

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL AVIATION UNIVERSITY**

**Methodical instructions  
to writing  
HOME WORK  
"Fundamentals of Management"**

**2022**

The number of the control version is determined by the last digit of the student's book and the first letter of the last name according to the table:

	<b>The last digit of the student's student's book</b>									
<b>The first letter of the last name</b>	0	1	2	3	4	5	6	7	8	9
A, B, B, D, E, E ,,,	No.No.No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8	No. 9	No. 10
I, Y, K, L, M, N, O, P, P, C	No. 11	No. 12	No. 13	No. 14	No. 15	No. 16	No. 17	No. 18	No. 19	No. 20
T, Y, F, X, Q, Q, W, W, Y, Y,	No. 21	No. 22	No. 23	No. 24	No. 25	No. 26	No. 27	No. 28	No. 29	No. 30

Subject of the tasks for the implementation of the control work:

1. Analysis of the stages of the development of the theory of management.
2. Trends in the development of modern management.
3. Assessment of existing approaches to management. Management functions.
4. Organizational activity as a process.
5. Investigation of stages of organizational activity.
6. Analysis of existing concepts of motivation.
7. Analysis of methods for organizing effective allocation of powers.
8. Motivation as a management function.
9. Theoretical motivational theories.
10. Processal theory of motivation.
11. Foreign experience in the operation of control systems.
12. Analysis of control methods
13. Organic and mechanistic control structures.
15. Experience of program-target management of enterprises
16. Analysis of the problem of decentralization of powers.

17. Problems of human communication.
18. Individual and group decision-making.
19. Problems of leadership in management.
20. Analysis of problems of informal leadership.
21. Interpersonal conflicts in the team and ways to solve them.
22. Methods of conflict resolution.
23. Leadership and management.
24. Approaches to leadership development.
25. Concept of situational leadership.
26. Sources of power.
27. Leadership and power.
28. Structural conflict management methods.
29. The process of making managerial decisions.
30. Models of making managerial decisions.

The material that highlights the essence of the problem of control work must be logically structured, illustrated graphically, **executed according to the established requirements**. It is obligatory to refer to the sources used in the work of the provisions and data.

**The volume of control work - 25-40 printed pages** on standard sheets of A4 format.

- fields: left - 3 cm; right - 1 cm, upper - 2 cm; bottom - 2 cm;
- font - Times New Roman, 12,
- line spacing - 1.5;
- paragraph indentation - 1.25 cm;
- alignment - in width;
- numbering pages - in the upper right corner of the sheet.

**Compulsory sections** in supervisory work (in succession):

- **title page;**
- **CONTENTS,**
- **INTRODUCTION,**
- **SECTION 1.**
- **SECTION 2.**
- ...
- **CONCLUSIONS,**
- **LIST OF USED LITERATURE.**

**Prints from the program for checking text borrowing (plagiarism).**

The branched content of the CD is desirable:

SECTION 1.

1.1.

... 1.2.

SECTION 2.

2.1.

2.2.

**Sections and subsections can not be less than 4-5 pages.**

At the end of the work, a list of used literature is provided - not less than 15 sources (mandatory use of the actual literature for 2010-2019). Sources can include international sites. organizations, integration unions, etc.

The student duly executed the supervisory work in due time, after which she passes the examination by the teacher. If unsatisfactory, it is subject to refinement and re-verification.

The purpose of the preparation of the coursework is the deepening of the student theoretical and practical knowledge of the chosen specialty, assessment of acquired skills:

- analyze and correctly evaluate the processes that occur in regions and country as a whole;
- use the acquired knowledge in the process of learning, practical skills to solve a particular problem in management projects;
- critically analyze literary and scientific sources;
- apply modern methods of scientific research;
- summarize statistical and other factual materials;
- offer optimal solutions in specific managerial areas situations;
- develop and evaluate alternative approaches to solving identified problems;
- use computer technology for analytical processing data;
- to develop calendar plans for implementation of project portfolios, monitor them and resolve resource conflicts;
- To draw conclusions and make proposals of theoretical and practical value;
- be able to generalize not only the positive experience of the project activities, but also to identify weaknesses, negative phenomena, contradictions in projects;
- be able to make reports and prepare presentation materials; which convey the main content of the work and suggestions of the author, with their further public protection

The title page of the CMS is made for each job, according to the form presented in Appendix A of this edition.

The content of the CMS can take 1-1.5 pages and should specify the names of all sections and subdivisions (paragraphs) indicating the source pages. Section titles should not go beyond the scope of the study and repeat the title of the work itself.

In the introduction (3-5 pages) the justification of the relevance and value of the chosen topic is given; the purpose, task, object and object of research are formulated; The list of applied research methods is given.

The following is a general description of the qualifying work by the recommended sequence below:

- the relevance of the topic;
- purpose and tasks of the research;
- research object;
- subject of research;
- research methods

The **object of the research** is the processes or generating phenomena the problem situation in the organization, on the basis of which the research is being conducted, and who are selected for this study. For example: "processes of introduction of information technologies in enterprise management ...".

The **subject of the research** is within the scope of the research object. For a project management specialty, these may include project management processes, such as cost management, time management in a project, risk management, or processes for building an effective project team.

Object and subject of research as a category of scientific process correlate with each other as a *general and a partial one*. The object is allocated to the part that is the subject of the study. It is on the object that the student focuses, since the object of the research determines the topic of qualification work, which is defined on the title page as its name.

**Research methods.** An important place should belong to the methodology research, selected student methods and techniques for the search, collection, analysis and interpretation of the information needed to cover the problem.

