



Subject card

Subject name and code	Workflow Management, PG_00068113						
Field of study							
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	first-cycle studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	Full-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	2		ECTS credits		5.0		
Learning profile	general academic profile		Assessment form		assessment		
Conducting unit	Department Of Management -> Faculty Of Management And Economics -> Wydziały Politechniki Gdańskiej						
Name and surname of lecturer (lecturers)	Subject supervisor						
	Teachers						
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	30.0	0.0	0.0	60
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	60		5.0		60.0	125
Subject objectives	Analyzes and evaluates work processes in various contexts, selecting appropriate advanced methods						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[K6_W07] knows and understands advanced methods for analyzing the management process in technical, legal, economic, financial, and social contexts.		has knowledge of approaches that support the assessment and improvement of work processes in organizations, taking into account diverse conditions—ranging from technical to social and regulatory		[SW3] Assessment of knowledge contained in written work and projects		
	[K6_K02] is prepared to make competent and ethical decisions to create and maintain economic, social, and environmental values, demonstrating entrepreneurial actions.		is able to assess the impact of organizational solutions in the workplace and make informed decisions that promote operational efficiency while considering broader social and environmental factors		[SK5] Assessment of ability to solve problems that arise in practice		
	[K6_U01] is able to analyze and evaluate complex processes in terms of their improvement, using various methods, including analytical and simulation techniques.		is able to identify areas for improvement within work structures and apply suitable tools and approaches to optimize the flow of organizational processes		[SU3] Assessment of ability to use knowledge gained from the subject		

Subject contents	LECTURE Evaluation and analysis in the organization of work processes Human-centric work systems Research and improvement of work processes Standardizing the times of work processes Evaluation and analysis of workload Predispositions of operators and performance of work Enriched work concepts Organization of shift work Organization of work loaded with monotony Valuation and qualification of work processes Selection and optimization of resources in work systems Assessment of information links and information security Shaping the spatial structure of work Design and standardization of processes in the organization Standardization of work processes LABORATORY Identification, notation and mapping of processes in VISIO Modeling the assignment of tasks and roles in processes in ADONIS Evaluation of the functionality of work systems using the 5M and 5S methods in the EXCEL program ETA and FTA techniques for examining work processes in the VISIO program Techniques of mapping work processes in EXCEL Timing and snapshot observations in EXCEL Normalization using the MTM normative technique in the STATISTICA program Analysis and simulation of workload in the ADONIS program Identification of hazards and assessment of biomechanical loads Methodology of psychometric normalization Shift work organization techniques Methods of evaluating and reducing work monotony Work requirements and assessment of the operator's predisposition Methods of job evaluation and qualification Optimization of the course and resources of work processes in the SOLVER program		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria		Passing threshold
	Tests during the semester		20.0%
	Exam		20.0%
	Essay, presentation		30.0%
	Lab reports		30.0%
Recommended reading	Basic literature Gałąj-Emiliańczyk K. 2020 Wdrożenie systemu zarządzania bezpieczeństwem informacji zgodnie z normą ISO/IEC 27001. Wydawnictwo ODDK Gawin B., Marcinkowski B. 2013 Symulacja procesów biznesowych. Standardy BPMS i BPMN w praktyce. Wydawnictwo Helion Grabosz J. 2014 Audyt komunikacji wewnętrznej w przedsiębiorstwie propozycja narzędzia diagnostycznego Wydawnictwo WZiE Politechnika Gdańska Horst W. (red.) 2006 Ergonomia z elementami bezpieczeństwa pracy. Wydawnictwo PP Poznań Piotrowski M. 2016 Procesy biznesowe w praktyce projektowanie, testowanie i optymalizacja, Wydawnictwo Helion Rostek K, (red) M. Wiśniewski M. (red), 2020 Modelowanie i analiza procesów w organizacji Wydawnictwo OWPW Stadnicki J. 2006 Teoria i praktyka rozwiązywania zadań optymalizacji Wydawnictwo W-NT, Warszawa 2006 Szatkowski K. 2022 Nowoczesne zarządzanie produkcją - ujęcie procesowe. Wydawnictwo Naukowe PWN		
	Supplementary literature Auksztol J. Chomuszek M. 2021 Modelowanie organizacji procesowej. Wydawnictwo PWN Busłowski A. Kulińska E. 2021 Zarządzanie procesem produkcji. Wydawnictwo Difin Grabosz J. 2000 Identyfikacja procesów w przedsiębiorstwie, Wydawnictwo PZ Zielona Góra Karczewski J, Szuman P. 2019 Scilab. Modelowanie i symulacja pracy układów. Wydawnictwo NAKOM Kusztelak P. 2020 Analiza i modelowanie danych finansowych, Wydawnictwo PWE Krupa K. 2017 Modelowanie, symulacja i programowanie. Wydawnictwo PWN Lewis H., Rachel Zas R. 2021 Matematyka dyskretna. Niezbędnik dla informatyków Wydawnictwo PWN ISO 45 001 2018 Occupational health and safety management systems Requirements with guidance for use		
	eResources addresses		
Example issues/ example questions/ tasks being completed	Workflow mapping		
Work placement	Not applicable		

Document generated electronically. Does not require a seal or signature.