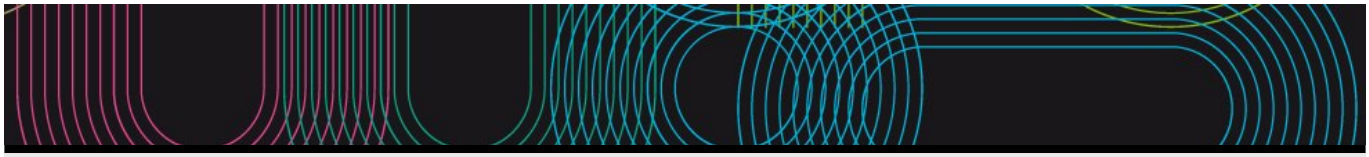

IDENTIFYING DATA				
Technical Office				
Subject	Technical Office			
Code	V12G380V01701			
Study programme	Degree in Mechanical Engineering			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	4th	1st 2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Bouza Rodríguez, José Benito Cerqueiro Pequeño, Jorge			
Lecturers	Bouza Rodríguez, José Benito Casal Guisande, Manuel Cerqueiro Pequeño, Jorge Comesaña Campos, Alberto Corralo Domonte, Francisco Javier Fernández Ulloa, Antonio			
E-mail	jcerquei@uvigo.es jbouza@uvigo.es			
Web				
General description	The aim pursued with this course is to guide the student in the acquisition of the knowledge and the skills needed to qualify him for the handling and application of the methodologies, techniques and tools oriented to the elaboration, organisation and management of projects and another technical documentation regularly used in Engineering Offices, in ways that prepare the student to make use of these skills to carry out similar activities in his future professional activity in the real world. In order to achieve that goal, the course uses a broad approach of the subjects in its contents, looking for the integration of the knowledge achieved along the student□s previous courses and its application through the methodology, organisation and management of several different modalities of technical works, as they constitute the true essence of the Engineer profession in the framework of his professional competences and fields of activity. This course promotes the development of its associated skills by means of using active and technical collaborative methodologies. In this way, the contents explained in theoretical classes are implemented and developed in the practical activities -oriented to the industrial reality of the profession-, thus assimilating the agile and precise use of the different rules of application and of the professional best practices established, while being supported by the new technologies to document, elaborate, manage and present the technical documentation that correspond to each particular case.			

Competencies	
Code	
B1	CG1 Skills for writing, signing and developing projects in the field of industrial engineering, whose purpose, specializing in Mechanics, construction, alteration, repair, maintenance, demolition, manufacturing, installation, assembly or operation of: structures, mechanical equipments, energy facilities, electrical systems and electronic installations and industrial plants, and manufacturing processes and automation.
B2	CG2 Ability to manage the activities object of the engineering projects described in CG1.
C18	CE18 Knowledge and skills to organize and manage projects. Know the organizational structure and functions of a project office.
D1	CT1 Analysis and synthesis
D2	CT2 Problems resolution.
D3	CT3 Oral and written proficiency.
D5	CT5 Information Management.
D6	CT6 Application of computer science in the field of study.
D7	CT7 Ability to organize and plan.

D8	CT8 Decision making.
D9	CT9 Apply knowledge.
D10	CT10 Self learning and work.
D11	CT11 Ability to understand the meaning and application of the gender perspective in the different fields of knowledge and professional practice with the aim of achieving a more just and egalitarian society.
D12	CT12 Research skills.
D13	CT13 Ability to communicate orally and in writing in the Galician language.
D14	CT14 Creativity.
D15	CT15 Objectification, identification and organization.
D16	CT16 Critical thinking.
D17	CT17 Working as a team.
D20	CT20 Ability to communicate with people not expert in the field.

Learning outcomes

Expected results from this subject	Training and Learning Results		
New	B1 B2	C18	D1 D3 D5 D6 D7 D8 D9 D11 D14 D15 D16 D17 D20
New		C18	D1 D2 D3 D5 D6 D9 D10 D12 D13 D15
New	B1		D1 D3 D5 D20
New	B2	C18	D1 D5 D7 D8 D17 D20
New	B1		D3 D20

Contents

Topic	
1. Introduction and presentation of the course.	1.1. Presentation. 1.2. Learning guide for the course. 1.3. Criteria and norms for the development of the course. 1.4. Professional and legal aspects.
2. The Engineering Office.	2.1. Introduction to the industrial Engineering office. 2.2. Realisations of the Engineering office. 2.3. Infrastructure of an Engineering office. 2.4. Organisation and management of an Engineering office.
3. Technical reports and similar works.	3.1. Technical reports. 3.2. Assessments, valuations and budgets. 3.3. Other similar technical works. 3.4. Criteria and norms for the editorial and presentation of technical works.

