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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

APPROVE
Vice-President
for International Affairs
_____ /Yu.D. Davydova/
"16" 02 2023

Dean of the Faculty
of Economics and Management
_____ /A.V. Nazarenko/
"16" 02 2023

INTERNSHIP PROGRAM

"Training Internship (technological)"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Half-time

Moscow 2023

Developer(s):
Candidate of Economics, Associate Professor. /S.V. Bolotnikov/

Agreed:
Head of the Department "Management",
Candidate of Economics, Associate Professor /E.E. Alenina/

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1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of study 38.03.02 "Management" (qualification (degree) "bachelor"), work experience (practice for obtaining professional skills and professional experience) is an obligatory element of the main educational program of a bachelor's degree and represents type of training sessions directly focused on the professional and practical training of students.

The purpose of the production practice (technological):

consists in the formation and development of personal and professional qualities in students, which make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of professional competencies PK-1 - The ability to regulate the processes of organizational units or develop administrative regulations for organizational units and PK-4. Ability to prepare for implementation, monitor parameters and evaluate the success of changes in the organization.

Tasks of production practice (technological):aimed at consolidating, expanding, deepening and systematizing the knowledge gained in the study of the disciplines of the professional cycle, based on studying the activities of a particular organization, acquiring initial practical experience in the field of professional competencies PK-1 and PK-4, including:

- study the theory of process management; principles of classification and methods of structuring processes; methods for collecting and classifying information about 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;
- consider the basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes; methods for assessing the reliability of the collected information and conducting analysis; rules for preparing reports, conclusions on the results of control;
- analyze information about process boundaries, process requirements, process objectives or administrative regulations;
- analyze areas of responsibility, stakeholders of the process, standards, resources, inputs, outputs and indicators of the organization's processes;
- analyze the composition and sequence of operations that make up the process or administrative regulations;
- find the necessary documents and information about the processes of the organization in paper and electronic form in information systems; make observations; aggregate and summarize the collected information;
- collect information about the current planning and reporting system for the work of the process of the organization's unit; on the progress and results of the process; registration of the results of information collection;

- perform the classification of processes and objects of the process environment or administrative regulations;
- identify inconsistencies in the functioning of the process, 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; communicate;
- develop schemes of processes or administrative regulations;
- 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 indicators of efficiency and effectiveness of processes;
- identify deviations from the established criteria and indicators of the functioning of the organization's processes.
- define the goals of the organization unit process; process boundaries of the organizational unit;
- identify the stakeholders, the owner and participants in the process of the organizational unit or the administrative regulations of the organizational unit;
- determine the sequence of work in the process of organization;
- to study Russian and international legislation, local regulations, reporting documents necessary to carry out the process of the organization's division; identification of responsible employees of the unit for each work in the process of the unit of the organization;
- systematize the collected information about the process of the organization's subdivision;
- prepare a report, conclusions on the results of the study of the organization.

Competences of the student, formed as a result of the passage of "internship (technological)":

Code and name of competencies	Competence achievement indicators
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 (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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. conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. 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 unit of the organization or the administrative regulations of the unit 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 provisions); 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 regulation of the process of an organizational unit or administrative regulation divisions 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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.
PK-4- Able to prepare for implementation, monitor parameters and evaluate the success of changes carried out in the organization	**IPK-4.1.**Knows visual modeling languages; 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; 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 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 the degree of stakeholder involvement; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; 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; 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; management of interaction with stakeholders (satisfaction, degree of involvement); 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.

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

Industrial practice (technological) refers to block B.2.2.1 of the part formed by participants in educational relations.

Industrial practice (technological) is interconnected logically and content-methodically with the following disciplines of the EP:

- Organization life cycle management;
- Production management;
- Business process management;
- Process management;
- Industrial practice (pre-diploma).

3. Practice characteristic

Industrial practice (technological practice) is carried out in the following form: technological.

The leader of the practice for obtaining professional skills and experience of professional activity from the Moscow Poly is the supervisor from the Department of Management. The management of the practice of students at all its stages is carried out jointly with the leaders of the practices - employees of organizations of various organizational and legal forms of ownership. Industrial practice (technological) takes place in an organization independently chosen by the student or in an organization provided to the student by the university from the existing database of practices.

Internship (technological) is carried out in the form of fulfilling tasks set by the supervisor according to the calendar plan for the internship (Appendix A).

The method of conducting the practice is stationary and traveling in organizations with which the university has concluded contracts for practice. Stationary is a practice that is carried out in an organization or in an educational program organization located on the territory of the settlement in which the organization is located. The task for practice is issued by the head of practice at the department. Outreach is a practice that is carried out outside the locality in which the organization is located. Field work practice can be carried out in the field if it is necessary to create special conditions for its implementation.

The bases of practice can be:

- municipal organizations;
- state organizations;
- commercial organizations;
- non-profit organizations;
- analytical divisions of enterprises of various fields of activity (departments of logistics, marketing, advertising, research and market conditions, etc.).

Preference is given to those organizations that have the ability to implement the goals and objectives of the practice to a greater extent. The basis for designating a particular organization as a practice base is: the existence of a concluded agreement between the University and the organization for internships by a group of students or individual agreements on the basis ofstatements (Appendix D);

When choosing an internship base for students, it is necessary to be guided, first of all:

- the direction of his preparation;
- the future topic of the student's final qualifying work.

4. Structure and content of practice

The total labor intensity of production practice (technological) is 6 credit units, i.e. 216 academic hours (of which 216 hours are independent work of students).

For full-time and part-time education: industrial practice (technological) pass on the second and third course.

Fourth semester, sixth semester: 216 hours - independent work of students. The type of intermediate certification is a differentiated test.

