



## ***INTRODUCTION TO THE LABOUR MARKET***

*Lecture 11. STARTUP in Poland. How to start your own design company?*

*Katarzyna Palubska, PhD  
ICOMOS-POLAND  
katarzyna.palubska@gmail.com*



**Erasmus+**

## 2 HOW TO START WITH YOUR OWN BUSINESS?

How do you switch from an idea to a business?

Just a few steps:

1. IDEA
2. MARKET ANALYSIS
3. STRATEGIC PLANNING
4. IMPLEMENTATION

Finally, the supervision over implementation and control.

*More see:*

<https://www.warsztatarchitekta.pl/start-up/start-up-content##001>

# HOW TO OBTAIN FUNDING

## Subsidy for young people

The "Knowledge education development" program is addressed to people up to 30 years of age who currently:

- do not work (you do not have to be registered at the employment office);
- do not study (they do not go to school);
- do not train (they do not participate in extracurricular activities whose aim is to obtain, supplement or improve professional skills and qualifications needed to perform a job).

Support under the program includes:

- a subsidy for starting your own business at a maximum of six times the average wage in Poland, which is currently around PLN23,000;
- consulting and training in the field of self-employment;
- bridge support, ie funds for permanent, current expenses in the first period of the company's operation.
- The money of the program is to be managed by labor offices or non-governmental organizations. For detailed conditions and deadlines, please ask your employment office.

## 4 HOW TO OBTAIN FUNDING

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### Entrepreneurs 30 plus

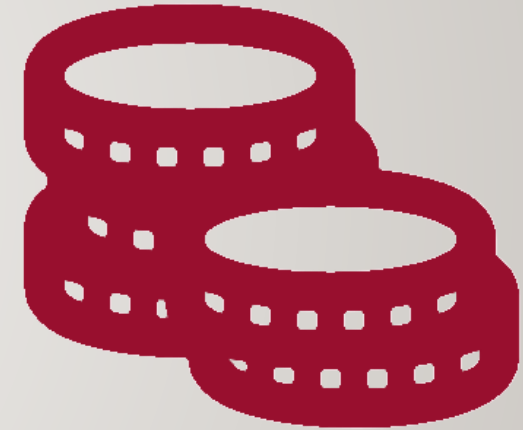
Persons over 30 years of age receive subsidies and loans under regional operational programs implemented in each voivodeship.

Subsidies (non-returnable) can only be made by people who are unemployed, those who are most at risk of unemployment, such as disabled people without vocational qualifications, long-term unemployed, women and men over 50 years of age.

Other people can apply for preferential loans for starting their own business and for referring to entrepreneurship courses.

The detailed rules for awarding subsidies vary depending on the voivodeship (Funds can only be applied to the province in which we live and we want to set up and then run a company). The amounts, dates and deadlines for obtaining funds are different, so it is best to contact the competent marshal's office or information desk for the European funds.

Contact details can be found at: [www.funduszeuropejskie.gov.pl](http://www.funduszeuropejskie.gov.pl)



# 5 HOW TO OBTAIN FUNDING

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## "The first business - Support at startup"

A loan to start a business or to create a workplace. The program is financed from domestic sources and coordinated by the Ministry of Labor and Social Policy, and funds (via intermediaries throughout the country)

The starting loan is granted to:

- unemployed students of the last year of higher education;
- graduates of a university up to four years after graduation;
- an unemployed person registered at the labor office.

The terms of the loan are:

- amount: maximum 20 times the average salary (currently - over PLN 80,000);
- interest rate: currently 0.44 percent. on an annual basis (the interest rate is 1/4 of the NBP redemption rate for the NBP bills);
- repayment period: up to 7 years;
- grace period in capital repayment: up to 1 year;
- repayment security: promissory note of the borrower and guarantee of a natural person.

## 6 HOW TO OBTAIN FUNDING

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**"The first business - Support at startup" 2** *More information: [www.wsparciewstarcie.bgk.pl](http://www.wsparciewstarcie.bgk.pl)*

A loan for creating a job is given to:

- people who have used a loan to start a business;
- other entrepreneurs;
- private kindergartens, schools, nurseries and children's clubs;
- agricultural holdings and entities running a special department of agricultural production (which employed at least one employee in the last six months).

