

29730 - Project Office

Syllabus Information

Academic Year: 2021/22

Subject: 29730 - Project Office

Faculty / School: 110 - Escuela de Ingeniería y Arquitectura

Degree: 434 - Bachelor's Degree in Mechanical Engineering

ECTS: 6.0

Year: 4

Semester: First semester

Subject Type: Compulsory

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on participation and the active role of the student favours the development of communication and decision-making skills. A wide range of teaching and learning tasks are implemented, such as lectures, guided assignments, laboratory sessions, autonomous work, and tutorials.

Students are expected to participate actively in the class throughout the semester.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

The course includes 6 ECTS organized according to:

- Lectures (1.2 ECTS): 30 hours.
- Laboratory sessions (0.6 ECTS): 15 hours.
- Guided assignments (0.6 ECTS): 15 hours.
- Autonomous work (1.8 ECTS): 45 hours.
- Tutorials (1.8 ECTS): 45 hours.

Lectures: the professor will explain the theoretical contents of the course and solve illustrative applied problems. These problems and exercises can be found in the problem set provided at the beginning of the semester. Lectures run for 3 weekly hours. Although it is not a mandatory activity, regular attendance is highly recommended.

Laboratory sessions: sessions will take place every 2 weeks (5 sessions in total) and the last 3 hours each. Students will work together in groups actively doing tasks such as practical demonstrations, measurements, calculations, and the use of graphical and analytical methods.

Guided assignments: students will complete assignments, problems and exercises related to concepts seen in laboratory sessions and lectures. They will be submitted at the beginning of every laboratory sessions to be discussed and analyzed. If assignments are submitted later, students will not be able to take the assessment test.

Autonomous work: students are expected to spend about 90 hours to study theory, solve problems, prepare lab sessions,

and take exams.

Tutorials: the professor's office hours will be posted on Moodle and the degree website to assist students with questions and doubts. It is beneficial for the student to come with clear and specific questions.

4.3. Syllabus

The course will address the following topics:

T.1.- PROJECT MANAGEMENT

- 1.1. INTRODUCTION TO MANAGEMENT AND PROJECT MANAGEMENT
- 1.2. INTEGRATION PROJECT
- 1.3. DEFINITION AND SCOPE OF THE PROJECT
- 1.4. DEADLINES PROJECT
- 1.5. GRAPHIC PROJECT MANAGEMENT TECHNIQUES

T.2.- GENERAL CRITERIA FOR PROJECT DEVELOPMENT

- 2.1. UNE 157001: 2002. GENERAL CRITERIA.
- 2.2. STRUCTURE OF A TECHNICAL PROJECT
- 2.3. TECHNICAL PROJECTS IN THE FIELD OF MECHANICS
- 2.4. PROJECTS SPECIALTY

T.3.- APPLICATION REGULATIONS IN PROJECT DESIGN MECHANICS.

- 3.1.- POWERS GRAD - Engineer Mechanic.
- 3.2 APPLICATION OF OFFICIAL RULES FIELD MECHANIC.
- SUPPLEMENTARY REGULATIONS 3.3 APPLICATION.

T.4.- project implementation.

- 4.1.- POWERS, OK, PROBATE AND COMMISSIONING OF INDUSTRIAL FACILITIES.
- 4.2.- AGENTS INVOLVED IN THE LEGALIZATION OF INDUSTRIAL FACILITIES.
- 4.3. CONTROL AND TECHNICAL MANAGEMENT OF PROJECTS.

T.5.- REPRESENTATION OF SCHEMES REGULATIONS AND PLANS IN ENGINEERING PROJECTS.

- 5.1 GENERAL RULES FOR CONSULTATION AND REPRESENTATION.
- 5.2.- TYPES OF PLANS USED IN MECHANICAL PROJECTS.
 - Planes OF INDUSTRIAL BUILDINGS.
 - Planes DISTRIBUTION
 - Planes OF MACHINERY AND EQUIPMENT
 - Planes FACILITIES
- 5.3.- PLANS REQUIRED DEPENDING ON PROJECT.

4.4. Course planning and calendar

For further details concerning the timetable, classroom and further information regarding this course please refer to the "Escuela de Ingeniería y Arquitectura " website (<https://eina.unizar.es/>)