The total duration of production practice (technological practice) is 4 weeks.

The content of industrial practice (technological)

Induction training. Familiarization of student interns with the goals, objectives, time and place of internship. Familiarization with the internal regulations of the organization and safety. Conducting instruction on independent work of students, on keeping a practice diary and preparing a report. General acquaintance with the organization (by conducting a tour or a speech by the leader).

Tool Mastery organization (division) management activities

Topic 1 Analysis of the planning process in the organization

Establishment of the mission, goals, and objectives of the organization (subdivision), familiarization with the documents that establish them.

Familiarization with the organization of the planning system: procedures, documentation, responsibilities of management and staff. Participation in the work of personnel in planning the current activities of the unit.

Familiarization with the numerical indicators used in planning.

Topic 2 Analysis of the organizational structure of the organization

Familiarization with the types of authority used in the organization and the procedure for their delegation. Identification of the main functional areas identified in the activities of the organization.

Identification of problems arising in the delegation of authority. Determination of the advantages and disadvantages of the elements of various types of organizational management structures used in the structure of the organization.

Topic 3 Analysis of the personnel motivation system

Studying the methods of personnel motivation used in the organization. Types of material and moral incentives for employees. Ranking the needs of employees in order of importance. The choice of ways to stimulate staff based on meaningful and (or) procedural theories of motivation.

Topic 4 Analysis of ways to organize control

Establishing the types and methods of control used in the organization. Analysis and evaluation of the effectiveness of the applied control procedures. Identification of

the attitude of personnel to the system of standards adopted in the organization. Identification of the relationship between the results of control and motivation.

Topic 5 Analysis of leadership styles used in the organization

Establishing the leadership styles used in the organization by managers at various levels. Examining the extent to which multidimensional leadership style selection models are used in an organization. Analysis of the degree of readiness of the organization's employees to use appropriate leadership styles. Analysis of the degree of compliance of the level of authority and authority of managers at various levels with the leadership styles they use.

Topic 6 Analysis of the organization of human resource management

Goals, objectives and principles of the organization's personnel service. Legislative regulation of working hours. Pay system. Methods of attracting and selecting personnel. The content of the employment contract. Methods for assessing the effectiveness of personnel. Organization of the assimilation of newly appointed employees. The activities of the personnel department in the formation and maintenance of corporate culture. Principles of personnel planning. Types of costs for the formation, development and use of personnel.

Topic 7 Process Analysis formation of the production program and organization of operational management of production activities

Technology of formation of the production program of the organization of the unit. Tactical and strategic adjustment of the production program. Relationship between production capacity and production program. Methods for calculating production capacity. Using network charts and Gantt charts in operational planning. Organization of dispatching in production.

Theme 8Organization study inventory management

The main types of stocks created in the organization. Methodology for calculating the costs associated with the management of inventories. Methodology for calculating the optimal order size. Organization of warehousing in the organization.

No. p/p	**Sections (stages) of practice**	**Types of work in practice, including independent work of students and labor intensity (in credit units, hours)**	**Forms of current control**

1	Induction training	1 credit	36 h	Mark in the calendar plan
2	Topic 1. Analysis of the planning process in the organization			
3	Topic 2. Analysis of the organizational structure of the organization	1 credit	36 h	Mark in the calendar plan
4	Topic 3. Analysis of the personnel motivation system	1 credit	36 h	Mark in the calendar plan
5	Topic 4. Analysis of ways to organize control			
6	Topic 5. Analysis of leadership styles used in the organization	1 credit	36 h	Mark in the calendar plan
7	Topic 6. Analysis of the organization of human resource management	1 credit	36 h	Mark in the calendar plan
8	Topic 7. Process Analysisformation of the production program and organization of operational management of production activities	1 credit	36 h	Mark in the calendar plan
9	Topic 8.Organization studyinventory management	1 credit	36 h	Mark in the calendar plan

5. Educational, methodological and information support

5.1 Regulatory documents and GOSTs

1. Order No. 1121-OD dated November 22, 2021 On approval of the regulation on the procedure for conducting an internship at the Moscow Polytechnic University.

2. Regulations on the procedure for conducting practice and practical training of students mastering the main educational programs of higher education (regulation on the procedure for conducting practice) // Moscow Polytechnic University.

3. Order of the Ministry of Education and Science of Russia N 885 of 08/05/2020 (as amended on 11/18/2020) "On the practical training of students" (together with the "Regulations on the practical training of students").

4. Methodological developments for students that determine the order of passage and the content of organizational and managerial practice;

3. Forms of accounting, financial, statistical, internal reporting, developed at the enterprise (organization) and instructions for filling them out.

5.2 Main literature

1. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. - 3rd ed., revised. and additional - M .: Yurait Publishing House, 2022. - 273 p. - (Higher education). —ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/495509

2. Gromov A.I. Management of business processes: modern methods: monograph / A.I.. Gromov, A. Fleishman, V. Schmidt; edited by A. I. Gromov. - M .: Yurayt Publishing House, 2022. - 367 p. — (Actual monographs). - ISBN 978-5-534-03094-5. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/489237

3. Kuzmina E. E. Organization pentrepreneurial activity: a textbook for universities / E. E. Kuzmina. - 4th ed., revised. and additional - M .: Yurait Publishing House, 2022. - 455 p. - (Higher education). - ISBN 978-5-534-14024-8. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/488831