Conditions:

- loan amount: up to six times the average remuneration (currently - around PLN 23 thousand);
- interest rate: 0.44 percent on an annual basis (the interest rate is 1/4 of the NBP redemption rate for the NBP bills);
- repayment period: up to 3 years;
- repayment security: promissory note of the borrower and guarantee of a natural person.

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## HOW TO ORGANIZE WORK IN THE OFFICE?

Let's be honest: good organization of work in the office is decisive to time management. Organized people are able to use it more effectively and at the end of the day they know that the plan they had to carry out was implemented.

Otherwise, the office becomes a battle ground in which the smallest mistake can cost us and the company a lot. Not only that the activities carried out do not bring results, but the effort and energy we put in them costs us a lot of nerves and affects the work of others.

## 8 TASK PLAN

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In order to avoid working in chaos, searching for documents that have got lost somewhere and doing several things at the same time, it's worth to introduce a few rules and stick to them consistently. At the beginning it is good to plan - a short one containing such information as: a list of tasks, the approximate time needed to complete them (and provisions for unforeseen circumstances) and a list of priorities.

It is worth checking it out several times during the day, or before leaving the office, make a summary and determine what we have been able to do with it. The help can also be provided by the calendar or - following with the times - CRM systems that combine the features of the schedule, phone book and the option of "reminding" eg about planned meetings, phones to be made, etc.





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## ORDER ON THE DESK

One your mind is nicely ordered, it is time to clean up your desk. There are people who are able to find their way in creative disorder and only when the work space has been tidied, they can not find anything on time. A desk is not only a piece of furniture, but also a business card of the person who works on it. Unnecessary objects and papers can also be a distraction. The more free space the better. The documents, the ones most needed, are best stored in binders or drawers that are stacked away but readily at hand. All else should be hidden in a special cabinets.

# 10 EFFECTIVE COMMUNICATION

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Good communication between employees at various levels also favors effective work. A person who knows their duties, how to perform them and with what tools will work quickly and efficiently. This will save time for unnecessary explanation and problems resulting from misunderstandings.

Procrastination is putting off what is to be done today for tomorrow. At the end of the week there are so many things to do you don't know where to start. And instead of thinking about the weekend, we get stressed out about not being able to do everything in time. Acting in a hurry, we also risk worse quality of our work and more mistakes. Although regularity for many is not a strong point, discipline is worth the effort and makes it easier to meet the deadlines.

# 11 HOW TO MANAGE A PROJECT?

Project management is a set of activities performed to achieve set goals in a finite time; the concept includes, among others, planning, scheduling, budgeting, implementation and control of tasks needed to achieve project objectives. Due to the specificity of the architect's profession, which is based on the creation of projects, it may be worthwhile to get more familiar with the universal principles of organization and management, as well as the basic methodologies in these areas.

Knowledge of project management techniques can help you to coordinate the complicated process of transforming the so-called program into an actual building; even more so taking into account the fact that in architectural practice it may turn out that activities not directly related to designing can take over 90% of your working time! It is therefore worth trying to automate and optimize all repetitive processes so that the recovered time can be devoted to creative work.



## 12 PLAN AND SCHEDULE FOR THE IMPLEMENTATION OF PROJECT

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You must make every effort to present as clearly and precisely as possible how you will carry out the tasks you set yourself. The lack of a specific plan or its chaotic nature can spoil even a sensationally promising project. A good business plan should include forecasts for at least five years from the start of the company. A significant part of the business plan should therefore include:

1. company goals and assumed dates of their implementation,
2. a way to achieve the set goals,
3. the main factors affecting the implementation of plans.

**Financial analysis:** In addition to the market analysis, the financial analysis of the project is the most important part of the business plan. You can not do business without planning your finances first - designing an investment plan, forecasting future sales and the costs of obtaining them. The content of this point will of course vary and depends on who and for what purposes the business plan is prepared. However, one can distinguish three basic elements: 1. the balance sheet, 2. the profit and loss account (together with the forecasted investment outlays), 3. the cash flow statement.

