

25821 - Technical Office

Syllabus Information

Academic year: 2023/24

Subject: 25821 - Technical Office

Faculty / School: 110 - Escuela de Ingeniería y Arquitectura

Degree: 558 - Bachelor's Degree in Industrial Design and Product Development Engineering

ECTS: 6.0

Year: 4

Semester: First semester

Subject type: Compulsory

Module:

1. General information

The subject and its expected results respond to the following approaches and goals:

- Importance of documentation and documentation management in the project environment
- Importance of documentation and documentation management in the context of the value of business know-how.
- The technical office as a center for the preparation and management of technical documentation.
- Methodology and morphology type of project documentation.
- Planning and management of technical documentation: drawings

These approaches and objectives are aligned with some of the Sustainable Development Goals, SDGs, of the Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), specifically, the learning activities planned in this subject will contribute to the achievement of target 9.b of Goal 9 and Goal 4.

2. Learning results

The student, in order to pass the subject, must demonstrate the following results:

- Understand the organization and functions of the technical office.
- Acquire the ability to interpret and develop the project documentation, as well as the related technical documentation, within the professional activity of industrial design.
- Perform and carry out the planning, scheduling, control and follow-up of the documentation of a project in the Technical Office.
- Know and interpret the fundamental regulations and legislation related to projects and in matters of health and safety
- Understand the concepts of intellectual and industrial property, product approval and certification, as well as the importance of the technical specifications reflected in the technical documentation necessary for the realization of the products.
- Integrate project documentation, budgeting skills, and the ability to relate costs to project appraisal and economic viability of the project.

3. Syllabus

1. The morphology of the industrial project

- a. Standard UNE 157001
- b. The project plans
- c. The specifications
- d. The project budget

2. Documentation of the processes of industrial project direction and management

- a. UNE-ISO 21500 Standard
- b. Startup Processes
- c. Planning Processes
- d. Implementation processes
- e. Control processes
- f. Closing Processes

3. Management Systems in the Technical Office

- a. Introduction to Technical Product Documentation Management
 - b. Implementation of Industrial Project Management Systems
 - c. Implementation of Document Management Systems in the Technical Office
4. Certification and registration of the industrial project
- a. CE marking in the project
 - b. Project registration

4. Academic activities

Theory classes (15h). Presentation of theoretical concepts, followed by the resolution of related problems.

Problem classes (30h). Exercises are based on the concepts explained in theory. The assistance will be individualized, resolving the difficulties that each student encounters in the resolution of the exercise.

Laboratory practices on computer equipment (15h). Use of computer applications to solve problems with personalized attention.

Supervised practical work (30h). Follow-up and control of the work proposed by each group.

Other activities (60h): Personal study, evaluation test and tutorials: attention to the student, identification of learning problems, guidance in the subject, attention to exercises and assignments, etc.

5. Assessment system

The subject will be assessed by the continuous assessment system by means of the following activities:

Option 1. For students who can regularly follow the activities of the subject:

Individual written test, including the evaluation of the practical sessions. 35% of the final grade (CF).

Work 1: 20% CF.

Work 2: 40% CF.

Teamwork: 5% CF.

Option 2. For students who, justifiably, cannot follow the activities of the subject in person:

Individual written test, including the evaluation of the practical sessions. 40% of the final grade (CF).

Work 1: 55% CF.

Teamwork: 5% CF. If the student is not able to work on the teamwork competency, the weight of the work will go to 60%.

In the event that the student achieves a grade lower than 5.0 points in any of the deliverables to be done, must resubmit such deliverable, applying the corrections indicated by the teaching team. The maximum grade for the corrected submission will be 5.0 points.

In order to pass the subject, a grade equal to or higher than 5.0 is required, both in the exam and in the work done. If it does not meet this condition, the final grade will be the lower of 4.0 or the final grade point average.