5.3 Additional literature

1. Maltseva S. V. Innovative management: a textbook for universities / S. V. Maltseva; executive editor S. V. Maltseva. - M .: Yurayt Publishing House, 2022. - 527 p. - (Higher education). —ISBN 978-5-534-15607-2. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/509174
2. Gorfinkel V.Ya., Popadyuk T.G. Innovation management: textbook. Moscow: Unity-Dana, 2022 - 392 pp.
3. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. - 3rd ed., revised. and additional - M .: Yurait Publishing House, 2022. - 273 p. - (Higher education). —ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/495509

5.4 Electronic educational resources

1. Electronic library Yurayt:https://urait.ru/library?=
2. Electronic library online:http://biblioclub.ru/index.php?page=book_blocks&view=main_ub
3. Electronic library "Lan":https://e.lanbook.com

5.5. Licensed and Free Software

1. Operating system Windows 7 (or lower) - Microsoft Open License. License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215
2. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042
4. Antivirus software, Kaspersky Endpoint Security for Business - Standard.
5. License No. 1752161117060156960164.
6. Microsoft Office 2013 prof (for learning). State contract No. 18-09/14 dated 09/22/2014 Act No. Tr09950.
7. Microsoft Project 2013 Stadart 32-bit/x64 Russian. State contract No. 18-09/14 dated 09/22/2014 Act No. Tr064541 dated 10/29/2014.
8. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042…

5.6.Modern professional databases and information reference systems

1. http://www.gov.ruServer of state authorities of the Russian Federation.
2. http://www.mos.ruOfficial server of the Government of Moscow.
3. http://www.minfin.ruMinistry of Finance of the Russian Federation.
4. http://www.garant.ruGUARANTOR Legislation with comments.
5. http://www.gks.ruFederal State Statistics Service.
6. http://www.rg.ruRussian newspaper.
7. http://www.prime-tass.ruPRIME-TASS Economic Information Agency.
8. http://www.rbc.ruRBC (RosBusinessConsulting).
9. http://www.businesspress.ruBusiness press.
10. http://www.ereport.ruWorld economy.
11. http://uisrussia.msu.ruUniversity Information System of Russia.

12. http://www.forecast.ruCMASF (Center for Macroeconomic Analysis and Short-Term Forecasting).
13. http://www.cfin.ruCorporate management.
14. http://www.fin-izdat.ruPublishing House "Finance and Credit"
15. http://economist.com.ruThe Economist magazine.
16. http://www.vopreco.ruJournal "Economic Issues".
17. http://www.mevriz.ruJournal "Management in Russia and abroad"
18. http://systems-analysis.ru/Systems Analysis Laboratory
19. https://gtmarket.ru/concepts/7111System analysis
20. http://minpromtorg.gov.ru/Ministry of Industry and Trade of the Russian Federation.
21. http://www.rg.ruRussian newspaper.

9. Logistics

The practice is carried out at industrial enterprises or organizations in accordance with agreements and the order of the rector.

Reception of reports - at the department: tables, chairs, portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

Scientific and technical library and reading room - Computer equipment with the ability to connect to the Internet and provide access to the electronic information and educational environment. Tables, chairs, racks with scientific, educational and periodic literature on the profile of the educational program, personal computers.

10. Guidelines

10.1 Guidelines for the head of the organization of practice

In the process of organizing practice for obtaining professional skills and experience of professional activity, managers from the graduating department and the head from the enterprise (organization) should use modern educational and scientific and production technologies:

1. Multimedia technologies, for which introductory lectures and instructing students during practice are held in rooms equipped with a projection screen, projector, laptops. This allows managers and specialists of the enterprise (organization) to save time spent on presenting the necessary material and increase its volume.

2. Remote form of consultations during the passage of specific stages of educational practice and report preparation.

9.2. Guidelines for students on mastering the discipline

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.

Based on the results of the internship, the student after the end of the internship provides the head of the internship with the following reporting documents on the internship:

– review-characteristic, signed by the head of practice from the organization, certified by the seal of the organization (Appendix D);

– application for practice (Appendix D);

– internship schedule (Appendix A)

– practice diary signed by the student (Appendix B);

– practice report (Appendix B).

The feedback-characteristic and diary must be sent in a scanned form to show the authenticity of the organization's seal and signature.

The main requirements for a review-characteristic - filled out in the form, accurately, containing the signature of the head of practice from the organization, certified by the seal of the organization.

Basic requirements for a practice diary:

– the diary must be filled out in the form and accurately;

– contains the timing of the internship, daily entries in strict accordance with the program and the plan-task for the internship;

– contains the student's signature.

The main requirements for the content of the practice report are as follows:

– the introduction indicates: the purpose, place, date of commencement and duration of the practice, a short list of the main works and tasks performed during the practice;

– the main part of the report provides a description of the organization of work during the internship, a description of the practical tasks solved by the student during the internship (characteristics of the organizational structure, production structure, external and internal environment of the organization, job descriptions and safety precautions, accounting policies, primary accounting, analysis of financial the state of the organization and the main economic indicators, development trends of the enterprise), a list of outstanding tasks and unfinished planned issues with an indication of the reasons. The main part contains two chapters;

– in conclusion, it is necessary to describe the skills and abilities acquired during the practice; give proposals for improving the organization of the enterprise; draw individual conclusions about the practical significance of the type of practice carried out for themselves.

A student who had an internship on the basis of the University on an individual assignment can submit a report (section of a report) on the topic of research work or its section (stage, task) as a report; scientific article, scientific report.