# 13 PRINCIPLES OF PROJECT MANAGEMENT (ROMANOWSKA M., 2001)

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## 1. Project initiation phase

- appointment of the project manager
- prioritization (which project)
- determining the purpose and scope of the project
- determination of risk and limitations (boundary conditions)
- team building

## 2. Planning phase

- planning the task structure of the project, breaking the main objective into partial objectives
- investigation of cause-and-effect relations (activities, events)
- determination of control points
- planning the time structure
- project schedule (risk taking)
- budget structure planning
- selection of contractors
- selection of tangible and intangible assets
- project plan
- the basis for starting implementation

## 3. Implementation phase

- project inauguration
- plan activation
- creation of a base organizational structure
- development of operational procedures
- development of information and decision-making procedures
- success factors: communication, cooperation, coordination

## 4. Control phase

- control of timeliness and fluency of the project implementation
- control of resource use
- quality control of results
- end phase
- getting customer acceptance
- finalization of contractual obligations
- handing over the subject of the project
- decomposition of the team and equipment (new project)
- final settlement
- final report

# 14 PRINCIPLES OF PROJECT MANAGEMENT

The process approach presented above is one of the so-called cascades models (waterfall models) which consist in performing basic activities as separate design phases one by one (where each action is another step - thus cascade).

Most of them are difficult to transfer to the field of the investment process, but sometimes it is worth using even the simplest solutions like **the Kanban board**.

*(ROMANOWSKA M., 2001)*

# 15 EVALUATION OF THE DURATION OF A PROJECT

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Estimating the duration of a project is the task that comes best with experience. However, you can distinguish several basic methods that will help beginners.

Similarities to other projects.

At the beginning, gather information about the time needed to complete specific tasks and help other people around you; for sure you are not the first person completing, for example, a single-family house project. After collecting the appropriate amount of data and taking into account some differences resulting from the size of the investment, etc. you can specify (at least approximately) how much time you will need to complete the entire project. It is also a very useful method for assessing similar and repetitive projects.

# 16 EVALUATION OF THE DURATION OF A PROJECT

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## Historical data

This method is very similar to the previous one in some respect, but the experience and memory of your friends should be replaced with specific saved data from previously completed tasks - such "hard data" are great for mathematical processing, eg in the form of burn down charts (borrowed from the methodology used in IT Agile).

## Expert advice

The easiest way is to rely on the help of an expert, i.e. an experienced architect you have around you. This option is the most reliable, giving you the chance to make estimations quickly, efficiently, and precisely.





# 17 JOB VALUATION

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Estimating costs can be a very complicated process.

According to the Act of July 5, 2001 on prices (Journal of Laws from 2001, no. 97, item 1050), service providers are obliged to present the valuation method to recipients of services, the District Chamber of Architects in Poland commissioned the development of a program "Architect's Assistant", serving as a tool to help in estimating the costs of design studies.

In addition, helpful online materials:

- **The Act on prices:** <http://prawo.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20010971050>
- **IARP Architect's Honorary Regulations:** [http://www.izbaarchitektow.pl/pliki/regulamin\\_honorariow\\_architekta-zlotowki.pdf](http://www.izbaarchitektow.pl/pliki/regulamin_honorariow_architekta-zlotowki.pdf)
- **An exemplary industry division fee:** [http://www.izbaarchitektow.pl/pliki/podzial\\_branzowy\\_aktualny.pdf](http://www.izbaarchitektow.pl/pliki/podzial_branzowy_aktualny.pdf)
- **The MI Regulation regarding (...) the costs of project work:**  
[http://www.izbaarchitektow.pl/pliki/rozporzadzenie\\_ministra\\_infrastruktury\\_d20041389.pdf](http://www.izbaarchitektow.pl/pliki/rozporzadzenie_ministra_infrastruktury_d20041389.pdf)

# 18 REFERENCES

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- An exemplary industry division fee:  
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- IARP Architect's Honorary Regulations:  
[http://www.izbaarchitektow.pl/pliki/regulamin\\_honorariow\\_architekta-zlotowki.pdf](http://www.izbaarchitektow.pl/pliki/regulamin_honorariow_architekta-zlotowki.pdf)
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