

29929 - Project Office

Syllabus Information

Academic year: 2024/25

Subject: 29929 - Project Office

Faculty / School: 110 - Escuela de Ingeniería y Arquitectura

Degree: 435 - Bachelor's Degree in Chemical Engineering

ECTS: 6.0

Year: 4

Semester: First semester

Subject type: Compulsory

Module:

1. General information

The purpose of this subject is for students to learn how to prepare and manage all the technical documentation necessary in the development of a project related to a chemical industrial system or installation, and that students are able to analyze the feasibility of a proposal and to plan, coordinate and manage the execution of a project.

2. Learning results

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

3. Syllabus

Unit 1. Professional Associations and Professional Attributions of the Industrial Technical Engineer

Unit 2. Project Morphology

Unit 3. Technical Office.

Unit 4. Project planning and scheduling

Unit 5. Representation of chemical and piping installations.

Laboratory practices:

1. Program to carry out project planning, programming and follow-up.
2. Program for the graphical representation of industrial chemical systems or installations.
3. Program for the budgeting of an engineering project.
4. Convert, edit, and secure PDF files

4. Academic activities

Theory classes (15h.). Explanation of contents

Problem classes (30h.). The teacher will pose several exercises based on the concepts explained in the classes of theory. For this learning process, an individualized attention will be established, solving the difficulties that each student encounters in the solution of problems and cases.

Laboratory practices (15h.). Internships on computer equipment. Explanation and application of specific licensed software for the development of projects under the continuous supervision of the teacher.

Supervised practical work (24h.). Project writing and management.

Personal study (60h.)

Assessment test (6h.)

5. Assessment system

Option 1:

- Theoretical Test (25% of the overall grade).

Composed of short questions and/or problems.

- Work (70% of the overall grade).

Work in work groups, which will consist of the drafting and management of a Project whose subject will be related with a chemical system or installation.

At the beginning of the term, the parts or deliverables that make up the work and the specific weighting applicable will be established, which will be communicated in class and through the means established by the teaching team .

In addition to the delivery of the work in computer support and the plans also on paper, the teaching team may propose the following the realization of an oral presentation.

In the event that the student achieves a grade lower than 5.0 points in any of the deliverables to be done, must resubmit such deliverable, applying the corrections indicated by the teaching team. The maximum grade for the corrected submission will be 6.0 points.

- Teamwork (5% of the overall grade)

The performance of the team will be evaluated during the development of the work.

In order to pass the subject, the student must have obtained a grade equal to or higher than 5.0 in both the test and the work. If this condition is not met, the final grade will be 4.0, unless the result of the average between the exam and the assessment of the work plus the team work is less than 4.0, in which case the final grade will correspond to that value.

If at the end of the course the grade of the subject is a fail and the grade for the work and team work (proportional grade considering 70% the work grade and 5% the team work grade) is equal to or higher than 5.0, the student may request that the passing grade for these two parts be saved for the following course. The grade saved for the following course will be 6.0, unless the proportional grade of these two parts is lower than 6.0, in which case it will correspond to that value.

Option 2: Overall assessment

It will consist of the theoretical exam, as established in the academic calendar, and the development of a paper, according to the teacher's specifications. The percentage of the final grade will be 25% for the test and 75% for the work.

6. Sustainable Development Goals

- 8 - Decent Work and Economic Growth
- 9 - Industry, Innovation and Infrastructure
- 12 - Responsible Production and Consumption