The main requirements for the content of the practice report are as follows:

– the introduction indicates: the purpose, place, date of commencement and duration of the practice, a short list of the main works and tasks performed during the practice;

– the main part of the report provides a description of the organization of work during the internship, a description of the practical tasks solved by the student during

the internship (characteristics of the organizational structure, production structure, external and internal environment of the organization, job descriptions and safety precautions, accounting policies, primary accounting, analysis of financial the state of the organization and the main economic indicators, development trends of the enterprise), a list of outstanding tasks and unfinished planned issues with an indication of the reasons. The main part contains two chapters;

– in conclusion, it is necessary to describe the skills and abilities acquired during the practice; give proposals for improving the organization of the enterprise; draw individual conclusions about the practical significance of the type of practice carried out for themselves.

A student who had an educational practice on the basis of the University on an individual assignment can submit a report (section of a report) on the topic of research work or its section (stage, task) as a report; scientific article, scientific report.

The main requirements for the preparation of a practice report are as follows:

– the report must be made in Microsoft Word, in Times New Roman, 14 pt, with 1.5 spacing, the volume of the report is 20-25 pages of printed text;

– the report may include appendices (tables, graphs, completed forms, price lists, etc.) of no more than 20 pages (applications (illustrative material) are not included in the total number of report pages);

– surnames, names of institutions, organizations, firms and other proper names are given in the original language;

– the pages of the report are numbered in Arabic numerals in compliance with continuous numbering throughout the text, the number is put down in the lower right part of the sheet without a dot at the end of the number;

– diagrams, drawings, tables and other illustrative material located on separate sheets are included in the general pagination, but are not counted in the amount of work;

– the title page (Appendix B) is included in the general page numbering, but the page number is not indicated on the title page;

– digital material should be in the form of tables, the table should be placed in the report immediately after the text in which it is mentioned for the first time, or on the next page, all tables should be referenced in the text of the report, each table should have a heading. An example of the design of tables in Appendix H;

– drawings (graphs, diagrams, diagrams, etc.) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page, illustrations may be in color, all drawings should be referenced in the work .Illustrations should be numbered in Arabic numerals by serial numbering within the entire report (example in Appendix G). If there is only one illustration in the report, then it is designated - "Drawing". It is allowed to number illustrations within the section. In this case, the number of the illustration consists of the number of the section and the serial number of the figure, separated by a dot. For example, Figure. 1.1;

– when writing the text of the report, in addition to the skills acquired during the internship and suggestions for organizing the educational process, it is important to show the problems and contradictions that arose during the internship and suggest ways to resolve these problems.

The most common shortcomings in the internship and the preparation of a report on it are:

– violation of the rules for the preparation of reporting documents (report on practice, diary);

– lack of supporting documentary materials confirming the implementation (fulfillment) of various tasks in the course of practice;

– lack of applications (completed primary documents, auxiliary tables);

– non-fulfillment of the issued plan-task for practice;

– vagueness of the student's conclusions about the internship;

– lack of a bibliography;

– the lack of indication in the list of references of new (actual) legal acts, textbooks and manuals, as well as articles from specialized journals.

An "excellent" grade is awarded to a student who:

– demonstrated in the course of practice a high level of possession of all the requirements for the results of practice, general cultural and professional competencies;

– completed on time and at a high level all the planned scope of work in accordance with the practice plan-task;

– showed independence, creativity and a high level of training in professional activities, organization of the work of the team, self-organization;

– made proposals for improving the activities of the enterprise (organization);

– prepared the report in accordance with the standards.

A pass with a grade of "good" is given to a student who:

– in general, demonstrated in the course of practice the formation of all the stipulated requirements for the results of practice, general cultural and professional competencies;

– fully completed the plan-task for the internship, however, made minor shortcomings in the calculations and writing the report, mostly of a technical nature.

A pass with a grade of "satisfactory" is given to a student who:

– in the course of practice, he was unable to demonstrate the development of certain general cultural and professional competencies at the level corresponding to the head of a junior or middle manager of an enterprise (organization);

– found it difficult to solve the tasks assigned to him and made significant shortcomings in the calculations and in the preparation of the report.

An "unsatisfactory" grade is given to a student who:

– failed to demonstrate the formation of general cultural and professional competencies in the course of practice, provided for by the requirements for the results of practice;

– did not complete the practice plan.

11.Evaluation fund

11.1 Methods for monitoring and evaluating the results of internship

Evaluative means of monitoring progress include control questions on the compiled report to control mastering students of sections of industrial practice (technological).

Competencies	List of components	Competence formation technology	Assessment Tool Form**	Degrees of levels of development of competencies
FORMULATION				

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 (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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. conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. 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 resources, necessary 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, agree and approve	independent work	report, control questions to the report diff. offset	**A basic level of** Fundamentals of innovative business process management **Enhanced level** Able to independently organize, plan and control the activities of project teams

	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, **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, divisions of the organization; identification of responsible employees of the unit for each work in the process of the unit of the organization or the administrative regulations of the unit 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; evaluating the effectiveness of measures to put into effect the regulation of the process of the organization's subdivision or the administrative regulation of the organization's subdivision; definitions		–	

	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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision. methods for calculating economic efficiency.		–	
PK-4- Able to prepare for implementation, monitor parameters and evaluate the success of changes carried out in the organization	**IPK-4.1.**Knows visual modeling languages; 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; 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 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 organization's activities; analyze the degree of stakeholder involvement; explain the need for business analysis work; 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; analyze	independent work	report, control questions to the report diff. offset	A basic level of Fundamentals of innovative business process management Enhanced level Able to independently organize, plan and control the activities of project teams
	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 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; management of interaction with stakeholders (satisfaction, degree of involvement); 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.		–	

11.2 Scale and criteria for evaluating the results of internship

Scales for assessing the results of certification and their description:

Form of attestation: differential test.

Certification of students in the form of a differentiated test is carried out based on the results of the implementation of all types of educational work provided for by the curriculum.

