



(*)Facultade de Ciencias da Educación e do Deporte

(*)Máster Universitario en Dirección Integrada de Proxectos

Subjects

Year 1st

| Code | Name | Quadmester | Total Cr. |
|---------------|------|------------|-----------|
| P02M163V01101 | | An | 3 |
| P02M163V01102 | | An | 3.5 |
| P02M163V01103 | | An | 5 |
| P02M163V01104 | | An | 5 |
| P02M163V01105 | | An | 3.5 |
| P02M163V01106 | | An | 3 |
| P02M163V01107 | | An | 4 |
| P02M163V01108 | | An | 6 |
| P02M163V01109 | | An | 5 |
| P02M163V01110 | | An | 3 |
| P02M163V01111 | | An | 3 |
| P02M163V01112 | | An | 3 |
| P02M163V01113 | | An | 3 |
| P02M163V01114 | | An | 5 |
| P02M163V01115 | | An | 3 |
| P02M163V01116 | | An | 3 |
| P02M163V01117 | | An | 6 |
| P02M163V01118 | | An | 10 |

IDENTIFYING DATA**(*)Marco Conceptual da DIP**

| | | | | |
|---------------------|---|-----------|------|------------|
| Subject | (*)Marco Conceptual da DIP | | | |
| Code | P02M163V01101 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Mandatory | 1st | An |
| Teaching language | Spanish | | | |
| Department | Special Didactics External | | | |
| Coordinator | García García, Óscar | | | |
| Lecturers | García García, Óscar Gondar Álvarez, Raquel | | | |
| E-mail | oscargarcia@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Will carry out the *conceptualización of the methodology in Integrated Direction of Projects, analysing the structure, foundations and context of the same. | | | |

Competencies

| | |
|------|--|
| Code | |
| A1 | Possess and comprise knowledges that contribute a base or opportunity to be original in the development and/or application of ideas, often in a context of investigation. |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| B4 | Capacity of research, analysis and selection of notable information |
| B5 | Capacity of utilisation and management of the information |
| B9 | Capacity for the resolution of problems |
| B13 | Capacity of leadership, dialogue and negotiation |
| C8 | Capacity of organisation and planning the different phases of a project. |
| C19 | Capacity for the editorial of the project as well as for his communication of form convincing, clear, concise and without ambiguities |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |

Learning outcomes

| | |
|--|-------------------------------|
| Expected results from this subject | Training and Learning Results |
| The student will be able to identify and define a project. | A2 B4 B9 C19 |
| The student will be able to identify and define the processes of a project. | A1 A2 B4 C8 |
| The student will be able to comprise the structure of integration of the processes inside a project. | A1 A2 B2 B5 C19 |
| The student will be able to comprise as it affects the surroundings to the development of the project. | A2 B1 B13 C8 |
| The student will be able to identify norms and regulations of the direction of projects. | A2 B4 B5 C8 |

| | |
|--|-----------------------------|
| The student will be able to know the foundations that *sustentan the integrated direction of projects. | A1 B5 D5 |
| The student will be able to develop skills for the adaptation to new situations and resolution of problems, and for the autonomous learning. | A1 B1 B9 C19 D5 |

Contents

| Topic | |
|---|---|
| Subject I. Definition and identification of the project | Definition of Characteristic project of the project Terminology used |
| Subject II. The Direction of Project. | The Direction and management of projects The management of projects like profession The certifications of associations in direction of projects |
| Subject III. Structure for the integration of the project. Processes and groups of processes. | The Structure of the predictive methods: PMBok, Prince2, ISO 21500, IPMA ICB 3.0 The Structure of the Agile methods: Scrum, DSDM, Extreme-programing |
| Subject IV. Foundations of the direction of projects: Concept and areas of experience. | The foundations of the best practices The success of the project |
| Subject V. Context of the integrated direction of projects | The strategic plan The portafolio The program The project The subproject |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|--------------------------|-------------|-----------------------------|-------------|
| Lecturing | 6 | 4 | 10 |
| Presentation | 8 | 7 | 15 |
| Case studies | 2 | 8 | 10 |
| Problem solving | 2 | 10 | 12 |
| Classroom jobs | 1 | 10 | 11 |
| Objective questions exam | 1 | 10 | 11 |
| Essay | 0 | 6 | 6 |

