Management of Projects and Human Teams

Code: 101859
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: catalan (cat)

Some groups entirely in English: No

Some groups entirely in Catalan: Yes

Some groups entirely in Spanish: No

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 and phases, planning, execution, delivery and closing 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. The decision to start a project

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 project

The previous planning: the Project Charter. The Budget and the Schedule. Risk Management. Communication Plan. Quality Assessment. Project delivery and closing.

Topic 4. Project execution and control

Main challenges. The Agile meethods for execution. Change management. Monitoring and control.

BLOCK 2 - TEAM MANAGEMENT

Topic 5. Team Leadership

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

Topic 6. Team Motivation

Motivation as a process. Understanding human needs. Theories about motivation. Managing expectations.

Topic 7. 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 8. 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

Lessons will combine the theoretical and practical contents.
The fundamental method of work, but not the only one, will be the study of specific cases related to the content of the subject. It will often be necessary to have previously read the theoretical content before proceeding to the discussion or study of the practical content. It will be from knowledge, reflection and critical discussion that we will apply the theoretical knowledge that has been acquired.
The theoretical content will be aimed above all at the clarification or development of the most complex, interesting and significant aspects of the different units and also the resolution of doubts of interpretation or understanding of those contents.
The development and resolution of exercises will also occupy a significant part of the time.
The practical lessons in the classroom, divided into two groups, will consist of the development of exercises and team work, in which some of the concepts presented in the theoretical lessons will be applied to practice and which may eventually involve research and discovery or the contribution of contents and documentation by the students.
The student's autonomous activities include both the assimilation of the contents exposed in classroom, as well the search of specific contents on which the class will be oriented and the reading of the documentation that will be provided to them. A part of the documentation delivered or suggested will be in English.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Lessons and presentation of case studies, case resolution and evaluation.	44	1.76	2, 3, 4, 6
Type: Supervised			
Team work	12	0.48	2, 5, 3, 4, 7, 6
Type: Autonomous			
Resolution of practical cases and homeworks. Personal study tasks for knowledge consolidation.	94	3.76	5, 7

Assessment

The written test will consist of a single exam at the end of the semester on all the subjects planned and explained in class. The exam will be a test with four options per question, of which only one will be correct. The incorrect answers will deduct ¼ of the score for that question.
In order to consider the written test passed, it will be necessary to reach 5.0 or more. The course cannot be considered passed if has not been passed this test.
Throughout the course exercises and problems to solve and deliver through the virtual platform will be periodically raised. These works will have a deadline for delivery and once exhausted they cannot be submitted. The evaluation will be done in accordance with the following criteria: accuracy of the response to the problem, development of the topic, written expression and writing, personal critical capacity and research used in its resolution.
As for the practices that will be carried out during the course, these will be basically team working delivered by the students. The delivery of the practice can be immediate or from an activity opened by the teacher in the virtual platform, based on the practical work or practical assumptions seen in classroom.
The practice work and exercises resolution proposed throughout the course are a requirement to be able to take the theoretical exam and overcoming the whole, theory and practice, means overcoming the subject. You

must have completed at least 80% of the practices and exercises to be considered evaluable as a whole and, therefore, have the right to take the theoretical exam.

Added to other disciplinary measures deemed appropriate, in accordance with current academic regulations, irregularities committed by a student that may lead to a variation of the grade will be scored with a zero (0). Plagiarizing, copying or letting copy, an evaluation activity, will imply suspending this evaluation activity with a zero (0). The evaluation activities qualified in this way and by this procedure will not be recoverable. If it is necessary to pass any of these evaluation activities to pass the subject, this subject will be suspended directly, without the opportunity to recover it in the same course.

RE-EVALUATION

In case of not passing the subject according to the aforementioned criteria (continuous evaluation), a recovery test may be done on the date scheduled in the schedule, and it will cover the entire contents of the program.

To participate in the reassessment the students must have been previously evaluated of a set of activities, the weight of which equals a minimum of two-thirds of the total grade of the subject. However, the qualification that will consist of the student's file is a maximum of 5-Approved.

Students who need to change an evaluation date must present the justified request by filling in the document that you will find in the moodle space of Tutorial EPSI.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
On-site practices	30%	0	0	1, 2, 5, 3, 4, 6
Personal and team working and case studies	30%	0	0	2, 5, 7, 6
Written test	40%	0	0	4, 6

Bibliography

PROJECT MANAGEMENT

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TEAM MANAGEMENT

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Software

Microsoft Office, OpenOffice or similar.