

Degree programme	Type	Course
Business and Information Technology	OB	3

Contact lecturer

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Prerequisites

There are no specific prerequisites formally established for this course. However, it is advisable its enrollment only when most of the credits for the subjects of both the first and second year have been obtained, since it is actually a course designed for the sixth and last semester with compulsory subjects in the curriculum of the Bachelor's Degree in Business and Information Technology. Moreover, its contents is also directly related to the last formative stage related to the preparation of the Bachelor's Degree Final Project.

Group languages

You can consult this information at the [end](#) of the document.

Objectives

The course is twofold. It's specific goal is to introduce students to the knowledge, techniques and skills needed to design, plan and develop projects in business and organizations, and specifically projects concerning technological innovations and business information systems. At the same time, the course provides tools of interest for the development of the Bachelor's Degree Final Project during the fourth year.

At the end of the course, students will be able to:

- Define the basic objectives of a project, carrying out a preliminary feasibility study; as well as to accurately define the scope of the project that the organization has finally decided on, using social, economic and environmental criteria.
- Identify and plan the various tasks required to implement a project, defining the relevant timeframe and allocation of resources, and also do that using the most appropriate software tools.
- Assess both costs and risks associated with the project; and appropriately define its required quality standards, developing tools and methodologies to ensure compliance.
- Propose a viable methodology for monitoring and controlling the project during its execution, including the use of appropriate computer tools.

Students must also be able to adequately communicate information on the projects studied, both using written reports and oral presentations, through the various stages of completion of a particular project.

Learning outcomes

- CM17 (Work cooperatively in any role within a work team linked to a project in the field of the degree.) Work cooperatively in any role within a work team linked to a project in the field of the degree.
- CM30 (Develop a business plan based on an identified need, detailing organisational, operational, marketing and marketing aspects, as well as legal and financial.) Develop a business plan based on an identified need, detailing organisational, operational, marketing and marketing aspects, as well as legal and financial.

- CM31 (Plan an improvement project based on available objectives and resources.) Plan an improvement project based on available objectives and resources.
- KM27 (Identify what technologies and how they can help improve the competitiveness of a company or organisation.) Identify what technologies and how they can help improve the competitiveness of a company or organisation.
- SM08 (Deliver oral presentations of both a technical and management nature tailored to different audiences.) Deliver oral presentations of both a technical and management nature tailored to different audiences.

Contents

The course will be based on the following topics:

Unit 1. Basics of project management

This is an introductory topic, dealing with the attributes of a project, the project life cycle, the project management process, as well as the general settings in which projects are used in firms and organizations.

Unit 2. The initial phase of a project

The theme focuses on the elements required to identify needs, define precisely a the scope of a proposed project, as well as the preparation of a request for proposals.

Unit 3. Project planning

The objective of this unit is to present the main processes involved in planning a project, so as to permit a priori detailed forecasts and subsequent control of its development.

Unit 4. Scheduling

The unit presents the basic techniques developed to ensure a proper plan for scheduling all activities needed in a complex project. Identification of critical tasks ensuring completion within the scheduled time, as well as techniques to make the proper allocation of scarce resources are also considered. The unit will make use of appropriate software for project scheduling.

Unit 5. Cost Planning

Financial and accounting concepts, as well as other tools studied in previous courses, will be put at work here, to provide adequate cost estimates and budget provisions, as well as the submission of the associated business case.

Unit 6. Quality management and risk management in projects

The unit presents two different but equally important items in project management: the appropriate management to obtain the desired level of quality throughout the project; and the identification of the most significant sources of risk, planning the appropriate responses to prevent them effectively.

Unit 7. Controlling a project

The implementation phase of any project requires the monitoring of the forecasts made during the planification phase at various levels (scheduling, resources, costs, quality) as well as the necessary adjustments to handle proper implementation and/or modifications. The unit will also make use of information systems software for project management in the control stage of the project.