*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 the work, exercise or project to develop by the student. |
| Presentation | Put in common and debate by part of the students and professor of the works realised following the guidelines of the educational. |
| Case studies | Along the course present situations problem that will be analysed and studied by part of the students to propose solutions to the same. |
| Problem solving | Along the course will propose exercises that will have to resolve of individual form by part of student. |
| Classroom jobs | It is works proposed by the educational that will be able to develop of individual or collective form |

Personalized attention

Methodologies Description

| | |
|-----------------|--|
| Problem solving | The student will have of a schedule of tutorials to be able to solve concrete doubts on the problems and exercises posed in class. |
| Classroom jobs | The student will have of a schedule of tutorials to be able to solve concrete doubts on the problems and exercises posed in class. |

Assessment

| | Description | Qualification | Training and Learning Results | | |
|--------------------------|---|---------------|-------------------------------|----------|----|
| Objective questions exam | It consists of 20 questions and only answer on all the contents given in the subject. | 70 | A1 A2 | B4 B5 | D5 |

| | | | | |
|-------|--|----|-----------------------|-----------|
| Essay | Brief works in base to the contents given in the matter. | 30 | B1 B2 B9 B13 | C8 C19 |
|-------|--|----|-----------------------|-----------|

Other comments on the Evaluation

It is necessary to surpass both proofs to obtain a positive final qualification in the subject

In case of not having surpassed the subject in the first announcement, the no purchased competitions will be evaluated in the announcement of July only through one tests type test.

The official dates of the examinations can consult in the web of the Máster www.mdip.es

Sources of information

Basic Bibliography

AENOR, **Norma española UNE-ISO 21500:2013. Directrices para la gestión y dirección de proyectos**, Asociación Española de Normalización y Certificaci, 2013

Project Management Institute, **A Guide to the Project Management Body of Knowledge (PMBOK® Guide)**., 6, Project Management Institute, 2017

OGC - Office of Government Commerce, **Managing Successful Projects with PRINCE2 2009 edition**, The Stationery Office, 2009

Harvard Business review, **GUÍAS HBR: GESTIÓN DE PROYECTOS**, 1, REVERTE MANAGMENT, 2017

Complementary Bibliography

Nokes, S., Greenwood, A., Major, I. & Goodman, M., **La guía definitiva de la gestión de proyectos. La vía rápida de todo ejecutivo para cumplir a tiempo y dentro del presupuesto.**, 1, Prentice Hall, 2007

García García, O. y Serrano Gómez, V., **El ciclo de vida del proyecto. Del proyecto al producto**, 1, Master Oficial Interuniversitario en dirección int, 2009

Project Management Institute., **The standard for Portfolio Management**, 3, Project Management Institute, 2013

Project Management Institute., **The standard for Program Management**, 3, Project Management Institute, 2013

Tudor, D.J., **Agile Project and Service Management: Delivering IT Services Using ITIL, PRINCE2 and DSDM Atern**, 1, The Stationery Office, 2010

Biafore, B. y Stover, T, **Gestión de proyectos en el mundo real**, 1, Anaya, 2012

Recommendations

Subjects that continue the syllabus

(*)Ciclo de Vida e Normas do Proxecto/P02M163V01102

(*)Xestión da Integración e do Alcance/P02M163V01103

IDENTIFYING DATA**(*)Ciclo de Vida e Normas do Proxecto**

| | | | | |
|---------------------|---|-----------|------|------------|
| Subject | (*)Ciclo de Vida e Normas do Proxecto | | | |
| Code | P02M163V01102 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3.5 | Mandatory | 1st | An |
| Teaching language | Spanish | | | |
| Department | Special Didactics | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María García García, Óscar | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Analysis of the phases of the life cycle of projects and standards that support | | | |

