



## IDENTIFYING DATA

### Management of Institutional Projects

Subject	Management of Institutional Projects			
Code	P07G092V01304			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	3rd	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Cerviño Rodríguez, Rodrigo			
Lecturers	Cerviño Rodríguez, Rodrigo			
E-mail	rodrigocervinho@yahoo.es			
Web				
General description	Provide to the students the knowledges, attitudes and skills to be able to act like agent *dinamizador and of development for the competitive improvement of the public organisations and deprived in a frame *globalizado so that it contribute to a sustainable local development and that make possible the creation of wealth, in general, and the improvement of the conditions of life and of work.			
	Matter of the program *English *Friendly: The/ace international students will be able to request to the *profesorado: to) material and references *bibliografía&*amp;#64257;*cas for the follow-up of the matter in English, *b) attend the *tutorías in English, *c) proofs and evaluations in English.			

### Training and Learning Results

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B3	Ability to work in teams and in multidisciplinary environments.
B8	Leadership and entrepreneurship skills.
B10	To design and manage projects.
C6	To apply the knowledge relating to administration planning and management in the best interests of good governance.
C7	To design and implement mechanisms for the management of human resources in organizations.
C16	To develop the ability to solve complex institutional problems.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D3	Raising awareness about environmental issues.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

### Expected results from this subject

Expected results from this subject

	Training and Learning Results			
	A1	B1	C6	D2
1. Describe the processes that carry out in the management of an institutional project.	A1	B1	C6	D2
2. Identify and use sources of primary and secondary information that allow to justify the development of a project.	A2	B3	C7	D3
3. Schedule the basic process of a project to guarantee his efficiency and efficiency	A4	B8	C16	D5
4. Develop strategies for the organisation and control of institutional projects.	A5	B10		D6
5. Engage with environmental subjects, of equality, of vocation public service in the development of institutional projects				
6. Know and handle basic appearances of the management of projects by means of the use of free software		B10		D4

### Contents

Topic	
1. Introduction to the management of projects	1.1 Introduction to the management of projects
2. Management of projects	2.1 Analyses 2.2 Diagnostic 2.3 Design of strategies 2.4 Implantation 2.5 Control
3. I handle basic free software in the management of projects	3.1 Introduction to the Project Libre

### Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	33	12	45
Mentored work	11	60	71
Presentation	1	0	1
Collaborative Learning	1	0	1
Problem solving	1	31	32

\*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 *profesorado of the contents on the matter object of study, theoretical bases and guidelines of the project to develop. It will do of face-to-face form, through the platform *Moovi and/or through the Remote Campus.
Mentored work	The students will develop a project under the guidelines and supervision of the professors
Presentation	The student will make a final presentation of the work developed.
Collaborative Learning	The student will share in class his experiences on the different phases in the preparation of the work.
Problem solving	The student will resolve the problems that will go arising in the preparation of the work *tutelado

### Personalized assistance

Methodologies	Description
Lecturing	
Mentored work	
Problem solving	

### Assessment

	Description	Qualification	Training and Learning Results	
Lecturing	(*)Valorarse a asistencia a clase e a súa participación activa	20	A1 B1 A2 B3 A4 B8 A5 B10	D2 D4

Mentored work	(*)Desenvolvemento dun proxecto de forma grupal e/ou individual. A súa entrega realizarase a través da plataforma Moovi no prazo estipulado polo centro para cada convocatoria. Este traballo consta dos seguintes entregables avaliados: -Análise previa: 10% -Desenvolvemento do proxecto: 30%	40	A1 A2 A4 A5	B1 B3 B8 B10	C6 C7 C16	D2 D3 D4 D5 D6
Presentation	(*)Valorarase a presentación na aula do proxecto desenvolvido.	5				
Collaborative Learning	(*)Avaliación continua na aula da capacidade de traballo en equipo do alumno	5	A1 A2 A4 A5	B1 B3 B8 B10	C6 C7 C16	D2 D3 D4 D5 D6
Problem solving	(*)Resolución dos diferentes problemas que vaian xurdindo no desenvolvemento do proxecto de forma grupal e/ou individual. A súa entrega realizarase a través da plataforma Moovi no prazo estipulado polo centro para cada convocatoria.	30	A1 A2 A4	B1 B3 B8 B10	C6 C7 C16	D2 D3 D4 D5 D6

### Other comments on the Evaluation

### Sources of information

#### Basic Bibliography

Project Management Institute, **Guía de los fundamentos de la dirección de proyectos : (guía del PMBOK)**, Project Management Institute, 2021

#### Complementary Bibliography

Serer Figueroa, M, **Gestión integrada de proyectos**, Ediciones UPC, 2010

### Recommendations