

30177 - Project Office

Información del Plan Docente

Academic Year	2018/19
Subject	30177 - Project Office
Faculty / School	179 - Centro Universitario de la Defensa - Zaragoza
Degree	563 - Bachelor's Degree in Industrial Organisational Engineering
ECTS	4.5
Year	4
Semester	First semester
Subject Type	Compulsory
Module	---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

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

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. Following activities are defined:

- Lectures
- Practice sessions
- Seminar by experts in the field
- Tutorials

4.2.Learning tasks

During the course a continuous assessment system will be implemented with several control points that could be evaluated by the professor.

The student will need to prepare a final project which consists of the realization of a work applied in the field of the

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degree, which highlights the knowledge and skills acquired by the student during the course. This project includes a written report, accompanied by the material that is deemed appropriate, and an oral presentation.

The project will be carried out in groups of 3 or 4 people at most, distributing the roles of the project team between the group.

Practice sessions will be carried out in class with the professor's supervision after the explanation of the corresponding theoretical concepts in the theory sessions. The remaining part of work will be done by the group in an autonomous way.

The projects with the corresponding written report will be delivered (hard/soft copy) to the professor in the requested dates.

The oral presentation of the project will be made with a multidisciplinary tribunal composed of professors of the Centro Universitario de la Defensa. The presentations will be held in the classroom in sessions of 15 minutes maximum per group with a round of questions. Powerpoint files are accepted but additional support media such as videos or files could be provided by the students. The language of the presentation will be English.

Moodle platform will be used mainly as digital repository of teaching materials including the following parts:

- Content area: class notes in the form of transparencies, practices sessions reports and bibliography.
- Evaluation area: different blocks of deliverables will be created.
- News and announcements area: for the professor communication with the students

4.3.Syllabus

The course will address the following topics:

- Unit 1: Introduction. Project management fundamentals
- Unit 2: Integration management
- Unit 3: Scope management
- Unit 4: Time management
- Unit 5: Risk management
- Unit 6: Procurement management
- Unit 7: Quality management
- Unit 8: Cost management

4.4.Course planning and calendar

Relevant information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or in the moodle platform.

Following the syllabus defined in chapter 4.3, the presential hours included in the course are distributed as follows:

Unit	Theory sessions (hours)	Practice sessions (hours)
1. Introduction	2	3
2. Integration management	1	2,5
3. Scope management	2	3
4. Time management	3	3
5. Risk management	2	3
6. Procurement management	2	3
7. Quality management	1	3
8. Cost management	3	2
Theory sessions (hours)		16

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Practice sessions (hours)	22,5
Oral presentations (final project)	5
Exam	1,5
Total (hours)	45

4.5. Bibliography and recommended resources