Degree competences to which the subject contributes

Specific:
1. Understand the organisational structure and functions of project management offices.

Transversal:
2. EFFECTIVE USE OF INFORMATION RESOURCES - Level 3. Planning and using the information necessary for an academic assignment (a final thesis, for example) based on a critical appraisal of the information resources used.

Learning objectives of the subject

The following general learning objectives of this course can be considered:
1. Acquire fundamentals and knowledge about PROJECT ENGINEERING & MANAGEMENT. It refers to the management tasks related to the implementation of projects (Project Management)

2. Reliable use of information resources
<table>
<thead>
<tr>
<th>Study load</th>
<th>Hours large group:</th>
<th>Hours medium group:</th>
<th>Hours small group:</th>
<th>Guided activities:</th>
<th>Self study:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total learning time:</strong></td>
<td>150h</td>
<td>45h</td>
<td>15h</td>
<td>0h</td>
<td>90h</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30.00%</td>
<td>10.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>60.00%</td>
</tr>
</tbody>
</table>
## Content

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
<th>Learning time</th>
<th>Theory classes</th>
<th>Self study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theme 1: Introduction</td>
<td>The basic fundamentals of project management</td>
<td>4h</td>
<td>2h</td>
<td>2h</td>
</tr>
<tr>
<td>Theme 2: Project Integration Management</td>
<td>To ensure that the various elements of the project are properly coordinated.</td>
<td>4h</td>
<td>2h</td>
<td>2h</td>
</tr>
<tr>
<td>Theme 3: Project Scope Management</td>
<td>To ensure that the project includes all work required and only these.</td>
<td>4h</td>
<td>2h</td>
<td>2h</td>
</tr>
<tr>
<td>Theme 4: Project Time Management</td>
<td>To ensure the completion of the project within schedule.</td>
<td>45h</td>
<td>7h 30m</td>
<td>15h</td>
</tr>
<tr>
<td>Theme 5: Project Cost Management</td>
<td>To ensure that the project is completed within budget.</td>
<td>45h</td>
<td>7h 30m</td>
<td>15h</td>
</tr>
</tbody>
</table>
### Theme 6: Project Quality Management

**Description:**
Theme 6: Project Quality Management. To ensure that the project meets the requirements, i.e. the needs for which was undertaken.

**Learning time:** 8h  
Theory classes: 4h  
Self study: 4h

### Theme 7: Project Human Resource Management

**Description:**
Theme 7: Project Human Resource Management. To achieve the most effective use of people involved in the project.

**Learning time:** 8h  
Theory classes: 4h  
Self study: 4h

### Theme 8: Project Communication Management

**Description:**
Theme 8: Project Communication Management. To ensure adequate and timely generation, collection, dissemination, storage and final location of project information.

**Learning time:** 8h  
Theory classes: 4h  
Self study: 4h

### Theme 9: Project risk Management

**Description:**
Theme 9: Project risk Management. To identify, analyze and respond to project risks. Includes maximizing the likelihood and consequences of positive events and minimize the negative events.

**Learning time:** 8h  
Theory classes: 4h  
Self study: 4h
### Theme 10: Project Procurement Management

<table>
<thead>
<tr>
<th>Learning time:</th>
<th>16h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory classes:</td>
<td>8h</td>
</tr>
<tr>
<td>Self study:</td>
<td>8h</td>
</tr>
</tbody>
</table>

#### Description:
The theme focuses on Project Procurement Management. It involves acquiring products (goods or services) from outside the organization conducting the project.

### Planning of activities

#### PARTICIPATORY EXPOSITORY CLASS

<table>
<thead>
<tr>
<th>Hours:</th>
<th>60h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory classes:</td>
<td>30h</td>
</tr>
<tr>
<td>Self study:</td>
<td>30h</td>
</tr>
</tbody>
</table>

#### Description:
The method is fundamentally expositive, involving the student in short-term activities. The teacher is the protagonist, setting the task and the rhythm of activity.

- Hours: 4h/week
- In class: 2h
- Self-study: 2h

#### Descriptions of the assignments due and their relation to the assessment:
An exercise to be performed by each student, similar to the examples solved by the teacher.

#### PARTICIPATORY PROBLEM BASED LEARNING CLASS

<table>
<thead>
<tr>
<th>Hours:</th>
<th>90h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical classes:</td>
<td>15h</td>
</tr>
<tr>
<td>Guided activities:</td>
<td>30h</td>
</tr>
<tr>
<td>Self study:</td>
<td>45h</td>
</tr>
</tbody>
</table>

#### Description:
The method is based on the approach to problems by the teacher, where the student must solve developing a project in a given time or develop a task by planning, designing, and carrying out activities.

- Hours: 6h/week
- Practical class (half group): 1h
- Guided activities: 2h
- Self-study: 3h

#### Descriptions of the assignments due and their relation to the assessment:
PROJECT
Qualification system

Exams of project theory 25%
Exams of problems 25%
Deliverables 20%
Project: 30%

Assessment of student work, individual and / or group, made in person and distance, will be held by the teacher assessment weighting appropriately the different activities. The final mark includes the generic competence assessed on the course: "EFFECTIVE USE OF INFORMATION RESOURCES". These mark of "EFFECTIVE USE OF INFORMATION RESOURCES" constitutes the 20% of the Project qualification. It is calculated by the teacher and classmates evaluating the contributions made by each student developing the Project.

Regulations for carrying out activities

Exam of theory without reference material
Exam of problems with reference material

Bibliography

Basic:


Complementary:


Others resources:

Learning material published in the virtual learning environment.