



## IDENTIFYING DATA

### RR management. H H. of the Project, Communications and Stakeholder Management

Subject	RR management. H H. of the Project, Communications and Stakeholder Management			
Code	P02M163V01107			
Study programme	(*)Máster Universitario en Dirección Integrada de Proxectos			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	4	Mandatory	1st	An
Teaching language	Spanish			
Department				
Coordinator	Serrano Gómez, Virginia			
Lecturers	Cancela Carral, José María Gambau I Pinasa, Vicente Serrano Gómez, Virginia			
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Web	<a href="http://www.mdip.es">http://www.mdip.es</a>			
General description	The Master in Direction Integrated of Projects (DIP) is some qualifications interuniversity and this subject is imparted by the University of A Coruña. His teaching guide can be consult in:  <a href="https://guiadocente.udc.es/guia_docent/index.php?Itcenter=670&amp;ensenyament=670471&amp;query=assignatures">https://guiadocente.udc.es/guia_docent/index.php?Itcenter=670&amp;ensenyament=670471&amp;query=assignatures</a>			

## Skills

Code

## Learning outcomes

Expected results from this subject	Training and Learning Results
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## Contents

Topic	
Management of the Human Resources of the project	Schedule the management of the Human Resources Estimate the Human Resources of the Activities Purchase the team of project Develop the team of the project Direct the team of the project Control the team of project
Management of the communications of the project.	The communication Strategies of communication Management of the communications of the project Study of cases on communication
Project stakeholder management	Identification of Stakeholders Stakeholder Engagement Planning Managing Stakeholder Engagement Controlling Stakeholder Engagement

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	15	15	30
Case studies	15	15	30
Mentored work	12	20	32
Debate	4	4	8

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

### Methodologies

	Description
Lecturing	Exhibition by part of the professor of the contents on the matter object of study, theoretical bases and/or guidelines of a work, exercise that the/the student has to develop
Case studies	Analysis of a fact, problem or real event with the purpose to know it, interpret it, resolve it, generate hypothesis, contrast data, complete knowledges, diagnose it and train in alternative procedures of solution.
Mentored work	The/The student, of individual way or in group, elaborates a document on the thematic of the matter or prepares seminars, investigations, memories, essays, summaries of readings, conferences, etc.
Debate	Open talk between a group of students. It can centre in a subject of the contents of the matter, in the analysis of a case, in the result of a project, exercise or problem developed previously in a session magistral...

### Personalized assistance

#### Methodologies Description

Mentored work	The student will use the *tutorías to resolve the doubts that could him present in the development of the works posed.
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### Assessment

	Description	Qualification	Training and Learning Results
Case studies	Methodology where the subject confronts in front of the description of a specific situation that poses a problem that has to be comprised, valued and resolved by a group of people, through a process of discussion. The student situates in front of a concrete problem (case), that describes him a real situation of the professional life, and has to be able to analyse a series of facts, referents to a particular area of the knowledge or of the action, to arrive to a decision reasoned through a process of discussion in small groups of work.	30	
Mentored work	Methodologie Designed to promote the autonomous learning of the students, under the *tutela of the professor and in stages varied (academic and professionals). It is referred to the learning of the ?How do the things?. It constitutes an option based in the assumption by the students of the responsibility by his own learning	70	

### Other comments on the Evaluation

1.- FACE-TO-FACE MODALITY The punctuation of the submodules is the following: Management of the Human Resources 40 % Management of the communications and parts interested 60 % 1.1.- Model of continuous evaluation: Management of the Human Resources will control the assistance to class and the active participation in the debates and the study that pose . Those people that are missing to class will not have the punctuation of the practical cases made in the same. Equally it will pose to the students the need to make a work like proof \*liberatoria of the module. Management of the communications: Participation (face-to-face Assistance or compensated) to the three sessions Work of classroom: study of cases and activities made in the class. (35%) Optional: Presentation of the exercises corrected with the conclusions of each case following the procedure of presentation of the work (10%) Assessment of the matter, of the professor and of the learning of the student of argued and constructive form (15%). Lacking compensation of assistances: Management of the communications: In the cases that produce absence to any face-to-face interactive session, in addition to the complete presentation of the dossier of exercises will have to make the following additional activities that will have to deliver in the term of a month after the ending of the last session of the matter: 1 fault of assistance: Design of an objective proof of evaluation of 10 questions following the available guidelines in the virtual platform. 2 faults of assistance: Design of an objective proof of evaluation of 30 questions following the available guidelines in the virtual platform. 3 faults of assistance: Review and defence on some