4. The Project methodology.	4.1. Introduction. 4.2. Theories on the Project. 4.3. Methodology of the Project process. 4.4. The phases of the industrial Project.
5. The normative and legal frame of the Project.	5.1. The legal regulations and the Project. 5.2. Specific technical regulations. 5.3. Normalisation, certification, homologation and quality. 5.4. Patent rights and transfer of technology.
6. Documentation in the industrial Project.	6.1. Memory. 6.2. Plans. 6.3. Specifications. 6.4. Measurements and Budget. 6.5. Studies with their own entity.
7. Methods and techniques for the organisation and management of Projects.	7.1. Organisation, direction and coordination of Projects. 7.2. Methods and techniques for the management of Projects. 7.3. Techniques for the optimisation of Projects. 7.4. Tools for the computer-assisted management of Projects.
8. Processing of Projects and of another technical documentation.	8.1. Criteria and norms for the processing of Projects. 8.2. Process for the certification of Projects and other technical documents. 8.3. Management of licences, permissions and authorisations before public and private institutions. 8.4. Bidding and contracting of Projects.
9. Engineering Supervision of industrial projects.	9.1. Professionals that take part in the materialization of projects. 9.2. Functions and activities of the Engineering or Work Supervision. 9.3. Legal frame that regulates the functions and responsibilities of the Engineering Supervision. 9.4. Obligations of the Engineering Supervision in matters of health and Security at work.
Assignment 1. Study and analysis of a Project related to the speciality field	The students, either on individually or in groups, will look for a project documentation to study and analyse it, and on which they will elaborate a Technical Report. This Report will contain at least: an assessment of the main aspects that on the view of the student stand out in the project, the description of the project's structure, contents, arrangement and presentation of its documents, as well as its adaptation to the contents of the UNE 157001:2000 standard.
Assigment 2. Realisation of a technical proposal for the elaboration of a Project related with the student's degree field.	The students will be arranged in groups of three to five members, and they will draft an offer of professional services addressed to a fictional petitioner (internal or external promoter) containing at least the following: the project approach, work methodology to be followed for his elaboration, and description of the material resources and humans thatr are necessary.
Assignment 3. Elaboration of the documents of a simple project.	The students, arranged in groups of three to five members, will develop, according to its level of difficulty, the documentation for the preliminary draft or of a detail projectl. It will be required to do a presentation and defence of the work elaborated.
(*)Práctica 4. Realizar unha planificación básica para a execución do proxecto elaborado.	(*)Apoiándose nos métodos e ferramentas de xestión de proxectos, cada grupo realizará a planificación e programación da execución material do traballo elaborado.

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	26	40	66
Project based learning	24	48	72
Project based learning	0	6	6
Problem and/or exercise solving	4	0	4
Report of practices, practicum and external practices	0	2	2
*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.			

Methodologies

	Description
Lecturing	The theoretical contents will be presented by the lecturer, complemented with the active intervention of the students, and in total coordination with in the development of the practical activities programmed.
Project based learning	Realisation of an interdisciplinary project resembling a real case with the students arranged in groups, requesting active participation of all members, and with the guidance of the lecturer.
Project based learning	Realisation of an interdisciplinary project resembling a real case with the students arranged in groups, requesting active participation of all members, and with the guidance of the lecturer.

Personalized assistance

Methodologies	Description
Project based learning	Proposition and review of the outcomes of the course activities, aiming to support individually the learning process in small groups of students.

