative regulations; implementation basics changes; basics of business process modeling; methodological documents and rules for monitoring compliance of processes or administrative regulations; reliability assessment methods collected information; methods for analyzing collected information; rules for preparing reports, conclusions based on the results control; methods for assessing the effectiveness of processes or administrative regulations. **IPK-1.2.** Able to analyze information about process boundaries, requirements for a process, process purpose or administrative regulations; analyze areas of responsibility interested parties to the process, current standards, resources, inputs, outputs indicators of process or administrative regulations; analyze the composition and sequence of operations that make up process or administrative regulation; find the necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; carry out observations, interviews and questionnaires; aggregate and summarize collected information; fulfill classification of processes and process environment objects or administrative regulations; identify shortcomingsand inconsistencies the functioning of the process or administrative regulations, formulate and justify proposals for their correction; monitor the compliance of developed documents with regulatory and methodological documentation; assess the resources needed for process improvements or administrative regulations; communicate, hold work meetings, find consensus; use development software process regulations or administrative regulations; develop local regulations in accordance with normative and methodological documents; develop schemes processes or administrative regulations; evaluate resources, necessary for the implementation of process regulations or administrative regulations or proposals to improve them efficiency; develop, coordinate and approve plans activities, evaluate the achievement of results, develop corrective actions to achieve plans; render consulting assistance to employees of the organization; choose checkpoints that allow you to evaluate the degree of implementation regulations and draw up control

	plans; assess credibility information obtained during control; analyze indicators efficiency and effectiveness of processes and administrative regulations; identify deviations from established criteria and process and administrative performance indicators regulations; calculate process efficiency and administrative regulations; identify potential for improvement the effectiveness of the process or administrative regulations; formulate and justify proposals to improve efficiency of processes or administrative regulations; prepare reports and conclusions based on test results events. **IPK-1.3.** Has the skills to define process goals divisions of an organization or administrative regulations divisions of the organization; defining process boundaries divisions of an organization or administrative regulations divisions of the organization; identification of stakeholders, the owner and participants in the process of a division of the organization or administrative regulations of the organization's division; determining the inputs and outputs of the organizational unit processor the beginning and result of the implementation of administrative regulations divisions of the organization; clarifying the sequence performing work in the process of subdividing an organization or administrative regulations of the organization's division; clarification resources used, Russian and international legislation, local regulations, reporting documents required to complete the subdivision process organization or administrative regulations of the unit organizations; identifying responsible department employees for every job in the process of subdividing an organization or administrative regulations of the organization's division; collection information about the current planning and reporting system work process of a division of an organization or administrative regulations of the organization's division; collecting information on the progress and results of the organizational division process or administrative regulations of the organization's division; registration of the results of information collection; systematization collected information about the process of a division of an organization or administrative regulations of the organization's division; development regulation of the process of a division of an organization or administrative regulations of the organization's division and regulatory documents (instructions, regulations); development procedures for monitoring compliance with division process regulations organization or administrative regulations of the unit organizations; developing proposals to improve efficiency process of organizational division or administrative regulations

	of the organization's division; planning activities for putting into effect the process regulations of a division of the organization or administrative regulations of the organization's division; implementation into force of the organizational unit process regulations or administrative regulations of the organization's division; implementation proposals to improve the efficiency of the division process organization or administrative regulations of the unit organizations; assessing the effectiveness of implementation activities regulation of the process of a division of an organization or administrative regulations of the organization's division; defining procedures for monitoring compliance with process regulations divisions of an organization or administrative regulations divisions of the organization; collecting information on progress and results performing an organizational unit process or administrative regulations of the organization's division; analysis collected information for compliance with the criteria established to carry out control; process efficiency assessment divisions of an organization or administrative regulations divisions of the organization; developing recommendations to improve the efficiency of processes within an organization's division or administrative regulations of the organization's division; registration of the results of monitoring the implementation of process regulations divisions of an organization or administrative regulations divisions of the organization. methods for calculating economic efficiency
PK-4 Able tocarry out preparationsfor conducting, monitoring parameters and evaluating thesuccess of the change organisations	**IPK-4.1**. Knows visual modeling languages; collection, analysis, systematization, storage and keeping up to date business analysis information; information Technology (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specificity of the organization’s activities in the amount sufficient to solve business analysis problems; theory organizing changes in interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and requirements management tools; risk management theory; methods of planning the organization's activities; methods and techniques determining indicators for assessing the current or desired state organizations; methods for assessing the effectiveness of decisions. **IPK-4.2.** Able to plan, organize and conduct meetings and discussions with stakeholders; identify register, analyze and classify risks and develop a set of measures to minimize them; present business

	analysis information in a variety of ways and in various formats for discussion with stakeholders; apply information technologies to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions affecting the organization's activities; analyze degree of stakeholder participation; explain the need carrying out work on business analysis; make changes to in accordance with the chosen solution; assess readiness organizations to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution from the point of view selected targets; conduct activity analysis organizations; model the scope and boundaries of work; gather, classify, organize and provide storage and updating business analysis information; formalize the results business analysis in accordance with the selected approaches; analyze stakeholder requirements from the point of view quality criteria determined by the selected approaches; conduct domain analysis; analyze solution requirements with in terms of quality criteria determined by the selected approaches; assess the effectiveness of the solution from the point of view selected criteria. **IPK-4.3**. Have the skills to analyze the organization's readiness for implementing changes; development and implementation of activities for preparing the organization for change; monitoring changes being carried out in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); management of risks arising from the activities carried out organization of changes; analysis and evaluation of effectiveness implemented solution; analyzing causes and developing ways finalization of the decision in case the decision fails to achieve the set goals business goals; analysis and development of ways to adapt the organization to using a new solution.

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

Training Internship (technological) belongs to block B.2.2.1 part formed by participants in educational relations.

Training Internship (technological) is interconnected logically and content-methodologically with the following EP disciplines:

- Organization life cycle management;
- Production management;
- Business process management;
- Process management;
- Training Internship (pre-graduation).