ABSTRACT:
In my bachelor thesis I tried to define managerial processes and roles that ran in the background of project 'Methodics' and in the background of its module 'Digital learning materials'. I focused on one part of project 'Methodics', which is called 'Digital learning materials'. I tried to describe the functionality of this module, its organisational structure and internal processes, the work of the coordinator, the reviewer and the editor. I tried to define the basic, control, crucial and implementation processes, which are carried out in this structure.

KEYWORDS:
Case study, qualitative research, methodology, curricular reform, Methodical portal, DUM – repository of digital learning materials