Different methods of data collection are known: primary and repeated. In the initial study, the student collects data directly using such methods as archival

research, questionnaires and interviews. In the process of re-research, he should use the already prepared, collected and processed information. However, in both cases, it is important. Identify the main sources of required data.

**The first section** (10-15 pages) structurally consists of 1-2 subdivisions, which contain analysis and theoretical evaluation of specific areas of activity of the research object.

It should reveal the state of theoretical developments on the chosen topic, analyze the existing diverse views (including their own) on those or other aspects, identify outstanding problems in classic management, which need to be addressed in the theoretical, methodological and applied plan.

The student must complete a thorough analysis of the actual state the problem under investigation solely on the materials of a particular organization. The section should be full of actual information (a reference to literary sources, publications, scientific papers, reports, tables, charts, diagrams, diagrams) that reflect the relevant results of management activities in this industry over the past 3-5 years. A clear distinction should be made between the sources of origin used in the analysis of information: those borrowed from the literature obtained from the documents of the organization, and what data are obtained through their own observations, experiments, calculations, sociological polls, etc.

The section concludes with the conclusions of the theoretical research.

In the **second section** (20-25 pages) it is possible to allocate 3-4 independent ones

Subdivisions. Here, the student must demonstrate the use of modern project management tools, the ability to explore proposed models and techniques using computer simulation, computer programs or complexes. Subdivisions may present a description of the implementation technology of the proposed research models, develop research algorithms, show the actual results of calculations and draw conclusions.

An integral part of the justification of the proposed measures should be the calculation of economic efficiency, estimated calculations, time constraints.

Based on the results of calculations and conclusions made on this basis responsibility is borne by the student - the author of the course work.

It is advisable to give results of statistical studies concerning the behavior or conditions of the use of the proposed tools for project management in the organization. The section deals with the results of monitoring and project implementation in the organization of the customer.

The section ends with the *evaluation of the results*.

The "**Conclusions**" section (2-3 pages) is the final part of the CW. It contains a summary of the relevance of the topic, evaluations and generalizations made during the analysis, the author's suggestions and their economic efficiency. Familiarization with the text of the conclusions should form the reader's idea of the degree of implementation by the author of the qualifying work of the goal and objectives.

The section "**List of used information sources**" contains a list of used literary sources or Web sites (Annex B), compiled according to the current rules.

In the **annex** are issued bulky tables of auxiliary character, schemes of algorithms, drawings, samples of computer screens, samples of forms of tables and printed results of computer simulation, etc.

In the **second section student must use next categories:**

1. The description of project management processes
  - 1.1 What is a Project (type, goal, market share)
  - 1.2 Business Value of the project
2. Organizational influences and project life cycle
  - 2.1 Organizational Influences on Project: Enterprise Environmental Factors, Organizational Process Assets,
  - 2.2 Project team (including the reasoning of its form and structure)
  - 2.3 Project Life cycle (description and graphic)
3. Project integration



3.1 Project charter and scope (the list of the requirements of stakeholders), DFD

3.2 Work Breakdown Structure (WBS)

4. Time management

4.1 Project Schedule (the activity list, bar chart)

4.2 Project schedule network diagram

All graphics and illustration students may use from lecture materials or download <https://www.template.net/business/project-templates/sample-project-documentation/>

**Mandatory list of graphic material:** Project team, Project Life cycle, **Project charter**, Project Schedule (The Microsoft Project), DFD (draw.io)

### **CRITERIA FOR EVALUATION OF WORK**

The final evaluation of the qualifying work is determined by the state the examination commission, its decision is final and can not be appealed.

The evaluation process takes into account a number of important quality indicators for the CW.

#### **Substantive aspects of work:**

- relevance of the chosen research topic;
- the focus is on the development of real practical recommendations;
- conformity of the logical construction of the set goals and the task;
- the breadth and adequacy of the methodological and diagnostic the apparatus;
- availability of alternative approaches to solving certain problems;

- the level of substantiation of the proposed solutions;
- degree of independence of the research;
- development of the language of the presentation of the work and its general design.

**Quality of work protection:**

- Ability to summarize, consistently and clearly describe the essence and results of the study;
- the ability to reasonably defend their proposals, thoughts, views;
- general level of preparation of the student;
- possession of a presentation culture.

When evaluating the qualifying work, for example, on a 100-point scale, proceed from the following scale:

- registration of work - 10;
- correct use of concepts and terminology apparatus - 10;
- effective use of special literature - 5;
- application of the comparative analysis - 10;
- structure of work, logic of presentation of the material - 10;
- substantiation of the conclusions and weight of the proposals - 15;
- protection of work - 40, including:
  - report - 10;
  - answers to questions -  $5 * 5 = 25$ ;
  - the answer to the reviewer's comments is 5.

The protection of work begins with a report in which a student reports a theme of work that protects and discloses it: the relevance of the topic, the content of the work, the object and subject of the research, the characteristics of the research carried out, the content of the proposed measures and the justification of their effectiveness, the results obtained, and conclusions.

During the report, you should refer to the illustrative material, briefly explaining its contents.

EC members present in the defense may ask a graduate to determine the level of his special training and erudition.

The total time required to protect the CW should not exceed 30 minutes on average per student.

*The example of title page*

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL AVIATION UNIVERSITY**

**CONTROLLING OF  
discipline  
"MANAGEMENT"  
on the theme: "....."**

**Fulfilled : student gr. \_\_\_\_\_**

**No credit. Books \_\_\_\_\_**

**Checked:**

**Kyiv - 2022**