

29830 - Project Office

Syllabus Information

Academic year: 2024/25

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

The Project Office is a compulsory subject, which includes contents related to the realization and management of technical and industrial projects in the field of the degree; it aims at the understanding, the knowledge of the methodology and the use of the main tools for the efficient operation of technical offices in the industrial and automatic electronics sector.

During the development of the subject, the student is expected to acquire the basic concepts about the structure of an Industrial Engineering Project of the specialty, as a way to integrate and apply the different technical knowledge that the student has acquired throughout the career; specifically: the documentation that must be generated, the responsibilities that are acquired, the legal dispositions to which must be adhered, the tools available to carry out the processes of elaboration, execution and management, and finally, the standards applicable at each stage.

2. Learning results

- Understand the interrelationships between all the agents involved in the project.
- Interpret the fundamental concepts and standards related to industrial projects of the degree.
- Understand the aspects and characteristics involved in the technical studies of the industrial activity of their degree.
- Perform and carry out the design, planning, development and monitoring of a project.
- Interpret and prepare the specific technical documentation of a project of their degree.

3. Syllabus

- Topic 0. Presentation of the subject (contents, means and objectives).
- Topic 1. The morphology of the Industrial Project (introduction to the Technical Office Project and the classical theory of Projects according to UNE 157001:2014).
- Topic 2. Industrial Project Management (introduction to advanced project theory according to the UNE standard) 21500:2013 and the PMBook guide).
- Topic 3. Applicable regulations in the realization of Electronic Projects.
- Topic 4. Regulations and Legislation related to Electronic Projects.
- Topic 5. Techniques for the realization of the electronic prototype.

4. Academic activities

The program offered to the student to help them achieve the expected results comprises the following activities:

- Teaching type 1 : Theory classes (30 hours). It is based on the presentation of the concepts in the classroom or virtual classroom theoretical lectures with the use of a blackboard and teaching aids (transparencies, presentation software, etc.).
- Teaching type 2: Problem classes (15 hours). Problem classes in which the professor will propose the resolution of various application exercises, using computer tools and theoretical concepts complementary to those explained in theory classes.
- Teaching type 3: Laboratory Practices (15 hours). Laboratory practices in a computer classroom or appropriate for such purposes on own or School computer equipment (if available and appropriate).
- Teaching type 7: Personal study (88 hours). Individual dedication of the student necessary to consolidate a correct learning process.

- Teaching type 8: Assessment tests: 2 hours.
- Other activities: Tutoring. Direct attention to the student, identification of learning problems, orientation in the subject, additional attention to exercises and assignments, etc.

5. Assessment system

The student must demonstrate achievement of the intended learning results through the assessment activities:

1. **Theoretical assessment of the subject:** In each official exam session, a global test will be given, which will include all the theory blocks explained. The final grade for this activity will be from 0 to 10 points, and its value weighted (from a minimum grade of 5 points) will represent 25% of the student's overall grade.

2. **Work or Project of the subject:** Throughout the four-month period, students will carry out a project in groups of work or individually if the student so decides. The final grade for this activity will be from 0 to 10 points, and its weighted value (based on a minimum grade of 5 points) will represent 75% of the student's overall grade.

Final assessment of the subject: The course will be considered passed in the corresponding official call, when both the final grades of the Theoretical Exam and the Paper are equal or higher than 5, resulting in the weighted average of both (and according to their specific weight) the overall grade of the subject.

Global test (in official calls): In addition to the above, all students have the right to a global assessment test in the official exams. This test will consist of the theoretical exam and the realization of a project according to the teacher's specifications. This test will take place during the period established by the Center in the academic calendar.

6. Sustainable Development Goals

9 - Industry, Innovation and Infrastructure