

Management of Projects and Human Teams

Code: 104015
ECTS Credits: 6

Degree	Type	Year	Semester
2502501 Prevention and Integral Safety and Security	OB	3	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: spanish (spa)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Prerequisites

There are no special requirements to take this course.

Objectives and Contextualisation

- Achieve a good level of understanding of the phases, methods and evaluation of projects and their practical application..
- Develop the ability to, from a sufficient set of data, define the project, the main milestones and possible contingencies.
- Know the main management tools, execution, monitoring and evaluation of projects.
- Distinguish the fundamental features that differentiate work teams from work groups..
- Acquire theoretical knowledge about effective leadership, managerial skills and effective communication in organizations..
- Learn the main aspects that make up a high performance team and how they can be applied in different situations, environments and circumstances..
- Have a panoramic and critical view of the different visions, theories and models on motivation and behavior in organizations..
- Develop a collaborative, creative and proactive attitude towards the resolution of problems as well as a positive critical spirit..
- Develop the ability to look for 'unconventional' solutions to complex problems and achieve a holistic and comprehensive approach to the organizational challenges derived from project management and people management.

Competences

- Be able to adapt to unexpected situations.
- Carry out analyses of preventative measures in the area of security.
- Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.
- Have a general understanding of basic knowledge in the area of prevention and integral safety and security.
- Respond to problems applying knowledge to practice.

- Use the capacity for analysis and synthesis to solve problems.
- Work and learn autonomously.

Learning Outcomes

1. Be able to adapt to unexpected situations.
2. Design and implement recovery plans following disasters and mechanisms for contingencies.
3. Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.
4. Identify the key elements in processes to define the security policies of organisations.
5. Respond to problems applying knowledge to practice.
6. Use the capacity for analysis and synthesis to solve problems.
7. Work and learn autonomously.

Content

BLOCK 1 - PROJECT MANAGEMENT

Topic 1. Project direction and orientation

Definition of Project. Determinants of success and the failure of projects. The difficult decisions: previous steps. The life cycle of the projects. Selection and orientation strategies.

Topic 2. Project analysis

Elements of project analysis. Methodology of projects analysis: quantitative and classification methods. The portfolio perspective. An alternative perspective: The Game Theory applied to projects analysis and selection.

Topic 3. Planning

The previous planning. The project plan. The Project Management Activities (PMA). Activities duration. Cost estimate: the budget. The Project Temporary Planning.

Topic 4. Monitoring and control

A perspective of the need for project control. The Integrated Budget and Schedule Monitoring method.

Topic 5. Management indicators

Management indicators in project management. Typical indicators in project management. Basic indicators of program compliance. Basic indicators of budget compliance. Synthetic indicators of project management. The presentation of management indicators.

BLOCK 2 - TEAM MANAGEMENT

Topic 6. Team Leadership

Definition of leadership in project management. Theories about leadership. Contemporary perspectives on leadership.

Topic 7. Motivation

Motivation as a process. Understanding human needs. Theories about motivation. The design of motivating jobs.

Topic 8. Change management

The need for change in modern organizations. The process of change. The main challenge for change: managing resistance. Vision and direction of the change. Leadership to change.

Topic 9. High performance teams

Introduction to group and team concepts. The process of transforming groups into teams. The integration of effective teams. Responsibility and Delegation.

Methodology

The methodology of this course is based on a dynamic, proactive and participatory model.

Students should study the topics by reading the indicated materials, they should participate in written discussion forums, and they should connect or watch the different lectures that the teacher will give.

The student's autonomous activities include both the assimilation of the contents set out in the manual, as well as the search for specific content and the reading of additional documentation that will be provided. A part of the documentation delivered or suggested may be in English.

Tutorials with the faculty will be arranged by email.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Videoconference with the active participation of the students	6	0.24	2, 4
Type: Supervised			
RESOLUTION OF DOUBTS ON SUBJECT AND PRACTICES	24	0.96	1, 2, 5, 3, 4, 7, 6
Type: Autonomous			
Personal study, reading articles and continuous evaluation tests	120	4.8	1, 2, 5, 3, 4, 7, 6

Assessment

Participation in the final test is subject to the prior approval of each of the 2 PECs. The final test will be of multiple choice-type with four options per question, of which only one will be correct. Incorrect answers will discount $\frac{1}{4}$ of the score set for that question. To pass the test, it will be necessary to achieve a minimum score of 5.0. The course will not be considered as passed if this test has not been passed.

If you do not pass the subject in accordance with these criteria (continuous evaluation), you can do a recovery test on the scheduled date that will cover all the contents of the program.

To participate in that recovery, the students must have been previously evaluated in a series of activities, equivalent to a minimum of two thirds of the total grade of the subject. However, the qualification that will appear on the student's file will be of a maximum of 5-Approved.

Students who need to change an evaluation date must apply the request by filling in the document that is located in the EPSI Tutorials moodle space.

Notwithstanding other disciplinary measures deemed appropriate, and in accordance with current academic regulations, "in the event that the student conducts any irregularity that may lead to a significant variation of the qualification of an assessment act, This evaluation act will be evaluated with a 0, regardless of the disciplinary process that can be instructed. In the event that there are several irregularities in the evaluation acts of the same subject, the final grade of this subject will be 0".

Tests / exams may be written and / or oral at the discretion of the teacher.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
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Continuous evaluation tests I and II	50%	0	0	2, 5, 3, 4, 7, 6
Participation in the forums	10%	0	0	1, 3, 6
Written test	40%	0	0	2, 4, 7

Bibliography

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- Factor Humà Foundation. Website: <https://www.factorhumana.org>
- Wharton, University of Pennsylvania. Website: <https://www.knowledgeatwharton.com.es>