Project Management and Presentation

Code: 104752
ECTS Credits: 6

Degree	Type	Year	Semester
2503873 Interactive Communication	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

Other comments on languages

The working languages are Catalan, Spanish and English

Prerequisites

The subject has no mandatory prerequisites.

Objectives and Contextualisation

The objectives of the subject are:

1. Determine what a project is and what it is for.
2. Know the life cycle of a project (planning, organization, implementation, development and control of projects)
3. Learn techniques and practices for public speaking and the creation and structure of oral discourses to make project presentations.

Competences

- Manage time efficiently and plan for short-, medium- and long-term tasks.
- Search for, select and rank any type of source and document that is useful for creating messages, academic papers, presentations, etc.
- Students must be capable of applying their knowledge to their work or vocation in a professional way and they should have building arguments and problem resolution skills within their area of study.
- Students must have and understand knowledge of an area of study built on the basis of general secondary education, and while it relies on some advanced textbooks it also includes some aspects coming from the forefront of its field of study.

Learning Outcomes

1. Cross-check information to establish its veracity, using evaluation criteria.
2. Distinguish the salient features in all types of documents within the subject.
3. Interpret the results of content creation based on scientific thought.
4. Plan and conduct academic studies on digital content management.
5. Submit course assignments on time, showing the individual and/or group planning involved.

Content

The themes of the syllabus are:

1. INTRODUCTION TO THE MANAGEMENT OF PROJECTS

- The project concept and characteristics that define it,
- The delimitation triangle of a project, and
- Roles within a project.

2. THE LIFE CYCLE OF A PROJECT

- Contextualization
- Planning
- Execution
- Closing and Evaluation

3. THE MANAGEMENT OF THE HUMAN TEAM

- Leadership
- Team roles and functions

4. METHODOLOGIES AND DIGITAL TOOLS FOR THE MANAGEMENT OF PROJECTS

- Methodologies: Agile, Scrum, PMI.
- Digital tools: Trello, Canvas, etc.

5. PRESENTATION OF PROJECTS

- Public presentation techniques
- Good practices in professional presentations
- Digital presentation design tools

Methodology

The course is developed in a theoretical-practical way. Alternate sessions and theoretical content with the development of seminars and practical work aimed at a better understanding of the course syllabus. In this way, the topics covered in the theoretical classes can be developed through innovative activities and practical analysis.

The calendar will be available on the first day of class. Students will find all information on the Virtual Campus: the description of the activities, teaching materials, and any necessary information for the proper follow-up of the course. In case of a change of teaching modality for health reasons, professors will make readjustments in the syllabus and methodologies.

The content of the course will be sensitive to aspects related to the gender perspective.

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			
Lectures	15	0.6	1, 2, 3
Seminars	33	1.32	1, 2, 4, 5
Type: Supervised			
Continous assessment: essays and case studies during the semester	32	1.28	1, 2, 3, 4
Type: Autonomous			
Autonomous work: readings and essays	60	2.4	1, 2, 3, 4

Assessment

The evaluation of the subject is summative and includes the following activities:

A. Case analysis (50%): They are tasks in which the student, in a group or individually, performs activities guided or supervised by the teacher. Each of the practices or case analyses has a specific qualification.
B. Test (25%): written test to assess knowledge of the theoretical concepts of the subject.
C. Project presentations(25%): oral presentation in group of a project where the formal, design and communication aspects will be evaluated.

It is mandatory to participate in all evaluation activities in order to obtain the final grade. In case of justified reasons (health, death, or serious family problem), the activities can be done on alternative dates indicated by the coordinator.
The grades of each activity will be published on the Virtual Campus and queries or rectifications can be made up to 10 days after their publication. After this period, the grade cannot be modified.

Any written work that has five spelling errors and/or barbarisms (adding 5 errors in total) will get a zero mark. Any job with a plagiarism percentage that exceeds the usual rules of the authors' rights will also obtain a zero mark. To detect possible plagiarism, computerized procedures may be applied to the digital files of the submitted works, either by applying them to all or only to random samples. The student who makes any irregularity (copying, plagiarism, identity theft...) that may lead to a significant variation in the mark of an assessment act, will be rated 0 in this assessment act. In the event of several irregularities, the final grade for the course will be 0.

Revaluation

Students who fail the course inthe continuous evaluation (result of the sum of the evaluation activities) may choose to apply for a revaluation of the course. The revaluation test will consist of an exam on all thecontent taught throughout the theory and practice classes. Students will have the right to the revaluations of the subject if it has been evaluated from the set of activities, the weight of which is a minimum of 2/3 parts of the total mark for the course. To be able to apply for the revaluation of the course it will be necessary to have obtained a minimum average grade of 3.5.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Case analysis	50	6	0.24	1, 2, 4, 5
Project presentations	25	2	0.08	4, 5

| Test | 25 | 2 | 0.08 | 1, 2, 3 |

Bibliography

AJENJO, Alberto Domingo (2000). Dirección y gestión de proyectos. 2a. ed. Madrid: Editorial Ra-ma.

CARRIÓN, Íñigo, y BERASATEGI, Iosune. (2010). Guía para la elaboración de proyectos. Leioa: Universidad Autónoma del País Vasco.

DRUDIS, Antonio (1999). Gestión de proyectos: "Cómo planificarlos, organizarlos y dirigirlos". Barcelona: Gestión 2000

MEREDITH, Jack R., MANTEL, Samuel. (2009). Project Management: A Managerial Approach. Hoboken: John Wiley & Sons, Inc.

PROJECT MANAGEMENT INSTITUTE. (2013). Guía de los fundamentos para la dirección de proyectos (Guía del PMBOK®). Quinta edición. Newtown Square: PMI.

Complementary bibliography will be provided according to the syllabus taught in class.

Software

Basic Microsoft Office tools, applications in the Moodle environment, and free virtual learning platforms.