Competencies

| | |
|------|---|
| Code | |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| A3 | That the students are able to integrate knowledges and confront to the complexity to formulate trials from an information that, being incomplete or limited, include reflections on the social and ethical responsibilities linked to the application of his knowledges and trials. |
| A4 | That the students know to communicate his conclusions, and the knowledges and reasons last that the maintain, to skilled publics and no specialised of a clear way and without ambiguities. |

Learning outcomes

| | |
|--|-------------------------------|
| Expected results from this subject | Training and Learning Results |
| Identify and select it model most appropriate life cycle for each project. | A3 A4 |
| Appropriate use of project life cycles and product differentiating both processes where appropriate. | A2 A3 A4 |
| Identify the rules of project management. | A2 A3 |
| Know and apply the rationale underpinning the integrated project management. | A2 A3 |
| Develop skills to adapt to new situations and problem solving, and independent learning for him. | A3 A4 |

Contents

| | |
|---|---|
| Topic | |
| Chapter I. What is the life cycle of a project? | Life Cycle |
| Chapter II. Features stages of a project. | Features Lifecycle |
| Chapter III. Model life cycle of a project. | Life Cycle Models |
| Chapter IV. Project life cycle and product life cycle. | Life Cycle : Project vs Product |
| Chapter V. Case Studies: Montreal 76 Olympics, American's Cup 2007. | Case Studies |
| Chapter VI. Processes and procedures: What makes them different? | Process vs Procedures |
| Chapter VII. The areas of knowledge within a project. | The areas of knowledge in DIP methodology |
| Chapter VIII. The phases of project development | The development of a project: Its phases |
| Chapter IX. The flowcharts . Its importance and representativeness. | the flowcharts |

| | |
|---|----------------------------------|
| Chapter X. The processes of initiation. | The processes of initiation |
| Chapter XI. Planning processes . | Planning processes |
| Chapter XII. Execution processes . | Execution Processes |
| Chapter XIII. Processes Monitoring and Control. | Processes Monitoring and Control |
| Chapter XIV. Closing processes . | Closing Processes |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|----------------------------|-------------|-----------------------------|-------------|
| Case studies | 4 | 8 | 12 |
| Autonomous problem solving | 0 | 12.5 | 12.5 |
| Lecturing | 17 | 34 | 51 |
| Objective questions exam | 2 | 0 | 2 |
| Essay | 0 | 10 | 10 |

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

Methodologies

| | Description |
|----------------------------|---|
| Case studies | Formulation, analysis, discussion and resolution of problems or related to the life cycle of a project and the rules governing the exercise. |
| Autonomous problem solving | Identify different groups of processes and procedures following the methodology of integrated project management as well as the timing of the project life cycle. |
| Lecturing | Oral presentation master class with audiovisual support for the contents of the object field of study, theoretical and / or guidelines of work, exercise or project to be developed by the student. |

Personalized attention

Tests Description

Essay The student will receive individual attention in tutoring schedule. The tutoring schedule is available at the web master: www.mdip.es.

Assessment

| | Description | Qualification | Training and Learning Results |
|--------------------------|--|---------------|-------------------------------|
| Objective questions exam | It consists of 20 questions and only answer to all the content taught in the course. | 30 | |
| Essay | Lifecycle approach and the rules governing the processes needed to carry out a project proposed by the student or teacher. | 70 | |

Other comments on the Evaluation

Sources of information

Basic Bibliography

García García, O. y Serrano Gómez, V., **El ciclo de vida del proyecto. Del proyecto al producto**, 1ª, UDC, 2009

Project Management Institute, **Fundamentos de la Dirección de Proyectos**, 1ª, PMI, 2008

