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Department of microbiolgy, allergology and immunology		50-11-
Methodological guidance for practical training		Out 40 p. 1p.

METHODOLOGICAL GUIDANCE FOR PRACTICAL TRAINING

Discipline: Fundamentals of project activities and evidence-based medicine

Code of Discipline: FPAEBM 2213

Name and cipher of the EP: 6B10115 «Medicine»

Amount of study hours/credits: 10 hours / 1 credit

Course and semester of study: II, III

Amount of practical classes: 10 hours

Shymkent 2024 y.

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Methodological guidance for practical training		

Methodological guidance for practical training was developed in accordance with the working curriculum of the discipline (syllabus) «Fundamentals of project activities and evidence-based medicine» and discussed at a meeting of the department.

Protocol № 1 of ' 29 ' 08 2024 y

Head of the department
Doctor of medical sciences, prof _____ Seitkhanova B.T

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№ 1

1.Topic: **Introduction. The concept of project activity. Stages of the project.**

2.**Goal:** To provide a basic understanding of project activity and its key stages necessary for effective project management.

3.Tasks:

1)Research and define concepts

2)Analyze the stages of the project

3)Develop a project example

4)Review methods and tools: Case study

4.Form of execution/evaluation: Oral interview. Practical work (evaluation by checklist)

5.Criteria for completion: Coverage of key points of the material on the topic, preparation of a presentation

6.Deadline for submission: 1

7.Literature:

Appendix No. 1

8.Control:

1. **What is project activity?**

A) Systematic work on creating new products or services

B) The process of performing routine tasks

C) A set of regular administrative procedures

D) Unpredictable and random developments

2. **Which of the following stages is NOT part of the classical project cycle?**

A) Initiation

B) Planning

C) Review

D) Execution

3. **What does the project initiation stage include?**

A) Defining goals and objectives, creating a business case

B) Developing a detailed plan and budget

C) Monitoring task completion and adjusting plans

D) Closing and summarizing the project

4.At which stage of the project is a detailed plan developed and resources allocated?

A) Initiation

B) Planning

C) Execution

D) Closure

5.Which tool is most commonly used for visually representing the project schedule?

A) Gantt chart

B) SWOT analysis

C) Critical path method

D) Matrix structure

6.What does the project execution stage include?

A) Implementing tasks and monitoring their progress

B) Risk assessment and developing an action plan

C) Finalizing reports and closing the project

D) Defining project tasks and objectives

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7.Which stage of the project cycle includes evaluating task performance and making adjustments?
A) Initiation
B) Planning
C) Execution
D) Monitoring and control

8.At which stage of the project is there a formal transfer of results and closure of all project activities?
A) Initiation
B) Planning
C) Execution
D) Closure

9.Which of the following is an important aspect of project monitoring and control?
A) Analyzing results and supporting team motivation
B) Creating a list of all tasks and assigning them
C) Preparing initial documentation and resolving conflicts
D) Approving the budget and allocating roles

10.Which of the following terms is related to identifying key tasks that must be completed in the project?
A) Project phases
B) Project scope statement
C) Tasks and deadlines
D) Risk management mechanism

№ 2

1.Topic: Project Planning Stage.
2.Goal: To develop the ability to create a detailed and structured plan.
3.Tasks:
1)Define goals and objectives
2)Develop the project schedule
3)Assess resources
4)Establish the budget
5)Identify risks and develop a risk management plan
6)Determine critical paths
7)Develop a communication plan
4.Form of execution/evaluation: Oral interview. Practical work (evaluation by checklist)
5.Criteria for completion: Coverage of key points of the material on the topic, preparation of a presentation
6.Deadline for submission: 1
7.Literature:
Appendix No. 1
8.Control:
1. **What is the first task in the project planning stage?**
A) Determining critical paths
B) Developing the budget

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C) Defining project goals and objectives

D) Conducting risk analysis

2. **Which document helps decompose the project into smaller, manageable parts?**

A) Quality management plan

B) Work Breakdown Structure (WBS)