The assessment of the degree of achievement by students of the planned learning outcomes under the internship program is carried out by the teacher conducting classes in the discipline (module) by the method of expert assessment. According to the results of certification for the discipline (module), the grade is "excellent", "good", "satisfactory" or "unsatisfactory".

Evaluation scale	*Description*
Great	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. 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.*
Fine	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. The student demonstrates incomplete, correct correspondence of knowledge, skills, and abilities given in the tables of indicators, or if 2-3 minor errors were made at the same time.*
Satisfactorily	*Independent work was done, test tasks were passed,*

	participation in a business game, and other types of work provided for by the curriculum. The student demonstrates the conformity of knowledge, which covers the main, most important part of the material, but at the same time one significant error or inaccuracy was made.
Unsatisfactory	*Completed independent work in the form of a scientific report, not fully participating in the classroom work provided for by the curriculum. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, lack of knowledge, skills, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills.*

Certification procedure:

1. A report on the internship on obtaining professional skills and professional experience, a review from the place of internship, a diary are submitted to the supervisor within five days from the end of the internship. Upon admission, a protection process is carried out.

2. When defending an internship report, the scope of the internship program, the correctness of the paperwork, the content of the testimonial, the correctness of the answers to the questions asked by the head of the internship, the ability to analyze the documents attached to the report are taken into account.

Practice evaluation criteria:

- the level of qualification of the collected material in accordance with the practice program and individual assignments;
- the ability to professionally and competently answer questions on the performance of official duties and knowledge of the regulations governing the activities of the organization where the practice took place;
- knowledge of the internal documents of the enterprise that regulate management activities in the innovation sphere;
- the ability to assess the state of innovation activity of the object of study;
- the content of the review-characteristics of the organization - the place of internship.

3. Assessment in practice is equated to assessments (tests) in theoretical training and is taken into account when summing up the overall progress of students.

Students who have not completed the practice program for a good reason are sent to practice again in their free time.

Students who do not complete an internship program without a valid reason or receive a negative grade may be expelled from the university as having academic debt.

4. Materials of practice for obtaining professional skills and experience of professional activity (report, characteristic-feedback, etc.) after its defense by the student are stored at the Department of Management for 2 years.

5. The final results of the internship on obtaining professional skills and

experience of professional activity by students are summed up at a meeting of the department.

An indicator of competency assessment at various stages of their formation is the achievement by students of the planned learning outcomes.

PK - 1 -Able to regulate the processes of organizational units or develop administrative regulations for organizational units.				
Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
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 (observations, data recording, timing, photography of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from interested parties); 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	The student demonstrates the complete absence or insufficient compliance of the following knowledge:theory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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	The student demonstrates incomplete compliance with the following knowledge:theory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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	The student demonstrates partial compliance with the following knowledgetheory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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	The student demonstrates full compliance with the following knowledge:theory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); 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

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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	The student is unable or insufficientis able to analyze information about the boundaries of the process, the requirements for the process, the goals of the process 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	The student demonstrates incomplete compliance with the following skills:analyze information about process boundaries, process requirements, process objectives 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	The student demonstrates partial compliance with the following skills:analyze information about process boundaries, process requirements, process objectives 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	The student demonstrates full compliance with the following skills: analyze information about process boundaries, process requirements, process objectives 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

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; 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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	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	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. allowing to assess the degree of compliance with the regulations and draw 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. allowing to assess the degree of compliance with the regulations and draw up control plans; evaluate the reliability of information obtained during the control; analyze the efficiency and effectiveness indicators of processes	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 Skills are mastered, but minor errors, inaccuracies, difficulties in analytical operations, transferring skills to new, non-standard situations are allowed.	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 Freely operates with acquired skills, applies them in situations of increased complexity.

		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. 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. 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		

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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	The student demonstrates the complete absence or insufficient correspondence of the following knowledge: the skills of determining the goals of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; 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, 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 unit of the organization or the administrative regulations of the unit 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;	The student demonstrates incomplete compliance with the following knowledge: the skills of determining the goals of the process of the organization unit or the administrative regulations of the organization unit; 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; 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collecting information about the current planning and reporting system for the work of the process of the organization's unit or the	The student demonstrates full compliance with the following knowledge: the skills of determining the goals of the process of the organization unit or the administrative regulations of the organization unit; 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, 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 unit of the organization or the administrative regulations of the unit of the organization; collecting information

responsible employees of the unit for each work in the process of the unit of the organization or the administrative regulations of the unit 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 provisions); 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	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 provisions); 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; 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analysis of the collected information for compliance with the criteria established for the control; evaluating the effectiveness of the process of the organizational unit or the administrative regulations of the organizational unit;	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 provisions); 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; 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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 regulation of the process of an organizational unit or administrative regulation divisions 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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.	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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.	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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision. methods for calculating economic efficiency. Significant mistakes are made, lack of knowledge is manifested, for a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.	organizational unit or administrative regulation divisions 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 the 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 process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.

