



Program Uczenie się przez całe życie

LEONARDO DA VINCI PROJECT „MBAIC”

MBA in Construction-Postgraduate European Common Studies in Construction Project

PROJECT NUMBER - 2013-1-PL1-LEO05-37822

Minutes of the Partners' Meeting Warsaw, 28-29 November 2013

Venue:

Civil Engineering Faculty,
Warsaw University of Technology,
Armii Ludowej 16, 00-637 Warsaw,
ROOM 407

Participants – Paweł Nowak, Mariola Książek, Jerzy Rosłon (WUT), Piotr Nowak (CIOB), Arunas Barvidas, Tatjana Vilutiene, Leonas Ustinoviczius (VGTU), Andrzej Minasowicz, Janusz Zaleski (PSMB), Eugenio Pellicer (PUV), Jose Teixeira (UMINHO), Jerzy PAślawski, Roman Milwicz (PUT) – list with signatures attached.

Participants were welcomed by Dean of the Faculty, prof. Henryk Zobel and project promoter Paweł Nowak - WUT). Each Partner introduced himself / herself and gave the presentation of partner's organizations.

Paweł Nowak (WUT) presented the scope and goals of the project; schedule of the project, main Work Packages, results and products, responsibilities.

Each Partner gave a short presentation of Postgraduate Studies / other lectures related to Management in Construction in Partners countries.

Initial discussion on MBAIC programmes were held (All Partners). The very first draft of the programme was created and initially agreed (on the base of LDV CLOEMC projects, PMBOK, own experience of Partners) for future development and testing with industry and Universities:

Studies will be related to Design and Construction Phases for EU funded Projects, with special interest given to linear construction projects (roads and railways).

Possible technical subjects (modules of studies):

- IT support for construction projects (incl. BIM at 4/5 levels, software for management in construction).
- Cost and time management in construction (site finances, scheduling techniques, time space balance).
- Site Management (incl. elements of lean construction).
- Risk and Value Management.
- Decision Support Systems for Construction Managers (mathematical tools for various problems).
- Design Management (incl. RAMS).
- ?? Programme Management???

Possible soft subject related to management in construction (modules of studies):

- Human Resource Management (incl. Psychology, Ethics and Motivation, Team Management, Communication Management, Cultural Aspects).
- H&S, Environmental and Quality Management.
- Procurement and Marketing.
- Legal Aspects in Construction (Claims Management, Disputes, Change/Variations Management).

Minimum 10 modules are going to be prepared.

For all modules the following elements will be prepared:

- choice and preparation of new didactic materials (texts, PPT presentations), in all Partners' languages,
- problem solving exercises, managerial games,
- case studies.
- materials will be uploaded at MOODLE platform in all Partners languages.

First test of the modules draft will be tested by Paul Nowak with Dean's Advisory Board at Civil Engineering Faculty of WUT, 6th December 2013.

Paweł Nowak presented financial and content related reporting rules for the projects and gather ready to be signed bilateral agreements from CIOB, VGTU and PSMB. The following elements were presented and discussed (Partners received full set of documents on pen drives):

- copyright agreement proposal,
- financial rules (XLS financial reports will be passed to Partners when delivered by the Programme Agency),
- staff time sheets,
- maximum staff rates and daily rates in terms of travel,
- IMPORTANT – rules for invoices description.

Paweł Nowak underlined importance of dissemination, showing layout of the report and examples from other LDV projects (presentation at conferences and seminars, publications, adverts, leaflets, website, etc.)

Partners listed tasks to be completed for the first six months of the project:

- Members of Project Advisory Board will be appointed (one person from each Partners University),
- link to the general project website at WUT's server will be created by all Partners,
- CLOEMC I-III manuals will be sent to Partners as PDFs by WUT,
- WUT / VGTU will prepare first draft of more detailed programme of studies for Partners acceptance / adjustment / testing – for 15th January 2014
- survey / questionnaire related to the MBAIC programmes will be done by all partners according to the schedule.

Partners discussed the time and place of the next meetings. It is foreseen to meet:

- 13/14 March 2014 – UK, CIOB
- 29/30 May 2014 – LT, VGTU
- 27/28 November 2014 – PT, UMINHO.
- 2015 – ES, PUV
- October 2015 – final Project Conference, PL, PUT

Additional, bilateral meetings possible, within the funds foreseen.