Unit 8. Project evaluation and reporting

Reporting, both at the time of completion of the project and in intermediate stages, is an important aspect of any project. It is essential to maintain the flow of information between project managers and the organization in which it is framed. Basic methodologies to master both oral and written reports in this last stage will also be considered.

Learning activities and methodology

Title	Hours	ECTS	Learning outcomes
F. Independent study	20	0.8	CM31, KM27
E. Tutorials	20	0.8	CM17, CM31, KM27, SM08
B. Classroom problems	10	0.4	CM31, KM27
C. Laboratory classes	10	0.4	CM17, CM30, CM31
G. Designing, preparing and drafting the course project	59	2.36	CM17, CM31
D.Oral presentations and discussion of cases	8.5	0.34	SM08
A. Theoretical lectures	20	0.8	CM31, KM27

Based on PBL (Project Based Learning), the course combines several techniques to favor formative learning:

- Presentation of basic concepts and standard methodologies commonly used for project management
- Practical classroom and laboratory classes, with the aim of consolidating its main concepts through the realization of ad-hoc practical cases.
- Teamwork throughout the semester, to define and plan a specific project ideated and proposed at the beginning of the course, which should be based on technological innovation and/or business information systems.
- Tutorials agreed between teachers and each of the work teams (supervised activity) to ensure the proper monitoring and development of the project.
- Oral and written presentations of progress reports of project development.

This approach combines individual learning, essential in any subject of study, with collaborative activities to ensure the quality of the team projects, thus consolidating the learning skills of each one of the team members.

The use of Artificial Intelligence (AI) technologies is allowed exclusively in activities related to the drafting of formal elements linked to the report of the team project that will be developed during the semester (e.g. RFP, or similars). Submissions where AI tools have been used must include an annex clearly identifying those parts that have been generated with the help of this technology, specifying tools and \"prompts\" used, as well as including a critical reflection on their influence on the development of the activity. Lack of transparency in the use of AI in any assessable activity will be considered a lack of academic honesty and may result in a partial or total penalty in the grade of the activity, or greater penalties in cases of seriousness and/or recurrence.

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.

Assessment

Continuous assessment activities

Title	Weight	Hours	ECTS	Learning outcomes
b. Submission of reports, both orally and in writing, concerning the course project	8%	0	0	CM17, CM31, KM27, SM08
a.Submission of practical cases	15%	0	0	CM31, KM27, SM08
d. Final exam	45%	2.5	0.1	CM31, KM27

The assessment of the course will be formative, thus carried out throughout the semester. It is based on the following learning evidences:

- Individual submission of practical cases proposed during the course. For some of them, an oral presentation will be required, thus encouraging the active participation of students in their own learning process.
- Submission of reports, both orally and in writing, regarding the different phases of the course team project.
- Submission of the final Project Management Plan for the course team project.
- A final exam carried out in the last week of the semester, to favor the individual consolidation of the whole content of the course.

The students' final grade will be obtained through the weighted sum of the assessment of the various evidences, considering specific weights for each of its four components:

$N = 15\%$ (individual submission of practical cases) + 8% (parcial reports concerning the course project) + 32% (Final Project Management Plan) + 45% (final exam)

subject to the three following constraints: (1) each one of the components of the assessment must be a strictly positive value, (2) the individual rating obtained in the final report of the project must be equal to or higher than 4.5, and (3) the score obtained in the final exam is at least 4.0 (out of 10).

The marks obtained from teamwork during the course, as well as the final report of the project, will always be on an individual level, and not necessarily coincide with the assessment of the work itself, since individual aspects such as the students' participation and defense will also be considered.

Important notes regarding the assessment:

1. Students who have not passed the subject using the previous calculation, or who do not meet all the conditions to be able to do it, will have as final mark the lower value between 3.5 and the value of N above. A mark equal or greater than 3.5 entitles the student to participate in the retake process described below.
2. A student having not participated in any of the assessment activities will be considered "Not evaluable".
3. This subject does NOT offer the option for comprehensive evaluation.

Calendar of evaluation activities

The dates of the evaluation activities (exercises, assignments ...) will be announced well in advance during the semester.

