COURSE DESCRIPTION CARD

The name of the course/module		Code
ORGANISATION OF INVESTMENT PROCESS		**A_K_1.6_013**
Main field of study **ARCHITECTURE**	Educational profile (general academic, practical) **general academic**	Year/ term **III/6**
Specjalization **-**	Language of course: Polish	Course (core, elective) **core**
Hours Lectures: **30** Classes: **30** Laboratory classes: **-** Projects / seminars: **-**		Number of points **2**

Level of qualification:	**Form of studies** (full-time studies/part-time studies)	**Educational area(s)**	**ECTS distribution (number and %)**
I	**Full-time studies and part-time studies**	**Technical Sciences**	**1 50%** **1 50%**

Course status in the studies' program (basic, directional, other)	(general academic, from a different major)
Directional	**general academic**

Lecturer responsible for course:

prof. dr hab. inż. Oleg Kapliński
email: oleg.kaplinski@put.poznan.pl
Faculty of Architecture
ul. Nieszawska 13c, 61-021 Poznań
tel. 61 665 32 60

Lecturer:

dr inż Marcin Gajzler
email: marcin.gajzler@put.poznan.pl
Faculty of Architecture
ul. Nieszawska 13c, 61-021 Poznań
tel. 61 665 32 60

Prerequisites defined in terms of knowledge, skills, social competences:

1	**Knowledge:**	• Student has explicit, theoretically based knowledge including the key issues of organization of investment process, • has explicit knowledge in the understanding of social, economic, organizational and legal determinants of the engineering activity, • has basic knowledge of useful lives of structural facilities,
2	**Skills:**	• Student is able to prepare preliminary analysis of investment economic efficiency and estimate labour consumption of engineering activities undertaken, • Student can use his knowledge and simultaneously acquire it from available bibliographic sources, • Student has the ability to apply learned theory to solve practical tasks,
3	**Social Competences:**	• Student is able to think and act in entrepreneurial manner, • Student is aware of social and economic aspects of architect work, • Student is aware of the need to broaden his theoretical knowledge in order to while the profession pursue can find justify by its use. Understands the need for lifelong learning.

Objective of the course:
The purpose of the subject is provide the knowledge and improving the ability to solve basic management problem and organization problem in the investment process, obtaining awareness of the importance of architect role in the full lives of structural facilities, practical knowledge of sequencing the technological and organizational activities.

Learning outcomes

Knowledge:		
W01	has knowledge in the scope of basics of building law, organisation and economics of an investment process	AU1_W11
W02	has basic knowledge of useful lives of structural facilities and their technical infrastructure systems,	AU1_W22
Skills:		
U01	can use IT techniques respectively to the performance of tasks typical for designing	AU1_U11

	activities related to holding independent technical functions in the construction industry	
U02	can carry out initial economic analysis of the investment yield and assess the labour expenditure of the engineering works	AU1_U16
Social competences:		
K01	can think and act in an entrepreneurial, creative and innovative manner,	AU1_K07
K02	is aware of the social and humanistic aspects of the architect's work - a profession of public trust.	AU1_K09

The evaluation methods:

Lectures of Organisation of Investment Process end with credit. Classes include individual studies concerning costs, directive schedule and network model of selected investment.

Formative assessment:

Formative assessment is done on the basis of :

- defence of three project tasks,
- results of final exam, announced at the beginning of the semester
- activity during the course.

Final grading scale: 2,0; 3,0; 3,5; 4,0; 4,5; 5,0.

Summative assessment:

Summative assessment is an arithmetic average of test grades and design tasks. In case of doubt as to the assessment, takes into account the presence of the lectures checked on the basis of a attendance list.

Final grading scale: 2,0; 3,0; 3,5; 4,0; 4,5; 5,0.

Positive grade for module depends on achieved by student all learning outcomes specified in the syllabus.

Course contents

Cycle and structure of investment process. The entities (participants) of investment process. Their rights and obligations. Legislative environment. The requirements of World Bank, UNIDO, the contractual conditions of FIDIC. Preliminary analysis, feasibility studies, assessment and environmental reports, construction permit. Methods of investments realization: the investment process management, contemporary methods of building investment realization, legal forms of activity (companies), mode of award of contracts for design works and building services. Architect – manager: office of architectural projects as a tool of architect work, architect in the investment process. Management functions, organisation rules. The method of steady work. Planning and coordinating the activities: schedules and cyclograms, network methods in planning and control of building investments. The essence of calculation in time function and means functions. Network methods in organisation of architect work. Risk management. The classes include the preparation of estimated valuation of the investment, directive schedule and network model for selected investment using computer programs and data bases provided by the teacher.

Basic bibliography:

Werner W. Proces inwestycyjny dla architektów. Oficyna Wydawnicza Politechniki Warszawskiej, 2012.
Werner W. Proces inwestycyjny dla architektów. Studium przypadku. Oficyna Wydawnicza Politechniki Warszawskiej, 1996.
Połoński M. (red.) Proces inwestycyjny i eksploatacja obiektów budowlanych. Wyd. SGGW, W-wa 2008.
Połoński M. (red.). Kierowanie budowlanym procesem inwestycyjnym. Wyd. SGGW, W-wa 2009.
Werner W. Proces inwestowania. Oficyna Wydawnicza Politechniki Warszawskiej, 2004.
MS Project 2010 Standard**,** PL BOX

Supplementary bibliography:

Żywica R., Meszek W., Żywica A. Organizacja procesu inwestycyjnego. Wyd. Politechniki Poznańskiej, 2002.
Jasiewicz W. A...symetria umowy. Wyd. mgr Waldemar Jasiewicz, Białystok 2005.
Umowa o wykonanie projektu architektonicznego, Izba Architektów Rzeczypospolitej Polskiej, W-wa 2005.
Kapliński O. (red.). Metody i modele badań w inżynierii przedsięwzięć budowlanych. IPPT PAN, W-wa 2007.
Kapliński O. (red.). Informatyka stosowana w inżynierii produkcji budowlanej. Wyd. Politechniki Poznańskiej, 1996.
Kapliński O., Stefański A. Metody sieciowe w organizacji i planowaniu budowy. Wyd. Politechniki Poznańskiej, 1983.
Ast R. Architektura w procesie inwestycyjnym. Wyd. Politechniki Poznańskiej, 1997.

The student workload

Form of activity	Hours	ECTS
Overall expenditure	70	2

Classes requiring an individual contact with teacher	60	2
Practical classes	30	1

Balance the workload of the average student

Form of activity	Number of hours
participation in lectures	30 h
participation in classes/ laboratory classes (projects)	30 h
preparation for classes/ laboratory classes	15 x 0,5 h = 7,5 h
preparation to colloquium/review	2,5 h
participation in consultation related to realization of learning process	0 h
preparation to the exam	0 h
attendance at exam	0 h

Overall expenditure of student: **70 h** **2 ECTS credits**

As part of this specified student workload
activities that require direct participation of teachers:

30 h + 30 h = 60 h **2 ECTS credits**