C) Gantt chart

D) Risk management plan

3. **What does the project scheduling stage include?**

A) Identifying necessary resources

B) Establishing task deadlines and their sequence

C) Assessing risks and developing a management plan

D) Preparing the project budget

4. **Which tool is most effective for visually representing the timeline and sequence of project tasks?**

A) SWOT analysis

B) Gantt chart

C) Risk matrix

D) Critical path diagram

5. **Which of the following is NOT part of the resource management plan?**

A) Labor estimation

B) Defining material resources

C) Developing a quality management plan

D) Assigning tasks to team members

6. **Which planning stage includes developing the project budget?**

A) Defining tasks

B) Assessing resources

C) Developing the schedule

D) Determining critical paths

7. **What should be done for risk management during the planning stage?**

A) Develop a communication plan

B) Identify potential risks and develop a management plan

C) Create a Work Breakdown Structure

D) Define project goals and objectives

8. **Which document helps identify tasks that are critical for the successful completion of the project?**

A) Quality management plan

B) Communication plan

C) Critical path diagram

D) Project budget

9. **What does the communication plan in a project include?**

A) Defining resources and budget

B) Methods and frequency of information exchange among project participants

C) Risk assessment and management

D) Task decomposition and setting deadlines

10. **At which planning stage is a plan developed to ensure project results meet established standards?**

A) Defining tasks

B) Assessing resources

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C) Developing the quality plan
D) Establishing task deadlines

№3

1.Topic: Use of Various Digital Tools in Project Activities.
2.Goal: To effectively apply modern technologies for planning, managing, and monitoring projects.
3.Tasks:
1)Research digital tools
2)Create a project using a tool
3)Develop a project schedule
4)Set up a task tracking system
5)Analyze performance
6)Manage risks

4.Form of Submission: Oral questioning. Practical work (assessment based on a checklist).
5.Evaluation Criteria: Coverage of key points on the topic, creation of a presentation.
6.Submission Deadline: 1
7.Literature:
Appendix No. 1
8.Control:
1. Which of the following tools is best suited for creating and tracking a project schedule?
A) Google Drive
B) Microsoft Project
C) Slack
D) Evernote
2. What does the Gantt chart feature in digital project management tools allow you to do?
A) Track the project budget
B) Visualize timelines and the sequence of task completion
C) Manage project risks
D) Evaluate team performance
3. Which digital tool is best for collaboration and file sharing among team members?
A) Trello
B) Asana
C) Dropbox
D) Microsoft Excel
4. Which of the following is NOT a feature of most project management tools?
A) Task management
B) Accounting
C) Deadline tracking
D) Status report generation
5. Which of the following tools allows integration of project management with other systems, such as CRM or financial software?
A) Jira
B) Microsoft Word

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C) Adobe Acrobat

D) Skype

6. Which digital tool provides capabilities for creating and managing tasks in the form of a Kanban board?

A) Trello

B) Excel

C) PowerPoint

D) Outlook

7. What is the primary function of the reporting module in digital project management tools?

A) Automating invoicing

B) Creating charts and graphs for task performance and resource usage analysis

C) Managing the team calendar

D) Supporting video conferencing

8. Which feature of a digital tool helps in managing project risks?

A) Budget management

B) Creating and tracking a risk management plan

C) Conducting surveys among the team

D) Developing marketing materials

9. Which of the following tools is best suited for integration with email systems and calendars?

A) Microsoft Project

B) Trello

C) Google Workspace

D) Jira

10. What is an advantage of using digital project management tools compared to traditional methods?

A) Lower cost

B) Simplifying the process of updating and accessing information in real-time

C) No need for training

D) Reduced hardware and software requirements

№ 4

1.Topic: Analysis of Literary Sources in Project Activities. Project Risk Assessment.
2.Goal: To ensure a deep understanding of existing knowledge and approaches to project management.
3.Tasks:
1)Literature review
2)Analysis of methodologies
3)Summary of best practices
4)Case study of successful projects
5)Development of recommendations
6)Risk assessment
7)Creation of a risk management model
8)Discussion with experts
9)Comparison of theory and practice
10)Development of a final report

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4.Form of Submission/Evaluation: Oral questioning. Practical work (assessment based on a checklist).