The date of the final exam is scheduled in the assessment calendar of the Faculty. The following points should be taken into account:

- "The dates of evaluation activities cannot be modified, unless there is an exceptional and duly justified reason why an evaluation activity cannot be carried out. In this case, the degree coordinator will contact both the teaching staff and the affected student, and a new date will be scheduled within the same academic period to make up for the missed evaluation activity." **Section 1 of Article 115. Calendar of evaluation activities (Academic Regulations UAB).**
- Students who, in accordance with the previous paragraph, need to change an evaluation activity date must process the request by filling out an Application for exams' reschedule at

Grade revision process

After all grading activities have ended students will be informed of the date and way in which the course grades will be published. Students will be also be informed of the procedure, place, date and time of grade revision following University regulations.

Retake Process

"To be eligible to participate in the retake process, it is required for students to have been previously been evaluated for at least two thirds of the total evaluation activities of the subject." **Section 3 of Article 112 ter. The recovery (UAB Academic Regulations).** Additionally, it is required that the student to have achieved an average grade of the subject between 3.5 and 4.9.

The date of the retake exam is posted in the calendar of evaluation activities of the Faculty. Students taking this exam and passing will get a grade of 5 for the subject. Students having not passed the retake exam will be graded using his/her previous grade, as described in 1 above, and hence, will fail the course.

Irregularities in evaluation activities

Despite other disciplinary measures deemed appropriate, and in accordance with current academic regulations, "whenever a student makes any irregularity that could lead to a significant variation in the grade of an evaluation activity, it will be graded with a 0, regardless of the disciplinary process that can be instructed. In case of occurrence of various irregularities in the evaluation of the same subject, the final grade of this subject will be 0". **Section 10 of Article 116. Results of the evaluation. (UAB Academic Regulations).**

Bibliography

Avison, David E., and Gholamreza Torkzadeh. *Information Systems Project Management*, SAGE Publications, 2008. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=1159830>.

Cobb, Anthony T.. *Leading Project Teams : The Basics of Project Management and Team Leadership*, SAGE Publications, 2011. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/uab/detail.action?docID=1995175>.

Gido, J. & Clements, J.P. *Successful Project Management*. South-Western, 4th. Edition, 2009.

Nicholas, J.M. *Project Management for Business and Technology. Principles and Practice*. Prentice-Hall, 2nd. edition, 2001.

Rosen, Anita. *Effective IT Project Management : Using Teams to Get Projects Completed on Time and Under Budget*, AMACOM, 2004. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=243019>.

To know more:

- Paquette, Paul, and Milan Frankl. *Agile Project Management for Business Transformation Success*, Business Expert Press, 2016. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=4307174>.
- Pries, Kim H., and Jon M. Quigley. *Scrum Project Management*, Taylor & Francis Group, 2010. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=589930>.
- Silvius, Gilbert, et al. *Sustainability in Project Management*, Taylor & Francis Group, 2012. *ProQuest*

Ebook Central, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=906949>.

- *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, ProjectManagement Institute, 2017. *ProQuest Ebook Central*, <https://ebookcentral.proquest.com/lib/UAB/detail.action?docID=5180849>.
- Colmenar A. et al. *Gestión de proyectos con Microsoft Project 2007*. Ra-Ma, 2007.

Software

In addition to the standard office suite (MS or open) for the written presentation of exercises, software is also used for the students' oral presentations (MS or any other with a similar purpose). Furthermore, specific project planning software (ProjectLibre) as well as other tools for management and control of projects is introduced.

Course groups and languages

The information provided is provisional until November 30. After this date, you will be able to consult the language of each group through this [link](#). To access the information, you will need to enter the course CODE

Type of teaching	Group	Language	Semester	Shift
(TE) Theory	20	Catalan	second semester	morning-mixed
(PAUL) Classroom practices	201	Catalan	second semester	morning-mixed
(PLAB) Practical laboratories	201	Catalan	second semester	morning-mixed
(PLAB) Practical laboratories	202	Catalan	second semester	morning-mixed