PK - 4 -Able to prepare for implementation, monitor parameters and evaluate the success of changes in the organization.				
Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
IPK-4.1. Knows visual modeling languages; 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; 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.	The student does not know how or insufficiently knows how to use visual modeling languages; 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; 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.	The student demonstrates incomplete compliance with the following skills: use visual modeling languages; 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; 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.	The student demonstrates partial compliance with the following skills: use visual modeling languages; 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; 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,	The student demonstrates full compliance with the following skills: use visual modeling languages; 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; 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 for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal	The learner does not know how or insufficiently knows how to plan, organize and conduct meetings and discussions with interested parties; 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 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 the	The student demonstrates incomplete compliance with the following skills: 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 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	The learner demonstrates partial compliance with the following skills: 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 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	The learner demonstrates full compliance with the following skills, 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 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

factors and conditions, affecting the activities of the organization; analyze the degree of stakeholder involvement; explain the need for business analysis work; carry out changes in accordance with the chosen decision; evaluate the readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; collect, classify, systematize and provide storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; 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.	degree of stakeholder involvement; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; 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; 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.	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 readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; 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; 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 selected criteria	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 readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; 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; 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.	(external) 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 readiness of the organization to change in accordance with the chosen solution; 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; to model the scope and boundaries of work; 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; 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 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; management of interaction with stakeholders (satisfaction, degree	The student does not know how or insufficiently knows how 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; management of interaction with stakeholders (satisfaction, degree of involvement); management of risks caused by ongoing changes in the organization; analysis and evaluation of	The student demonstrates incomplete correspondence of the following skills: to analyze the readiness of the organization to carry out changes; 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; management of interaction with stakeholders (satisfaction, degree of involvement);	The student demonstrates partial correspondence of the following 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; management of interaction with stakeholders (satisfaction, degree of involvement); management of risks caused by ongoing	The student demonstrates full compliance with the following skills: 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; management of interaction with stakeholders (satisfaction, degree of

of involvement); 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	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	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. The student experiences significant difficulties in operating knowledge when transferring it to new situations.	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. but minor errors, inaccuracies, difficulties in analytical operations are allowed.	involvement); 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, freely operates with the acquired knowledge.

11.3 Evaluation tools

OS number	Name of the evaluation tool	Brief description of the evaluation tool	Presentation of the evaluation tool in the FOS
1	Practice Report	The product of the student's independent work, which is a summary in writing of the results of the study and familiarization with the selected enterprise.	Practice Report Topics
2	Control questions on the report	A means of control, organized as a special conversation between a teacher and a student on topics related to the prepared report, and designed to determine the amount of knowledge of the student in a particular section, topic, problem, etc.	Checklist

8.3.1 Monitoring

An indicative list of questions on the compiled report to control the development of sections of industrial practice (technological) by students (formation of PK-1 competencies)

IPK-1.1.

1. Input information and preliminary calculations at the stages of the project life.
2. State price programs and services.
3. Cash flows from investing, operating and financing activities
4. Monetary and resource approaches to measuring costs and results. Evaluation of effectiveness at different stages of their use and implementation.
5. Costs forgoneopportunities.
6. Investment activity and depreciation. Carrying out calculations and their analysis.
7. Information support of management.

8. What factors should be taken into account as constraints when drawing up an organizational development program?
9. Commercial discount rate, project participant discount rate, social discount rate, budget discount rate.
10. The complex nature of the results of public administration.
11. Control and monitoring in public administration.
12. Criteria of social efficiency of public administration.
13. Criteria for the effectiveness of the organization: different approaches.
14. Method "public message - comment". Is it effective in improving the quality of regulations?
15. Methodological support for evaluating the effectiveness of investments.
16. Methods of analysis of the control system.
17. Methods for assessing the economic efficiency of investments.
18. The main articles of the calculation of the cost of production.
19. Absolute and relative criteria for investment efficiency.
20. The main forms of influence on organizational changes.
21. Evaluation and modification of public policy.
22. Evaluation of the effectiveness of projects under specific conditions for their implementation.
23. Indicators of the effectiveness of investment projects.
24. The concept of investments, their content.
25. Static and dynamic methods for estimating investments.
26. Structural-logical model of formation of profit indicators.
27. The essence of the analysis of the control system.
28. Essence and types of efficiency assessment.
29. The essence of the concepts of reengineering.
30. Theory of organizational development.
31. Total quality management.
32. Consolidated stability assessment.
33. Managing Public Policy Change: The Innovation Process.
34. Management of public policy changes: reforming, the essence of integration in management.
35. Results-Based Management in the Public Sector.
36. Management by objectives as the most effective method of organizational development.
37. Lost profit from the use of property in an effective alternative investment project.
38. Accounting for the impact of inflation in assessing the effectiveness of investments.
39. Accounting for uncertainty and risk in evaluating the effectiveness of investments.
40. Factors affecting the labor intensity and level of wages.
41. Compound interest formula, bringing forward and backward along the time axis.
42. The concept of an investment project.
43. Methods for assessing effectiveness.

IPK-1.2.

44. Analysis and choice of alternatives in the implementation of public administration.
45. Analysis and evaluation of public policy.
46. Analysis and evaluation of state programs.
47. Analysis and evaluation of the effectiveness of public administration: world experience.
48. Analysis and risk management.
49. Analysis of indirect costs.
50. Analysis of the availability of raw materials and materials.
51. Analysis of the total cost of production.
52. Analysis of the organizational structure of management.
53. Analysis of balances and cash flows.
54. Analysis of other financial income and expenses.
55. Analysis of direct wages.
56. Analysis of direct material costs.
57. Analysis of the placement of capital and assessment of the property status of the enterprise.
58. Profitability analysis of production and sales.
59. Analysis of the control system.
60. Analysis of the composition of the company's inventories.
61. Analysis of financial results from the sale of products.
62. Analysis of the formation and use of net profit.
63. Analysis of the elements of the control system and the control process.
64. Analysis of the efficiency of the use of material resources.
65. Analysis, evaluation and revision of existing regulations. National regulatory system.
66. Organizational development management model.

IPK-1.3.

67. Bureaucratic delays" in society, ways to reduce them.
68. Actual aspects of improving the efficiency of public administration.
69. Continuing professional education and management effectiveness in organizations.
70. General social efficiency of public administration.
71. Organizational development and the non-formal sphere of organizations.
72. Why does the use of external-internal consultants cause problems in organizations?
73. With changes in the organization, in which case it is necessary to use: the use of power, reasonable calculations, retraining of specialists.
74. Principles of analysis of the control system.
75. Reasons for rethinking the role and place of power structures at all levels. The effectiveness of the public service?