works related with the matter following the available guidelines in the virtual platform Procedure of presentation of the works of evaluation: Management of Human Resources: The work will deliver by email in the date indicated by the professor in class. Management of the communications and parts interested: they will present digitally the exercises resolved made in class Denomination of the archive: Work of classroom: \*MDIP12021 To072 Surnames and appoint Works corrected (optional): \*MDIP2021 To072 Corrections Surnames and appoint autonomous Evaluation (optional): \*MDIP2021 To072 \*AutoEval Surnames and name Delivers: By means of platform \*Moodle \*UDC Term of delivery: Three weeks after the ending of the last session of the matter. 1.2.- Model final Examination: Management of the \*RRHH: (40%) The people that do not surpass the requirements of quality of the works or do not present them, will have to make the tasks entrusted by the \*profesorado in addition to an objective proof on the management of the \*RRHH in the official announcement of examination. Management of the communications and parts interested: (60%) The people that do not surpass the requirements of quality of the works or that deliver out of term the contents of the evaluation, will have to make the tasks entrusted by the \*profesorado in addition to an objective proof on the management of the communications and parts interested in the official announcement of examination.

2.- MODALITY on line. The punctuation of the submodules is the following: Management of the Human Resources 40 % Management of the communications and parts interested 60 % 2.1.- Model of continuous evaluation: to) Preparation, delivery and/or correct exhibition of the final work that reflect the command of the matter (70%)Management of the Human Resources: continuous Evaluation by means of the participation in the virtual surroundings and/or the delivery of exercises / problems / \*comprobaciones periodic (35%)Management of the Communications and of the Parts Interested: Presentation of the \*dossiers of exercises with the conclusions of each case following the procedure of presentation of the works (25%)Assessment of the matter, of the \*profesorado and of the learning of the student of argued and constructive form (10%).b) Objective proof: To evaluate the understanding of the content of the matter (30%) 2.2. Model final Examination: Management of the \*RRHH: (40%) The people that do not surpass the requirements of quality of the works or do not present them, will have to make the tasks entrusted by the \*profesorado in addition to an objective proof on the management of the \*RRHH in the official announcement of examination. Management of the communications and parts interested: (60%) The people that do not surpass the requirements of quality of the works or that deliver out of term the contents of the evaluation, will have to make the tasks entrusted by the \*profesorado in addition to an objective proof on the management of the communications and parts interested in the official announcement of examination.

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### Sources of information

#### Basic Bibliography

PMBok. Guía de fundamentos para la dirección de proyectos, 6, PMI, 2017

#### Complementary Bibliography

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### Recommendations

#### Subjects that continue the syllabus

Life Cycle and Project Standards/P02M163V01102

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#### Subjects that are recommended to be taken simultaneously

DIP Conceptual Framework/P02M163V01101

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

Project Integration and Scope Management/P02M163V01103

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### Contingency plan

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#### Description

PLAN OF EXCLUSIVE CONTINGENCY FOR THE FACE-TO-FACE MODALITY.

##### 1. Modifications in the contents

- will not make changes 2. Methodologies \*educational Methodologies that keep - Session \*magistral - Discussion Directed - Study of cases - Works \*tutelados (with personalised Attention) - personalised Attention educational Methodologies that modify - - The sessions \*magistrales will happen to give \*telemáticamente of synchronous form. 3. Mechanisms of personalised attention to the students - Email or service of messages \*Moodle: Of use to do queries, request virtual meetings to resolve doubts and do the follow-up of the works \*tutelados.

- \*Moodle : According to needs of the \*estudiantado. They have of []thematic forums associated to the modules[] of the matter, to formulate the necessary queries. Also there are []forums of specific activity[] to develop the []Discussions directed[], through which put in practice the development of theoretical contents of the matter. - \*Teams Or remote Campus: Sessions for the advance of the theoretical contents and of the works \*tutelados in the time band that has assigned the matter in the calendar of classrooms of the faculty. 4. Modifications in the evaluation - The evaluation of the active participation adapts in function of the face-to-face and on line sessions totals. \*Observations of evaluation: 5. Modifications of the bibliography or \*webgrafía - will not make changes. Already they have of all the materials of work gives way on line.

=== 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 activate in the moment in that the administrations and the own institution determine it attending to criteria of security, health and responsibility, and guaranteeing the teaching in a no face-to-face stage or partially face-to-face. These already scheduled measures guarantee, in the moment that was prescriptive, the development of the teaching of a more agile and effective way when being known in advance (or with a wide \*antelación) by the students and the \*profesorado through the tool normalised and institutionalised of the educational guides.

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