

## 29929 - Project Office

### Syllabus Information

**Academic Year:** 2019/20

**Subject:** 29929 - Project Office

**Faculty / School:** 110 - Escuela de Ingeniería y Arquitectura

**Degree:** 435 - Bachelor's Degree in Chemical Engineering

**ECTS:** 6.0

**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 teaching methodology is structured in four levels: theory classes, problem classes, computer lab sessions and supervised sessions.

The fundamental contents of the subject will be presented and discussed in the theory classes

Problem classes where students perform exercises, problems and projects.

Computer lab sessions will be arranged in small groups. Students will be explained how to handle with the required software to develop an engineering project.

Supervised sessions will be carried out individually for each student group. There will be a mandatory appointment at the office with groups not exceeding three or four students.

### 4.2.Learning tasks

There will be the following activities:

**Teaching type 1: Theory classes** (30 hours). The main course contents are explained in theory classes. This activity will take place in the classroom using a blackboard, a slideshow presentation program or else...

**Teaching type 2: Problem classes 1** (15 hours). Students will solve exercises and any questions about the proposed engineering project, under the supervision of a teacher.

**Teaching type 3: Computer lab sessions** (15 hours). Computer lab sessions will be arranged in small groups. The software needed to develop an engineering project will be explained by the teacher and will be handled by students.

**Teaching type 6: Supervised sessions of the engineering projects.** Students give, receive and use feedback to improve their engineering projects. The engineering project will be composed of deliverables five. The students have to show that they have assimilated the contents presented in the other activities.

**Teaching type 7: Personal study.** The individual effort is necessary to consolidate a correct learning process.

**Teaching type 8: Assessment.** The students will take an exam (25% of the total mark) and an engineering project will be handed (75% of the total marks).

**Other activities: Tutorship.** Students will receive help to solve any questions they might have about unclear content of the course.

### 4.3.Syllabus

The topics covered in this subject are:

Unit 1. Professional associations and attributes for "Ingeniero Técnico Industrial"

Unit 2. Documents structure of engineering projects

Unit 3. Technical Office

Unit 4. Project planning and scheduling

Unit 5. Representation of chemical plants and pipelines

Computer lab sessions (15 h):

1. Use of software tools for the graphic representation of chemical industrial systems or installations. (10 h)
2. Use of software tools for making an engineering project budget. (2 h)
3. Use of software tools for carrying out the planning and programming of projects. (2 h)
4. Convert, edit and secure files in PDF format. (1 h)

### 4.4.Course planning and calendar

The course (theory classes, problem classes, and computer lab sessions) calendar is defined by the Escuela de Ingeniería y Arquitectura (EINA) calendar.

At the beginning of the course, the list of project deliverables, including their presentation dates, will be indicated by the teacher.

### 4.5.Bibliography and recommended resources

[http://biblos.unizar.es/br/br\\_citas.php?codigo=29929&year=2019](http://biblos.unizar.es/br/br_citas.php?codigo=29929&year=2019)