76. The development and implementation of government decisions should contribute to the achievement of public administration goals in an efficient, transparent and responsible manner. Explain this expression.
77. Development of new standards of state regulation: a qualitative aspect.
78. Calculation of indicators of the commercial efficiency of the project.
79. Calculation of indicators of social and budgetary efficiency.
80. Solving problems on choosing the best option for purchasing equipment, choosing an alternative: to produce or buy.
81. The role of organizational management structures.
82. The human factor in the context of public administration efficiency.
83. What reduces the effectiveness of the organization more - violations in behavior or in processes?
84. The effectiveness of public administration.
85. Public Administration Efficiency: Problems, General Approaches and Ways to Improve.
86. Efficiency of activity of administrative bodies.
87. Efficiency and quality of public administration.
88. The effectiveness of the rule-making activities of the state.
89. Management efficiency in organizations and organizational development.
90. Efficiency: general principles, concepts and types.

The topics of specific questions may vary depending on the educational program (profile) of training and the specifics of the economic activity of the enterprise where the student had an internship.

An "excellent" grade is awarded to a student who:

- demonstrated in the course of practice a high level of possession of all the requirements for the results of practice, general cultural and professional competencies;
- completed on time and at a high level all the planned scope of work in accordance with the practice plan-task;
- showed independence, creativity and a high level of training in professional activities, organization of the work of the team, self-organization;
- made suggestions to improve the activities of the organization where he did his internship;
- prepared the report in accordance with the requirements.

A pass with a grade of "good" is given to a student who:

- in general, demonstrated in the course of practice the formation of all the stipulated requirements for the results of practice, general cultural and professional competencies;
- fully completed the plan-task for the internship, however, made minor shortcomings in the calculations and writing the report, mostly of a technical nature.

A pass with a grade of "satisfactory" is given to a student who

- during the internship, he was unable to demonstrate the development of certain general cultural and professional competencies at a level corresponding to the junior or middle manager of the organization where he did the internship;
- found it difficult to solve the tasks assigned to him and made significant shortcomings in the calculations and in the preparation of the report.

A credit with an "unsatisfactory" grade is given to a student who

- failed to demonstrate the formation of general cultural and professional competencies in the course of practice, provided for by the requirements for the results of practice;
- did not complete the practice plan.

8.3.2 Interim qualification.

An indicative list of topics for which reports on field trips (technological) can be prepared
(formation of competence PK-4)

IPK-4.1.

1. Diagnostics of the professional and psychological potential of an employee(selected enterprise)
2. Analysis of the personnel management system of a furniture factory(selected enterprise)
3. Control system analysis(selected enterprise)
4. Analysis of the organizational structure and personnel management(selected enterprise)
5. Analysis of the organization of work of the head(selected enterprise)
6. Analysis of the organization and performance of a retail enterprise(selected enterprise)
7. Analysis of the external and internal environment of the enterprise(selected enterprise)

IPK-4.2.

8. Analysislegal practice in the HR department(selected enterprise)
9. Enterprise Profit Management(selected enterprise)
10. Enterprise management(selected enterprise)
11. Business Process Management(selected enterprise) and its structural divisions
12. The role of management in the work of the enterprise(selected enterprise)
13. Analysis of commercial activity and ways to improve the dispatching control of a motor transport enterprise(selected enterprise)
14. Analysis and improvement of the organization of the personnel management system(selected enterprise)
15. Analysis and ways to improve management at the enterprise(selected enterprise)

IPK-4.3.

16. Analysis and evaluation of the effectiveness of enterprise management(selected enterprise)
17. Analysis of the activities of a travel company(selected enterprise)
18. Analysis of the activity of a service sector enterprise(selected enterprise)
19. Analysis of the activities of the enterprise for the production of reinforced concrete products(selected enterprise)
20. Organization of the advertising agency(selected enterprise)

The topics of specific topics may vary depending on the educational program (profile) of training and the specifics of the economic activity of the enterprise where the student had an internship.

Annex A

Sample design

Calendar plan

passing _____ practice

student _____ course _____ forms of study
_____ (Full name.)

No. p / p	**Name of works and individual tasks**	**The period of performance of work and tasks**
1	2	3

Head of Practice from the University _____ (full name)
_____ (signature)

Annex B

Sample design

Diary
passing _____ practice

student _____ course _____ forms of study

_____ (Full name.)

No. p / p	**date**	**Brief summary of the work performed**	**Place of work (replacement position)**
1	2	3	4

Student _____ (full name) **_____**
(signature)

Annex B

Title page template
practice report

MINISTRY OF SCIENCE AND HIGHER EDUCATION

RUSSIAN FEDERATION

Federal State Autonomous Educational Institution

higher education

"MOSCOW POLYTECHNICAL UNIVERSITY"

/Moscow Polytech/

Department "_____"

REPORT

about passing _____ practice

student _____ course _____ forms of study

_____ (Full name.)

Place of internship _____
_____

The practice took place from _____ to _____

Date of submission of the report _____

Head of practice _____ (full name)

Moscow 20__

Annex D

An exemplary sample of a review-characteristics for a student's practice

Form of the organization with the obligatory
indication of the organizational form
and full name
addresses and contact numbers

Review - characteristic

Student of __ courseDepartment "_____" of the Moscow Polytechnic University Sidorova Natalya Savelyevna from 07/01/2023 to 07/15/2023 passed an industrial practice (technological) in the direction 38.03.02 "Management" at CJSC "M-Avto".

