

Academic Year/course: 2021/22

## 29830 - Project Office

### Syllabus Information

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**Academic Year:** 2021/22

**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

### 2. Learning goals

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

### 4. Methodology, learning tasks, syllabus and resources

#### 4.1. Methodological overview

The learning process that has been designed for this subject is based on the following sections:

- In the theory classes the thematic content of the course will be developed: Functions of the Technical Office and the tasks that are carried out in it, previous works to the realization of a project corresponding to an electronic or automation system, with the morphology, planning, programming and management of the project, technical documentation to register, to homologate and to carry out the CE marking of that product and with the control and follow-up of the practical execution of the same one, etc., illustrating each section with real examples.

- In the problem classes students will work, according to the decision of the teacher responsible for the subject, using either traditional or Flipped Classroom methodologies on exercises, cases and/or problems related to the project to be carried out in the course.

- Finally, the laboratory practices will be developed, according to the decision of the teacher responsible for the subject, with traditional or Flipped Classroom methodologies in a computer classroom or one that is appropriate for this purpose, using computer equipment (the student's own laptop or desktop computer if there is appropriate equipment from the School), where the student will be introduced to the EDA (Electronic Design Automation) computer tools related to the course project.

#### 4.2. Learning tasks

The program offered to the student to help him/her achieve the expected results includes the following activities:

Teaching type 1: Theory classes (30 hours). Theory classes about the Project Office and the work carried out in it, previous work to the project of a product, morphology, planning, programming and management of the project, technical documentation to register, homologate and certify an electronic or automation product, as well as the control and follow up in the execution of the same. It is based on the exposure in the classroom of the theoretical concepts with the use of blackboard and usual teaching aids (transparencies, presentation software, etc.).

Teaching type 2: Classes of problems (15 hours). Classes of problems in which the teacher will propose the resolution of various application exercises, by means of computer tools and theoretical concepts complementary to those explained in the theory classes. For this learning process, as far as possible, we tend towards an individualized assistance.

Teaching type 3: Laboratory practices (15 hours). Laboratory practices on computer equipment or appropriate for this purpose on the School's own or the School's computer equipment (if available and appropriate). It is based on the explanation, cases approach and use of some of the CAE/CAM software tools, with free or educational licenses, more used in the area of the degree and with direct application to the subject project.

Teaching type 7: Personal study (88 hours). Individual dedication of the student necessary to consolidate a correct learning process.

Teaching type 8: Evaluation test (2 hours). In addition to the qualifying function, the evaluation is also a learning tool with which the student tests the degree of understanding and assimilation that he has reached about the subject.

Other activities: Tutorial. Direct attention to the student, identification of learning problems, orientation in the subject, additional attention to exercises and works, 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.