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Abstract of the practice program
B.2.1.1 "Educational practice (introductory practice)"
for the direction of training 38.03.02 "Management"
educational program "Business Process Management"

The purpose of the training practice (introductory) development of general cultural and professional competencies, which include: consolidation and deepening of theoretical knowledge, received in the learning process at the university; acquisition of the necessary practical skills and work skills in accordance with the chosen area of professional training; familiarization with the work of lower-level managers in various services of the administrative apparatus in the following types of professional activities: organizational and managerial.

Tasks of educational practice (introductory):

-general familiarization with the activities, 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 duties of personnel;

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

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

-comprehension of the content of the manager's profession, its features and differences from the professions of other specialists;

- consolidation and expansion of theoretical and practical skills in relation to the profile of future work, collection of materials for writing essays, term papers.

The place of educational practice (introductory) in the structure of the EP of the bachelor's degree

Educational practice (introductory practice) refers to block B.2.1.1 Educational practice (introductory practice) is focused on the information-analytical type of professional activity. Educational practice (introductory practice) is interconnected logically and content-methodically with the following disciplines of the OP: Fundamentals of Management; Business process management; Introduction to project activities; Organization and conduct of research in management.

The list of planned results for the passage of educational practice (introductory), correlated with the planned results of the development of the educational program

Code competencies	As a result development educational programs the student must have	List of planned learning outcomes for discipline
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 state participation in the economy. **IUK-10.2.**Represents the main patterns of functioning of microeconomics and factors that ensure the rational use of resources and the achievement of effective performance. **IUK-10.3.**Applies methods of economic and financial planning to achieve personal financial goals, uses financial instruments adequate to the set goals for personal budget management, optimizes own financial risks.

Abstract of the practice program
B.2.1.2 "Work Experience Internship (pre-graduate practice)"
for the direction of training 38.03.02 "Management"
educational program "Business Process Management"

Main the objectives of Work Experience Internship (pre-graduate practice) are: consolidation, expansion and systematization of knowledge gained in the study of special disciplines, on the basis of practical organization; consolidation of practical experience in the chosen specialty. Industrial practice (pre-diploma practice) is carried out to perform the final qualifying work and is mandatory.

Practice objectives:

-generalization, systematization, concretization of the practice of implementing management functions. Analysis of the compliance of the solved functional tasks of management with job descriptions and the general theory of management. Studying the experience of a particular organization in the main areas of activity of management services;

-acquisition of experience in organizational and legal work in the positions of a manager of an organization of various organizations in order to acquire the skills of independent work in solving their problems;

- mastering the methods of adoption and implementation on the basis of the obtained theoretical knowledge of managerial decisions, as well as monitoring their implementation;

- mastering the methods of analytical and independent research work to study the principles of activity and economic functioning of organizations operating on the basis of state and other forms of ownership;

-collection of the necessary information for the preparation and writing of the final qualifying work.

The place of Work Experience Internship (pre-graduate practice) in the structure of bachelor's programs.

Practice is a mandatory section of the main educational program for the preparation of a bachelor. It is a type of training sessions that are directly focused on the professional and practical training of students. Industrial practice (undergraduate practice) is focused on the organizational and managerial type of professional activity. Work Experience Internship (pre-graduate practice) refers to block B.2.1.2 Work Experience Internship (pre-graduate practice) is interconnected logically and methodically with the following disciplines of the OP: Project management; Innovation management; Project activity; Management of project creation technologies; Creative management; System approach in project management; Management of commercialization of innovations.

The list of planned results for the passage of Work Experience Internship (pre-graduate practice), correlated with the planned results of the development of the educational program

Competency Code	As a result of mastering the educational program, the student must have	List of planned learning outcomes by discipline
PK-5	Capable of gathering information about business problems and identifying business opportunities in the organization	**IPK-5.1.**Knows the theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis. **IPK-5.2.**Can use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set

		of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions, affecting the activities of the organization; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders. **IPK-5.3.**Has the skills to analyze the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.
PK-6	Able to form possible solutions based on the target indicators developed for them, as well as to analyze, justify and select solutions	**IPK-6.1.**Knows visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis. **IPK-6.2.**Able to identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements 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 feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan, organize and conduct

		meetings and discussions with stakeholders; use effective communication techniques. **IPK-6.3.**Has the skills to identify, collect and analyze business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.

Abstract of the practice program
B.2.2.1 "Work Experience Internship (technological practice)"
for the direction of training 38.03.02 "Management"
educational program "Business Process Management"

Purpose Work Experience Internship (technological practice) is to consolidate, expand, deepen and systematize the knowledge gained in the study of the disciplines of the professional cycle, based on the study of the activities of a particular organization, the acquisition of initial practical experience.

The tasks of Work Experience Internship (technological practice) are:

-preparation of students for independent work in accordance with job qualification characteristics of the manager;

- familiarization with the organizational structure of the organization (subdivision) and the functional responsibilities of its employees;

- development by students of practical skills in the design of office documents;

- analyze the operational and production activities of the organization and use its results to prepare management decisions

-develop business plans for the creation and development of new organizations (lines of activity, products)

The place of Work Experience Internship (technological practice) in the structure of bachelor's programs

Industrial practice (technological practice) refers to block B.2.3. Work Experience Internship (technological practice) is focused on the entrepreneurial type of professional activity. Industrial practice (technological practice) is interconnected logically and content-methodically with the following disciplines of the OP: Entrepreneurship; Management in industries and fields of activity; Small businesses management; Management of new markets; Evaluation of the effectiveness of the organization's management; Perspective management; Management in high-tech industries. For successful internship, students use the knowledge and skills formed in the course of studying the disciplines of the basic and variable parts of the curriculum cycles. Requirements for the organization of practice are determined by the state educational standards of higher professional education. The organization of practice at all stages should be aimed at ensuring the continuity and consistency of students mastering professional activities in accordance with the requirements for the level of graduate training. Fulfillment of practice assignments for obtaining professional skills and professional experience requires students to have knowledge of management, human resource management, fundamentals of law and economics. Certain issues provided for by the internship program for obtaining professional skills and experience of professional activity may be of a leading nature.