During the period of practice, she performed the duties of a specialist in the analysis of the financial and economic activities of the enterprise.

During her internship, Natalya Savelyevna Sidorova showed a high level of theoretical training in economic disciplines. Sidorova N.S. proved to be a competent specialist. The management of CJSC "M-Auto" is interested in continuing to work with the department "_____" and suggested Sidorova N.S. work, taking into account her employment during extracurricular time.

The internship program was completed in full.

In general, the work of the trainee Sidorova N.S. deserves an excellent rating.

CEO V.V. Vodopoev

M.P.

Annex D

Head of department

"Department name"

FULL NAME. head of department

from a group studentuch. group

FULL NAME. student

STATEMENT

Please guide meLast name First name Full name, to passtype of practiceto the organizationofficial name of the organization, on the basis of the agreement concluded between the organization and the Moscow Polytechnicgeneral/individual[1]contracts.

(signature)

(date of)

[1]Leave the desired option as the basis

Annex E

Sample Contents of a Field Practice Report (Technological)

Introduction……..…..
…….....3

Chapter 1. General information about the organization ……4
1.1. Organizational structure of the organization ……...…….…..4
1.2. Characteristics of the activities of the organization ….……..…….5
1.3. Characteristics of the work of the administrative service ……..…….6
1.4. Characteristics of the range of products and services …….8

**Chapter 2. Characteristics of the external and internal environment of the organization…….....
.....9**
2.1. Characteristics of the main environmental factors ……...9
2.2. Characteristics of the main factors of the internal environment …….....
.....10
2.3. The structure and responsibilities of the personnel of the organization…….……
……11

Conclusion……
……...15
List of sources used……..16
Applications……
……..17

Sample design of graphic material

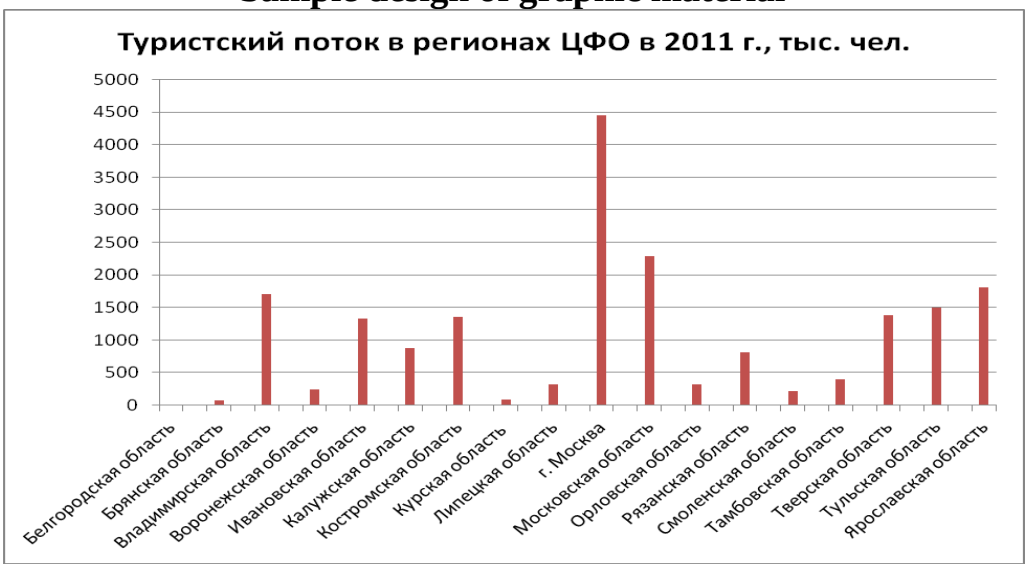


Figure 1 - Distribution of the tourist flow by regions of the Central Federal District



Figure 2 - Animation management structure

Annex H

Sample table design

Table 1.

Museums of the Yamalo-Nenets Autonomous Okrug

No. p / p	Locality name	Name of institution	Address, phone
Salekhard			
1.	Salekhard	District Museum and Exhibition Complex named after I.S. Shemanovsky	st. Chubynina, 38, tel. (34922) 3-05-19
2.	Salekhard	Museum-apartment of L. Laptsuy	st. Komsomolskaya, 40, apt. 1, tel. 4-73-81
Labytnangi			
3.	Labytnangi	City Museum of Local Lore	st. School, 9, tel. (34992) 5-32-36
Nadymsky district			
4.	Nadym	Nadym Museum of Archeology and History	Leningradsky Ave., 11, tel. (34995) 4-04-00
5.	Nadym	Nadym Ecological and Methodological Center "House of Nature"	Parkovy proezd, 1, tel. (34995) 4-18-60 , 3-68-60
Yamal region			
6.	p.Yar-Sale	Yamal Regional Museum (MUK)	st. Hoodie Seroko, 18, tel. (34996) 2-74-58 , 3-04-58 (fax)
Priuralsky district			
7.	Aksarka village	Priuralsky Museum of Local Lore	st. Pervomayskaya, 28, tel. (34993) 2-24-43
8.	Gornoknyazevsk	Natural-ethnographic complex	
Shuryshkarsky district			
9.	n. Muzhi	Shuryshskar District Historical and Local Lore Complex	st. Komsomolskaya, 9, tel. (34994) 2-12-57
10.	Khanty-Muzhi village	Khanty-Muzhevsky park-museum "Zhivun"	st. Komsomolskaya, 9, tel. (34994) 2-12-57
eleven.	Ovgort village	Ovgort Museum of Local Lore	tel. 07 or 8(349294) 6-72-42