Complementary Bibliography

Kerzner, H., **Project Management: A Systems Approach to Planning, Scheduling, and Controlling**, 1ª, John Wiley & Sons., 2008

okes, S., Greenwood, A., Major, I. & Goodman, M., **a guía definitiva de la gestión de proyectos. La vía rápida de todo ejecutivo para cumplir a tiempo y dentro del presupuesto**, 1ª, Prentice Hall., 2007

Pinedo Iglesias, E., **Ciclo de vida de un proyecto de promoción pública privada**, 1ª, asociación LUGH de directores de proyecto, 2008

Recommendations

IDENTIFYING DATA**(*)Xestión da Integración e do Alcance**

| | | | | |
|---------------------|--|-----------|------|------------|
| Subject | (*)Xestión da Integración e do Alcance | | | |
| Code | P02M163V01103 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 5 | Mandatory | 1st | An |
| Teaching language | Spanish | | | |
| Department | Special Didactics External | | | |
| Coordinator | García García, Óscar | | | |
| Lecturers | García García, Óscar Sanjurjo Royo, Eduardo José Viñas Méndez, Emilia | | | |
| E-mail | oscargarcia@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | *Análisis Of the different stages and *entregables to attain during the development of the Integration and scope of the project. | | | |

Competencies

| | |
|------|--|
| Code | |
| A1 | Possess and comprise knowledges that contribute a base or opportunity to be original in the development and/or application of ideas, often in a context of investigation. |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| B4 | Capacity of research, analysis and selection of notable information |
| B5 | Capacity of utilisation and management of the information |
| B9 | Capacity for the resolution of problems |
| C5 | Identify and comprise the interaction between the groups of processes that carry out in the surroundings of the Project Manager. |
| C8 | Capacity of organisation and planning the different phases of a project. |
| C19 | Capacity for the editorial of the project as well as for his communication of form convincing, clear, concise and without ambiguities |
| C21 | Capacity to manage the obtaining of the resulted chord to the criteria of term, cost and quality, and of the customer |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |
| D7 | Develop for the exercise of an open citizenship, literate, critical, committed, democratic and solidarity, able to analyse the reality, diagnose problems, formulate and implant solutions based in the knowledge and oriented to the very common. |
| D8 | Use the basic tools of the technologies of the information and the communications (TIC) necessary for the exercise of his profession and for the learning along his life. |

Learning outcomes

| | |
|---|-------------------------------|
| Expected results from this subject | Training and Learning Results |
| The student will be able to comprise the structure of integration inside a project, relating all the areas of knowledge in the plan of management | A2 B2 C5 C8 D5 |

| | |
|--|--|
| The student will be able to comprise the importance of the Record of Constitution, of the management of the change and of the closing of the project | A1 A2 B1 B2 B4 C5 C8 D5 |
| The student will be able to know and use the basic tools of taking of requirements and of control of the scope of a project | A2 B1 B4 B9 C5 C21 D5 |
| The student will be able to define the scope of a project, knowing the difference between the scope of the product and of the project | A1 A2 B2 B4 C5 C8 D5 D8 |
| The student will be able to develop a structure of breakdown of work (*EDT) for the project | B2 B4 B5 C8 C19 D7 D8 |

Contents

| Topic | |
|--|---|
| Subject I. The management of the integration in the project. | The key element of the integrated direction |
| Subject II. The Development of the Record of Constitution of the Project | Practical examples and documents |
| Subject III. The Development of the Plan of Management of the Project | The integration of the areas of knowledge |
| Subject IV. The Integrated Control of Changes | The management of the change |
| Subject V. The Development of the document of closing of the project | Practical examples and documents |
| Subject VI. The identification of requirements of a project | Tools |
| Subject VII. The Definition of the scope of a project | Practical examples and documents |
| Subject VIII. Creation of the structure of breakdown of the work (EDT) of a project step by step | Practical examples and Exercises |
| Subject IX. The Verification of the scope of a project. | The feasibility of the aims of the project |
| Subject X. The control of the scope of a project | The start of the triple restriction |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|--------------|-------------|-----------------------------|-------------|
| Lecturing | 20 | 15 | 35 |
| Debate | 6 | 8 | 14 |
| Case studies | 7 | 37 | 44 |
| Essay | 1 | 25 | 26 |
| Presentation | 1 | 5 | 6 |