Assessment

	Description	Qualification	Training and Learning Results
Problem and/or exercise solving	(*)Ao longo do cuadrimestre levarán a cabo unha serie de probas de avaliación de coñecementos para a súa avaliación. A extensión da proba pode depender da convocatoria.	50	B1 C18 D1 D5 D6 D8 D11 D13 D14 D15 D16
Report of practices, practicum and external practices	(*)Ao longo do cuadrimestre levarán a cabo unha serie de informes de actividades prácticas entregables ao profesor para a súa avaliación de forma continuada. Valorarase tamén a implicación do alumno nas clases e na realización das diversas actividades programadas, o cumprimento dos prazos de entrega e/ou exposición e defensa dos traballos propostos.	50	B1 C18 D1 B2 D2 D3 D5 D6 D7 D8 D9 D10 D14 D15 D17 D20

Other comments on the Evaluation

Sources of information

Basic Bibliography

Brusola Simón, Fernando, **OFICINA TÉCNICA Y PROYECTOS**, Servicio Publicaciones Universidad Pol. Valencia, 2011

De Cos Castillo, Manuel, **TEORIA GENERAL DEL PROYECTO I: GESTIÓN DE PROYECTOS**, Síntesis, 1995

De Cos Castillo, Manuel, **TEORIA GENERAL DEL PROYECTO II: INGENIERIA DE PROYECTOS**, Síntesis, 1997

Complementary Bibliography

Díaz Martín, Ángel, **EL ARTE DE DIRIGIR PROYECTOS**, 3ª, RA-MA, D.L., 2010

Gómez-Senent Martínez, Eliseo; González Cruz, Mª Carmen, **TEORÍA Y METODOLOGÍA DEL PROYECTO**, Servicio Publicaciones Universidad Pol. Valencia, 2008

Martínez de Pisón Ascacíbar, Francisco Javier, et al., **LA OFICINA TÉCNICA Y LOS PROYECTOS INDUSTRIALES**, Asociación Española de Ingeniería de Proyectos, 2002

Santos Sabrás, Fernando, **INGENIERÍA DE PROYECTOS**, 2ª, Eunsa, 2002

Serer Figueroa, Marcos, **GESTIÓN INTEGRADA DE PROYECTOS**, 3ª, Ediciones UPC, 2010

Recommendations

Subjects that continue the syllabus

Final Year Dissertation/V12G380V01991

Subjects that it is recommended to have taken before

Graphic expression: Graphic expression/V12G380V01101
Graphic engineering/V12G380V01602

Other comments

To register in this course, the students are required to have passed, or at least are registered in, all the courses from previous years to the one this course is placed on. It is necessary to stress the importance of having passed the two courses indicated in the previous section before taking this course.

In case there are any discrepancies, the version in Spanish of this guide will prevail.

Contingency plan

Description

=== EXCEPTIONAL MEASURES SCHEDULED ===
In front of the uncertain and unpredictable evolution of the sanitary alert caused by the COVID-19, the University of Vigo establishes an extraordinary planning that will be activated at the moment in which the administrations and the own institution deemed it necessary accordingn to criteria of security, health and responsibility, and guaranteeing the teaching in a no face-to-face or partially face-to-face stages. These already scheduled measures guarantee, in the moment that they are prescribed, the development of the teaching in a more agile and effective way when known in advance (or with a wide anticipation) by the students and the teaching staff through the normalised and institutionalised educational guides tool.

=== ADAPTATION OF THE METHODOLOGIES ===
* Educational Methodologies to keep:
There are no changes.
* Educational Methodologies to be modified:
There are no changes.
* Mechanisms for not face-to-face of attention to the students (tutorial sessions):
Will be made through telematic means: virtual rooms, email, telephone, etc.
* Modifications (if appies) of the contents to be taught:
There are no changes.
* Additional Bibliography to facilitate the home-learning:
There are no changes.
* Other modifications:
There are no changes.

=== ADAPTATION OF THE EVALUATION ===
* Tests already done:
Resolution of problems and/or exercises: [Previous Weight 50%] [Weight Proposed 50%]
Laboratory assignment reports: [Previous Weight 50%] [Weight Proposed 50%]
...

* Pending tests to be kept:
Resolution of problems and/or exercises: [Previous Weight 50%] [Weight Proposed 20%]
Laboratory assignment reports: [Previous Weight 50%] [Weight Proposed 80%]
...

* Tests to be modified:
None.

* New tests:
None.

* Additional Information
Regarding the contents of the initial Learning guide, the following changes are made:
The sentence 'it is demanded to achieve a minimum of 40% of the maximum
grade in each part and each sub-part' is suppressed.
The expression 'and it will be possible to make this test by telematic means as well as in writing or in oral form' is inserted in the following sentence, that states now 'and that it will be possible to include short- or long-answer tests, problem-solving tests or development of case studies, and it will be possible to make this test by telematic means as well as in writing or in oral form'.