5.Evaluation Criteria: Coverage of key points on the topic, preparation of a presentation.

6.Submission Deadline: 1

7.Literature:

Appendix No. 1

8.Control:

1. **What does the analysis of literary sources on project management include?**
A) Definition of key concepts and project management methods
B) Evaluation of project financial indicators
C) Development of project plans and schedules
D) Conducting practical sessions on project management

2. **Which of the following documents provides the main standards and best practices in project management?**
A) Agile methodology
B) Risk assessment guidelines
C) PMBOK (Project Management Body of Knowledge)
D) SWOT analysis

3. **Which of the following is NOT a task of analyzing literary sources in project activities?**
A) Identification of project management methods and approaches
B) Development of specific technical solutions for the project
C) Comparison of different project management methodologies
D) Study of successful and unsuccessful project examples

4. **Which project management methodology includes elements such as sprints and daily stand-ups?**
A) PRINCE2
B) PMBOK
C) Scrum
D) Waterfall

5. **Which of the following risk assessment methods is aimed at identifying the likelihood and impact of potential risks on a project?**
A) SWOT analysis
B) Gantt chart
C) Risk matrix
D) Work Breakdown Structure (WBS)

6. **What is SWOT analysis in the context of project management?**
A) A risk analysis method based on the internal and external environment of the project
B) A tool for creating charts and timelines
C) A method for planning the project budget
D) An approach to developing structured reports

7. **Which document is used for assessing and managing potential project risks?**
A) Quality plan
B) Communication plan
C) Risk management plan
D) Project budget

8. **Which of the following is a key element of the risk assessment model?**
A) Risk identification
B) Creating a financial report

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C) Developing a marketing strategy

D) Analyzing stakeholder interests

9. **Which of the listed methodologies focuses most on flexible change management and rapid adaptation?**

A) PRINCE2

B) Agile

C) PMBOK

D) Critical Path Method

10. **Which method allows for a visual representation of the connections between risks and their potential consequences?**

A) Relationship diagram

B) Probability and impact matrix

C) Ishikawa diagram

D) Critical path chart

№5

1.Topic: Project Defense and Evaluation

2.Goal: To objectively assess the results of project implementation, demonstrate its achievements, and identify areas for improvement.

3.Tasks:

1)Prepare a presentation

2)Prepare a project report

3)Evaluate task completion

4)Gather feedback

5)Analyze budget and timeline adherence

6)Assess the quality of results

7)Conduct a project retrospective

8)Prepare recommendations

9)Document results and achievements

4.Form of Submission: Reports, presentation

5.Evaluation Criteria: Coverage of key points on the topic, creation of a presentation.

6.Submission Deadline: 1

7.Literature:

Appendix No. 1

8.Control:

Coverage of key points on the topic, and proficient creation of the presentation.

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Appendix No. 1

Recommended literature

Basic literature
1. Досмағамбетова, Р. С. Медициналық білім берудегі педагогикалық процесс: монография / Р. С. Досмағамбетова, Ш. С. Калиева, Г. С. Кемелова ; ҚР денсаулық сақтау министрлігі; ҚММУ. - ; ҚММУ оқу- әдіст. кеңесі бекіткен. - Алматы : Эверо, 2013. - 308 бет. с.

Electronic textbooks
1.Жоба жұмысын орындауға арналған әдістемелік нұсқаулық. / құраст: Г.Б. Мәдиева, Б.Т. Утепова, Г.Н. Искакова. - Стер. бас. - Алматы: Қазақ университеті, 2020. // http://rmebrk.kz/book/1179541

2. Иманалиева, Р.Б., Ечина, Е.Г. Научный проект для студентов гуманитарных специальностей: основные принципы и перспективы развития. // VII Дулатовские чтения: Материалы Международной научно-практической конференции . - Тараз, 2012. - С.173-175. - (Дулативедение; История, география и этнология; Философия, политология и социология; Филология, педагогика и психология). //http://rmebrk.kz/book/16367

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