

29830 - Project Office

Información del Plan Docente

Academic Year	2016/17
Academic center	110 - Escuela de Ingeniería y Arquitectura 326 - Escuela Universitaria Politécnica de Teruel
Degree	440 - Bachelor's Degree in Electronic and Automatic Engineering 444 - Bachelor's Degree in Electronic and Automatic Engineering
ECTS	6.0
Course	4
Period	First semester
Subject Type	Compulsory
Module	---

1.Basic info

1.1.Recommendations to take this course

1.2.Activities and key dates for the course

2.Initiation

2.1.Learning outcomes that define the subject

2.2.Introduction

3.Context and competences

3.1.Goals

3.2.Context and meaning of the subject in the degree

3.3.Competences

3.4.Importance of learning outcomes

4.Evaluation

5.Activities and resources

5.1.General methodological presentation

The learning process that is designed for this subject is based on the following:

The teaching process will have two main levels: theory classes and problems and laboratory practices.

Functions of the Technical Office and the tasks performed in it, prior to the execution of a corresponding to an electronic and automation, morphology, planning, scheduling system project work and: In the lectures the content of the course will be developed project management, technical documentation to register, approve and certify that product, control and monitoring of the practical implementation thereof, etc., each section being illustrated with real examples.

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The student will perform individually or as a team (maximum 2 persons) design, documentation , planning and implementing a project of their qualifications for a hypothetical client, whose core / technological theme will be based on a preexisting work (data provided by Professor) or perform in concert with two of the specialty electives (Laboratory of Electronic Design and Graphic Documentation for Industrial Projects) .

In the kinds of problems students will work on exercises, case studies and / or problems related to the Project to make a mandatory basis in the subject under individualized supervision of the teacher . In the kinds of problems students will work on exercises, case studies and / or individualized problems under the supervision of the teacher.

Finally, the laboratory practices will be developed in computer classroom, where the student will be introduced in applications related to projects in the field of their degree.

5.2.Learning activities

The program that the student is offered to help you achieve the expected results includes the following activities ...

Teaching type 1: Lectures (30 hours). Lectures on Technical Office and the work done on it before the project of a product, morphology, planning, programming and project management, technical documentation to register, approve and certify electronic and automation products work as well as control and monitoring on implementation. It is based on the exhibition in the classroom theoretical concepts with the use of common teaching aids blackboard and teaching (slides, presentation software, etc.).

Teaching type 2: Classes of problems (15 hours). Kinds of problems in which the teacher will present various exercises based on the concepts explained in the theory classes. For this learning process tends towards an individualized assistance in the classroom, solving the difficulties each student is in solving problems and cases

Teaching type 3: Laboratory Practice (15 hours). Laboratory Practice in computer classroom. It is based on the explanation, case approach and use of some of the software tools used in the field of certification and direct to the subject application.

Teaching type 7: Personal study (88 hours). Individual student dedication necessary to consolidate a correct learning process

Teaching type 8: Assessment Test (2 hours). In addition to the qualifying function, evaluation is also a learning tool with which the student tests the degree of understanding and assimilation of matter has reached

Other activities: Tutoring. direct student care, identification of learning problems, orientation in the subject, additional attention to exercises and assignments, etc.

5.3.Program

SYLLABUS

1st Semester Program THEORY

T0 . Presentation of the subject (content, media and objectives) .

T1 . Introduction to Project Technical Office . The classical theory of Projects (UNE 157001 : 2002) .

T2. Introduction to advanced theory Project - The UNE 21500 : 2013

T3 . And regulations applicable to the Specialty Legislation projects . (RohS II Directives , WEEE II , ErP and EDL. The CE mark .)

1st Semester Program of PRACTICES

- Basic and intensive use of a computer tool for the design scheme of circuit and PCB.
- Storage, Navigation and search for technical information on the Internet.
- Introduction to Projects on digital media.
- Tools for planning and practical execution of projects: temporary practical implementation schedule (Gantt chart) and flowcharts.

5.4.Planning and scheduling

Schedule sessions and presentation of works.

Theory classes and problems, as well as the practice sessions are held in the laboratory according to schedule set by the center (schedules available on their website).

Each teacher will inform its hours of tutoring.

The other activities will be planned depending on the number of students enrolled, becoming known in good time; and it may also be found through the Virtual Shared Campus of the University of Zaragoza (<http://add.unizar.es>).

5.5.Bibliography and recommended resources

Bibliography and Resources

1. Course notes. Available in the ADD (Digital Teaching Ring) <http://add.unizar.es>).

2. Statement of the Annual Project and Scripts practices. Available in the ADD (Digital Teaching Ring / <http://add.unizar.es>).

3. General Reference books. They are specified at the beginning of the course (can be upgraded / extended throughout the course of it).

- Torres Portero, Manuel. Diseño e ingeniería electrónica asistida con PROTEL DXP / Manuel Torres Portero, Miguel Ángel Torres Portero Madrid : RA-MA, D.L. 2004
- Campo Arranz, Raquel. Gestión de proyectos / Raquel Campo Arranz, María del Campo Domínguez, Víctor Rodrigo Raya Ra-ma, 2003
- A guide to the project management body of knowledge / PMI Standards Committee ; William R. Duncan, Director of Standards Upper Darby : Project Management Institute, cop. 1996
- Guía de los fundamentos de la dirección de proyectos / PMI Standards Committee. - 1ª ed. Zaragoza : Asociación Española de Ingeniería de Proyectos, 1998