



## IDENTIFYING DATA

### A7 HR Project Management and Communications

Subject	A7 HR Project Management and Communications			
Code	P02M009V02207			
Study programme	(*)Máster Universitario en Dirección Integrada de Proxectos. Especialidade Lecer e Deporte			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	3.5	Mandatory	1st	An
Teaching language				
Department				
Coordinator	Cancela Carral, José María			
Lecturers	Cancela Carral, José María Gambau I Pinasa, Vicente Guillén Solórzano, Eduardo Serrano Gomez, Virginia			
E-mail	chemacc@uvigo.es			
Web	<a href="http://www.mdip.es">http://www.mdip.es</a>			
General description	Analysis of different Slavonians forming the HR team, and its procedures and guidelines for communication			

## Competencies

Code	
A1	(*)Capacidade de actuar como representante do promotor do proxecto en todos os ámbitos de actuación do Project Manager.
A2	(*)Desenvolvemento da capacidade e análise e síntese vinculadas ás accións do Project Manager.
A3	(*)Capacidade de organización e planificación nas diferentes fases dun proxecto.
A4	(*)Capacidade para a búsqueda, análise, selección, organización, utilización e xestión da información no ámbito do Project Manager.
A5	(*)Capacitarse no manexo de paquetes informáticos para a dirección e xestión dun proxecto.
A6	(*)Dominio dos procedementos necesarios para levar a cabo a xestión e resolución dos problemas dentro do ámbito do Project Manager.
A7	(*)Dominio da análise crítica e reflexiva das opcións metodolóxicas que se presentan no ámbito do Project Manager, que fundamenten as propias decisións.
A8	(*)Capacidade para intercambiar coñecementos e liderar proxectos de forma cooperativa e multidisciplinar no ámbito do Project Manager.
A9	(*)Capacidade de liderazgo, diálogo e negociación nas diferentes fases do proxecto.
A10	(*)Hábitos de excelencia, compromiso ético e calidade no exercicio profesional do Project Manager.
A13	(*)Capacidade para xestionar a obtención do resultado acorde ós criterios de calidade, e a esixencia do cliente.
A14	(*)Capacidade para a planificación, redacción do proxecto así como para a súa comunicación de forma convincente, clara, concisa e sen ambigüedades.
B2	(*)Cos estudantes demostraren a capacidade de concebir, deseñar e planificar un proxecto seguindo a metodoloxía Project Manager.
B3	(*)Cos estudantes sexan capaces de realizar unha análise crítica, avaliación e síntese das súa ideas novas e complexas no ámbito do Project Manager.
B4	(*)Que se lle supoña, ó estudante, a capacidade de fomentar en contextos profesionais o avance tecnolóxico, no ámbito do Project Manager.
B5	(*)Cos estudantes sepan comunicarse coa comunidade profesional no seu conxunto, e coa sociedade en xeral, en relación ó ámbito do project Manager.

<b>Learning aims</b>		
Expected results from this subject	Training and Learning Results	
Develop Human Resource Plan	A1 A3 A4	B2
Equipment Acquisition Project	A2 A3	B2
Develop Project Team	A6 A8	B2
Leading the Project Team	A3 A9 A10	B3
Set each of the phases of a strategic communications plan	A3 A8	B4
Learn the fundamentals of interpersonal communication and integrated in organizations	A4 A6 A14	
Identify research methods used for communication planning	A13 A14	B4 B5
Analyze how to make the evaluation process of communication, existing methods and exploitation of results	A4 A7 A10	B3
Develop the essential aspects of internal communication, among others, the variables that affect communication , the impact on company strategy , types of internal communication , resources , roads and possible channels , use and suitability	A14	B5
Analyze each of the criteria for the proper design of an internal communication plan	A7	B3
Develop those determinants for the management and evaluation of media relations	A14	B4 B5
Establish the relationship between communication and management for business excellence (quality standards , best practices, etc. . ) And the management of human resources ( host plan , news reporting , management of emotions ... ) .	A4 A5 A6 A14	B5
Meet new trends in business communication	A3 A5	
Determine what the International Strategic Communication , contextual variables and the generic principles that affect the development of public relations in international settings .	A13 A14	B4 B5

### **Contents**

Topic	
Chapter I. Design Jobs	the posts
Chapter II. Recruitment and selection processes	The selection and recruitment
Chapter III. Systems coordinating work	Coordination of work
Chapter IV. Teamwork	Teamwork
Chapter V. The management teams	The management team
Chapter VI. communication	communication
Chapter VII. Communication Strategies	Communication: strategies
Chapter VIII. Managing project communications	The comunicación and management

### **Planning**

	Class hours	Hours outside the classroom	Total hours
Presentations / exhibitions	8	7	15
Troubleshooting and / or exercises	4	12.5	16.5
Case studies / analysis of situations	4	8	12
Proceedings	2	8	10
Master Session	6	4	10
Multiple choice tests	1	8	9
Troubleshooting and / or exercises	0	15	15

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

### **Methodologies**

	Description
Presentations / exhibitions	Sharing and discussion by students and teacher work performed under the guidance of teachers.

Troubleshooting and / or Throughout the course exercises to be resolved individually by the student will be proposed. exercises

Case studies / analysis of situations Throughout the course problem situations to be analyzed and studied by the students to propose solutions to it are presented.

Proceedings On a topic proposed by the teacher will discuss the same defending different points of view.

Master Session Presentation by the teacher of the contents on the object field of study, theoretical and / or guidelines of work, exercise or project to be developed by the student.

### **Personalized attention**

<b>Methodologies</b>	<b>Description</b>
Case studies / analysis of situations	The student will receive individual attention in tutoring schedule established for this purpose during the current academic year. To read your tutoring schedule and place thereof should consult the web master: <a href="http://www.mdip.es">www.mdip.es</a> .

### **Assessment**

	<b>Description</b>	<b>Qualification</b>
Multiple choice tests	It consists of 20 questions and only answer to all the content taught in the course.	80
Troubleshooting and / or exercises	Practical assumptions on the content taught in the course	20

### **Other comments on the Evaluation**

### **Sources of information**

### **Recommendations**

#### **Subjects that continue the syllabus**

A8 Project Risk Management and Acquisitions/P02M009V02208

#### **Subjects that it is recommended to have taken before**

A6 Project Quality Management/P02M009V02206