



## IDENTIFYING DATA

### A7 HR Project Management and Communications

Subject	A7 HR Project Management and Communications			
Code	P02M009V03207			
Study programme	(*)Máster Universitario en Dirección Integrada de Proxectos. Especialidade: Sistemas de Información			
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	(*)Capacidad de actuar como representantes del promotor del proyecto en todos los ámbitos de actuación del Project Manager.
A2	(*)Desarrollo de la capacidad de de análisis y síntesis vinculadas a las acciones del Project Manager.
A3	(*)Capacidad de organización y planificación las diferentes fases de un proyecto.
A4	(*)Capacidad para la búsqueda, análisis, selección, organización, utilización y gestión de la información en el ambito del Project Manager.
A5	(*)Capacitarse en el manejo de paquetes informáticos para dirección y gestión de un proyecto.
A6	(*)Dominio de los procedimientos necesarios para llevar a cabo la gestión y resolución de los problemas dentro del ambito del Project Manager.
A7	(*)Dominio del análisis crítico y reflexivo de las opciones metodológicas que se presentan en el ambito del Project Manager, que fundamenten las propias decisiones.
A8	(*)Capacidad para intercambiar conocimientos y liderar proyectos de forma cooperativa y multidisciplinar en el ámbito del Project Manager.
A9	(*)Capacidad de liderazgo, diálogo y negociación en las diferentes fases del proyecto.
A10	(*)Hábitos de excelencia, compromiso ético y calidad en el ejercicio profesional del Project Manager.
A13	(*)Capacidad para gestionar la obtención del resultado acorde a los criterios de calidad, y del cliente
A14	(*)Capacidad para la planificación, redacción del proyecto así como para su comunicación de forma convincente, clara, concisa y sin ambigüedades.
B2	(*)Que los estudiantes hayan demostrado la capacidad de concebir, diseñar y planificar un proyecto siguiendo la metodolodía Project Manager.
B3	(*)Que los estudiantes sean capaces de realizar un análisis crítico, evaluación y síntesis de ideas nuevas y complejas en el ambito del Project Manager.
B4	(*)Que se le suponga, al estudiante, capaz de fomentar en contextos profesionales el avance tecnológico, en el ámbito del Project Manager.
B5	(*)Que los estudiantes sepan comunicarse con la comunidad profesional en su conjunto, y con la sociedad en general, en relación al ámbito del 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.

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### Personalized attention

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Methodologies	Description
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> .

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### Assessment

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	Description	Qualification
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

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### Other comments on the Evaluation

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### Sources of information

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### Recommendations

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#### Subjects that continue the syllabus

A8 Project Risk Management and Acquisitions/P02M009V02208

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

A6 Project Quality Management/P02M009V02206