# 29830 - Project Office

## Syllabus Information

**Academic Year:** 2019/20

**Subject:** 29830 - Project Office

**Faculty / School:** 110 - Escuela de Ingeniería y Arquitectura

326 - Escuela Universitaria Politécnica de Teruel

**Degree:** 440 - Bachelor's Degree in Electronic and Automatic Engineering

444 - Bachelor's Degree in Electronic and Automatic Engineering

**ECTS:** 6.0

**Year:** 4

**Semester:** First semester

**Subject Type:** Compulsory

**Module:** ---

# 1.General information

## 1.1.Aims of the course

## 1.2.Context and importance of this course in the degree

## 1.3.Recommendations to take this course

# 2.Learning goals

## 2.1.Competences

## 2.2.Learning goals

## 2.3.Importance of learning goals

# 3.Assessment (1st and 2nd call)

## 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

# 4.Methodology, learning tasks, syllabus and resources

## 4.1.Methodological overview

The learning process designed for this subject will be divided into three main blocks: Lectures, problems and laboratory practices.

During the lectures, the content of the course will be developed as follows: Functions of the Technical Office. Tasks performed. Previous work to complete an electronics or automation project. Morphology, planning, scheduling and management of the project. Technical documentation required to record, validate and complete the CE labeling of the product. Control and monitor the execution of the project, etc. Each section will be illustrated with real examples.

During the problems-lectures, students will work on exercises, study cases and/or problems related to the project to be developed in the course, all this under the individualized supervision of the teacher.

Finally, the laboratory practices will take place in the computer laboratory, where the student will be introduced to the EDA (Electronic Design Automation) tools related to projects in the field of their degree.

## 4.2.Learning tasks

The program offered to the students in order to help them achieve the expected results includes the following activities:

- **Teaching type 1: Lectures (30 hours).** Lectures on Project Office and the previous work to complete a product project, morphology, planning, scheduling and management of the project; technical documentation required to

record, validate and certify the electronic or automation product; control and monitor the execution of the project. It is based on classroom lectures of the theoretical concepts using blackboard and conventional learning materials.

- **Teaching type 2: Problems lectures (15 hours).** Problem lectures where the teacher will explain the resolution of various application exercises, through software tools and complementary theoretical concepts. This learning process is used individualized assistance solving the difficulties that every student has.
- **Teaching type 3: Laboratory Practice (15 hours).** Laboratory practices in the computer class. This teaching type is based on the analysis, case approach and use of some of the most common EDA tools used during the degree.
- **Teaching type 7: Personal study (88 hours).** Individual student dedication necessary to consolidate a correct learning process.
- **Teaching type 8: Evaluation Test (2 hours).** Besides the grading function, evaluation is also a learning tool that can be used by the student to test the degree of understanding and assimilation reached on the matter.
- **Other activities:** Tutoring. Direct attention to the student, identifying learning problems, orientation in the subject, additional attention to exercises and assignments, etc.

## 4.3.Syllabus

The course will address the following topics:

- Topic 1. Morphology of the industrial project.
- Topic 2. Industrial Project Management.
- Topic 3. Applicable regulations in electronic projects.
- Topic 4. Regulation and Legislation related to electronic projects.
- Topic 5. Techniques for the electronic prototype.

## 4.4.Course planning and calendar

**Schedule sessions and submissions of works**

Theory and problems-lectures, as well as practical sessions in the laboratory, will be held according to the schedule set by the centre (schedules available on their website).

Teachers will inform of their tutoring hours. The appointments will be arranged by e-mail.

Other activities will be planned depending on the number of students enrolled, being notified in advance; and also it may be found through the Virtual Campus of the University of Zaragoza (http://add.unizar.es).

The detailed timetable of the activities will be established once the University and the Centre have approved the academic calendar (which may be found in the EINA webpage).

The relationship and date of the activities, along with all the information and documentation on the subject, will be published in the Digital Teaching Ring (ADD) of the University of Zaragoza.

As guideline:

- The planned activities (practices, assignments, evaluations, seminars ...) will be announced, well in advance, both in lectures and in the ADD.
- The dates of the exams and the official announcement will be set by the Centre Direction.

## 4.5.Bibliography and recommended resources

http://biblos.unizar.es/br/br_citas.php?codigo=29830&year=2019