Universidad Zaragoza

Academic Year: 2025/26

30177 - Project Office

Teaching Plan Information

Academic year: 2025/26
Subject: 30177 - Project Office
Faculty / School: 179 - Centro Universitario de la Defensa - Zaragoza
Degree: 563 - Bachelor's Degree in Industrial Organisational Engineering
ECTS: 4.5
Year: 4
Semester: First semester
Subject type: Compulsory
Module:

1. General information

The main objective of the subject is for students to be able to manage the complexity of a project derived from the relationship between its objectives, activities, stakeholders, coordination within the team, and existing documentation and regulations. To this end, the management methodology applicable to different types of projects and fields is explained, as well as the basic tools that allow the correct definition, planning, development, monitoring and control of a project.

2. Learning results

1. Understands the interrelationships between all the agents involved in the project.
2. Interprets the fundamental concepts and standards related to industrial projects.
3. Understands the aspects and characteristics involved in the technical studies of the industrial activity.
4. Performs and carries out the design, planning, development and monitoring of a project.
5. Interprets and prepares the specific technical documentation of a project in their specialty.

3. Syllabus

Unit 1: Introduction | Project Management Fundamentals

Unit 2: Integration management

Unit 3: Scope management

Unit 4: Time management and planning

Unit 5: Risk management

Unit 6: Procurement management

Unit 7: Quality management

Unit 8: Cost management

4. Academic activities

- **Lectures** [18 hours]: sessions to develop the content of the subject.
- **Practical sessions in the classroom** [19.5 hours]: realization and progress in the different deliverables and project report, with the supervision of the teacher.
- **Oral presentation of the project** [4.5 hours]: by working groups, with a duration of 15 minutes per group, including a question and answer session.
- **Evaluation tests** [3 hours]: theoretical and practical exam of the subject.

Total = [45 hours]

- **Personal study and independent work; tutorials**

5. Assessment system

FIRST CALL

Continuous assessment:

1. **Theoretical-practical exam** (40% final grade): Evaluation of contents and knowledge of the subject.
2. **Project** (60% final grade): Performance, presentation and oral defence of a group work.
    2.1. **Deliverables** (30%)

2.2. **Technical report** (10%)

2.3. **Oral defence** (20%)

Global test:

Students who do not pass the subject by CE or who would like to improve their grade, will have the right to sit for the global test, prevailing, in any case, the best of the grades obtained. It will consist of a theoretical-practical exam, and the delivery and oral defence of the project.

SECOND CALL

Global test:

Students who do not pass the subject in the first call may sit for this global exam. It will consist in a theoretical-practical exam, and in the delivery and oral defence of the project.

ASSESSMENT CRITERIA

They are established based on the learning results of the subject.

In the case of the Project, the students will be provided with evaluation rubrics.

In all cases, in order to pass the subject, a grade greater than or equal to 5 must be obtained in both evaluation instruments: 1.Theoretical-practical examination and 2. Project

INTRUMENTS vs. LEARNING RESULTS (RA)

Evaluation Instruments	**Weighting**	**RA-1**	**RA-2**	**RA-3**	**RA-4**	**RA-5**
Theoretical-practical exam	40%	X	X	X		X
Deliverables	30%	X	X	X	X	X
Technical Report	10%	X	X	X	X	X
Oral Defence	20%	X	X	X	X	X

6. Sustainable Development Goals

9 - Industry, Innovation and Infrastructure