The list of planned results for the passage of educational practice (introductory), correlated with the planned results of the development of the educational program

Competency Code	**As a result of mastering the educational program, the student must have**	**List of planned learning outcomes by discipline**
PK - 1	Able to regulate the processes of organizational units or develop administrative regulations for organizational units	**IPK-1.1.**Knows the theory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information; methods of designing functional role models; methods for classifying information about the process and the environment of the process; principles and rules for working with regulatory and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance evaluation; process modeling notations; methods to

		improve the efficiency of processes and administrative regulations; the basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of the information collected; methods for analyzing the collected information; rules for preparing reports, conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. **IPK-1.2.**Is able to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulation; analyze the composition and sequence of operations that make up the process or administrative regulations; find the necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; perform observations, interviews and questionnaires; aggregate and summarize the collected information; carry out the classification of processes and objects of the process environment or administrative regulations; identify shortcomings, inconsistencies in the functioning of the process or administrative regulations, formulate and justify proposals for their correction; control the compliance of the developed documents with regulatory and methodological documentation; evaluate the resources needed to improve processes or administrative procedures; communicate, hold workshops, find consensus; use software to develop process or administrative procedures; develop local regulations in accordance with regulatory and methodological documents; develop schemes of processes or administrative regulations; evaluate the resources needed to put in place process or administrative procedures or proposals to improve their effectiveness; develop, coordinate and approve action plans, evaluate the achievement of results, develop corrective actions to achieve plans; provide advice to employees of the organization; select control points that allow assessing the degree of compliance with the regulations and drawing up control plans; evaluate the reliability of information obtained during the control; analyze the efficiency and effectiveness indicators of processes and administrative regulations; identify deviations from the established criteria and indicators of the functioning of processes and administrative regulations; calculate the effectiveness of processes and administrative regulations; identify the potential for improving the efficiency of a process or administrative procedure; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports, conclusions on the results of control measures. **IPK-1.3.**Has the skills to determine the goals of the process of a division of an organization or the administrative regulations of a division of an organization; defining the boundaries of the process of the organizational unit or the administrative regulations of the organizational unit; determining the stakeholders, the owner and participants in the process of the organization unit or the administrative regulations of the organization unit; determining the inputs and outputs of the process of the organization's subdivision or the beginning and result of the implementation of the administrative regulations of the organization's subdivision; clarification of the sequence of work in the process of a division of an organization or the administrative regulations of a division of an organization; clarification of the resources used, Russian and international legislation, local regulations, reporting documents, necessary to carry out the process of the organizational unit or the administrative regulations of the organizational unit; identification of responsible employees of the unit for each work in the process of the subdivision of the organization or the administrative regulations of the subdivision of the organization; collecting information about the current planning and reporting system for the work of the process of the organization's unit or the administrative regulations of the organization's unit; collecting information on the progress and results of the process of the

		organizational unit or the administrative regulations of the organizational unit; registration of the results of information collection; systematization of the collected information about the process of the division of the organization or the administrative regulations of the division of the organization; development of process regulations for a division of an organization or administrative regulations divisions of the organization and regulatory documents; development of procedures for monitoring the implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; development of proposals to improve the efficiency of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; planning activities to put into effect the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; implementation of proposals to improve the efficiency of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; evaluating the effectiveness of measures to put into effect the regulations of the division process organization or administrative regulations of a subdivision of the organization; determination of procedures for monitoring the implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; collecting information on the progress and results of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; analysis of the collected information for compliance with the criteria, established for control; evaluating the effectiveness of the process of the organizational unit or the administrative regulations of the organizational unit; development of recommendations to improve the efficiency of the processes of the organizational unit or administrative regulations of the organizational unit; registration of the results of monitoring the implementation of the procedure for the process of a division of an organization or the administrative regulations of a division of an organization, methods for calculating economic efficiency
PK - 4	Capable of preparing for implementation, monitoring parameters and evaluating the success of changes in the organization	**IPK-4.1.**Knows visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis information; information technologies used in the organization, to the extent necessary for the purposes of business analysis; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for requirements management; theory of risk management; organization planning methods; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for evaluating the effectiveness of decisions. **IPK-4.2.**Can 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 intelligence information in a variety of ways and formats; apply information technology to the extent necessary for the purposes of business analysis; analyze internal factors and conditions, affecting the activities of the organization; analyze the degree of stakeholder involvement; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness for change; develop indicators and assess the state of the organization; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; analyze the activities of the organization; collect, classify, organize and store business analysis information; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; to analyze the subject area; analyze the requirements for the solution in terms of

		quality criteria, determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria. **IPK-4.3.**Have the skills to analyze the organization's readiness for change; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed target indicators of the solution; stakeholder engagement management; management of risks caused by ongoing changes in the organization; analysis and evaluation of the effectiveness of the implemented solution; analysis of the causes and development of ways to improve the solution in case the solution does not achieve the set business goals; analysis and development of ways to adapt the organization to use the new solution