

## 30031 - Project Office

### Syllabus Information

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**Academic Year:** 2021/22

**Subject:** 30031 - Oficina de proyectos

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

**Degree:** 436 - Bachelor's Degree in Industrial Engineering Technology

**ECTS:** 6.0

**Year:** 4

**Semester:** Second semester

**Subject Type:** Compulsory

**Module:**

## 1. General information

## 2. Learning goals

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

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

The student must demonstrate that he/she has achieved the anticipated learning outcomes through the following assessment activities:

#### Option 1

This option is aimed at those students who can regularly follow the activities of the course (both the practical and the theoretical sessions). In this case, the evaluation will consist in the realization of a global assessment test in the exam period on the day established by the School, which will consist of the following parts:

? Individual test. It is intended to evaluate if the student has understood the basic concepts of the course, master the terminology and is able to apply these concepts to the understanding of small exercises or problems. The test, if scheduled, will be 30% of the student's grade.

? Practical work(s). Throughout the course one or more practical works will be carried out, which must be delivered and presented on the day the global assessment test takes place. The quality of the documentation presented by the work team as well as the defense thereof will be valued, and will account for 70% of the student's grade. In the event that the completion of a test is not scheduled, this practical part will be 100% of the student's grade. It will be mandatory to carry out these practical work(s) as a group. For the evaluation of these practical works the professors will be able to propose systems of evaluation by peers, in which the own students will evaluate the performance of their teammates during the accomplishment of the works and / or practical cases and that will serve to determine the qualification of each student in the practical part.

#### Option 2

This option is aimed at those students who can not participate in the learning activities of the course on a regular basis. In this case, the evaluation will consist in the realization of a global assessment test identical to that of Option 1, with the difference that the practical work(s) will be carried out individually.

In any of both options, in order to pass the course it is necessary that the student has obtained a grade equal to or higher than 5.0 in each of the tasks that comprise the global assessment test. In case of not meeting this condition, the final grade will be that of suspense 4.0, unless the result of the average between the theoretical exam and the evaluation of the practical work is less than 4.0, in which case the final grade will correspond to that value.

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

### 4.1. Methodological overview

The learning process designed for this subject is based on the following:

The learning methodology to be used in the subject is Project-Based Learning as the fundamental activity of student learning will focus on the implementation of an industrial engineering project. This project will be performed by teams to facilitate collaborative student learning and to become familiar with this way of working.

With the completion of this project, it is intended that students acquire the skills contained in the subject guide, but also intended to be able to interact with the different stakeholders of a project and to experience how works the project office of a company.

This project will require the student to integrate the knowledge he has been acquired throughout their studies and apply them to an environment that simulates a real situation of service to a customer with particular needs and goals.

There is a possibility to perform this project in a real company, previously contacted by the teachers responsible for the subject. Students may participate in this option voluntarily. If they cannot meet all the requests, interested students will be assigned to existing projects through a lottery.

## **4.2. Learning tasks**

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

- Lectures.
- Conferences and seminars.
- Laboratory sessions.
- Project work.

## **4.3. Syllabus**

The course will address the following topics:

Topic 1: Introduction

Topic 2: Project Definition

Topic 3: Preliminary studies

Topic 4: Project Planning

Topic 5: Basic Engineering

Topic 6: Detailed Engineering

Topic 7: Monitoring, implementation and commissioning

Topic 8: Project structure and documentation

Topic 9: The profession of industrial engineer

## **4.4. Course planning and calendar**

Schedule of sessions and project presentations

At the beginning of the course and depending on the academic calendar and schedules determined by the Center, the detailed schedule will be communicated to the students.

## **4.5. Bibliography and recommended resources**

Link:

[http://biblos.unizar.es/br/br\\_citas.php?codigo=30031&year=2019](http://biblos.unizar.es/br/br_citas.php?codigo=30031&year=2019)