29830 - Project Office

Información del Plan Docente

Academic Year	2017/18
Faculty / School	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
Year	4
Semester	First semester
Subject Type	Compulsory
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

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.

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 one of the specialty electives (Laboratory of Electronic Design) .
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 tasks

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 the solving of various application exercises, by means of software tools and theoric concepts added to explained it 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 CAE/CAM 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.Syllabus

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 CAE/CAM software tools for the obtaining graphics documentation on a electronic and

automatic project.

- Basic and intensive use of a CAE/CAM software tools for the making of prototypes on a electronic and automatic project.

- 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.Course planning and calendar

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