



IDENTIFYING DATA

Management of Institutional Projects

Subject	Management of Institutional Projects			
Code	P07G095V01304			
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			
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Web				
General description	<p>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.</p> <p>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.</p>			

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.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B3	Ability to work in teams and in multidisciplinary environments.
B4	Commitment to ethical values and public service vocation.
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.
C11	To plan, implement, assess and analyze public policies.
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.

Expected results from this subject

Expected results from this subject	Training and Learning Results			
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	A3	B4	C11	D4
4. Develop strategies for the organisation and control of institutional projects.	A4	B8	C16	D5
5. Engage with environmental subjects, of equality, of vocation public service in the development of institutional projects	A5	B10		D6
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	14	31	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	Attention to the students in schedule of *tutorías, of individual form or in small groups, to attend his needs and queries related with the matter, providing him orientation, support and motivation in the process of learning. This attention will loan also through the virtual platform and, in punctual cases, through the email.
Mentored work	Personalised attention to the students in schedule of *tutorías for the resolution of doubts that pose .
Problem solving	Personalised attention to the students in schedule of *tutorías for the resolution of doubts that expose .

Assessment

Description	Qualification	Training and Learning Results
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Lecturing	It will value the assistance to class and his active participation	20	A1 A2 A3 A4 A5	B1 B3 B4 B8 B10		D2 D4
Mentored work	Development of a project of form *grupal and/or individual. His delivery will make through the platform *Moovi in the term stipulated by the centre for each announcement. This work consists of the following *entregables *evaluables: -previous Analysis: 10% -Development of the project: 30%	40	A1 A2 A3 A4 A5	B1 B3 B4 B8 B10	C6 C7 C11 C16	D2 D3 D4 D5 D6
Presentation	It will value the presentation in the classroom of the project developed.	5				
Collaborative Learning	Continuous evaluation in the classroom of the capacity of work in team of the student	5	A1 A2 A3 A4 A5	B1 B3 B4 B8 B10	C6 C7 C11 C16	D2 D3 D4 D5 D6
Problem solving	Resolution of the different problems that go arising in the development of the project of form *grupal and/or individual. His delivery will make through the platform *Moovi in the term stipulated by the centre for each announcement.	30	A1 A2 A3 A4	B1 B3 B8 B10	C6 C7 C11 C16	D2 D3 D4 D5 D6

Other comments on the Evaluation

Continuous evaluation. It is established in the previous epigraphs. Global evaluation. It will evaluate the work *tutelado.

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