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

Methodologies

| | Description |
|-----------|---|
| Lecturing | Oral exhibition with audiovisual support of the contents of the matter object of study. |

| | |
|--------------|--|
| Debate | Formulation, analysis, resolution and debate of problems or exercises related the integration and acquisition and his management |
| Case studies | Study of situations proposed by the educational. |

Personalized attention

Methodologies Description

| | |
|--------------|--|
| Case studies | The student will have of a schedule of tutorials to be able to solve concrete doubts on the cases and situations posed in class. |
|--------------|--|

Assessment

| | Description | Qualification | Training and Learning Results | | | |
|--------------|---|---------------|-------------------------------|----------------|-----------|----------|
| Essay | Works tutored, following the marked guidelines by the educational | 50 | A1 A2 | B2 B4 B9 | C8 C21 | D5 |
| Presentation | Presentation, defence and debate of the work realized | 50 | | B1 B5 | C5 C19 | D7 D8 |

Other comments on the Evaluation

The student that do not develop the works and studies of cases proposed will have to present to the official examinations, that will have a value of 100%. The examination is type test of 20 questions of only answer. In case of not having surpassed the subject in the first announcement, the no purchased competitions will be evaluated in the announcement of July. The official dates of the examinations can consult in the web of the Máster www.mdip.es

Sources of information

Basic Bibliography

- Sanjurjo, E., **El puzzle del director del proyecto**, 1, Master Oficial Interuniversitario en dirección int, 2009
- AENOR, **Norma española UNE-ISO 21500:2013. Directrices para la gestión y dirección de proyectos**, Asociación Española de Normalización y Certificaci, 2013
- Project Management Institute., **A Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, 6, Project Management Institute, 2017
- Biafore, B. y Stover, T, **Gestión de proyectos en el mundo real**, 1, Anaya, 2012
- HARVARD BUSINESS REVIEW, **GUÍAS HBR: GESTIÓN DE PROYECTOS**, 1, REVERTE MANAGAMENT, 2017

Complementary Bibliography

Recommendations

Subjects that continue the syllabus

(*)Xestión do Tempo do Proxecto/P02M163V01104

Subjects that it is recommended to have taken before

(*)Ciclo de Vida e Normas do Proxecto/P02M163V01102

(*)Marco Conceptual da DIP/P02M163V01101

IDENTIFYING DATA**Xestión do Tempo do Proxecto**

| | | | | |
|---------------------|---|-----------|------|------------|
| Subject | Xestión do Tempo do Proxecto | | | |
| Code | P02M163V01104 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 5 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Análise do plan do proxecto, coas súas unidades temporais máis importantes. | | | |

Competencias

| | |
|------|--|
| Code | |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B3 | Capacidade de Traballo en equipo |
| B4 | Capacidade de procura, análise e selección de información relevante |
| B5 | Capacidade de utilización e xestión da información |
| B6 | Orientación aos resultados |
| B8 | Capacidade de comunicación e motivación |
| B9 | Capacidade para a resolución de problemas |
| B10 | Capacidade para a toma de decisións |
| B13 | Capacidade de liderado, diálogo e negociación |
| B15 | Sensibilidade cara a temas de seguridade laboral, accesibilidade, sustentabilidade e medioambiente |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuación do Director de Proxecto ou Project Manager. |
| C2 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Edificación e Desenvolvemento Territorial na especialidade de Edificación e Desenvolvemento Territorial |
| C3 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Lecer e Deporte na especialidade de Lecer e deporte |
| C4 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Sistemas de Información na especialidade de Sistemas de Información. |
| D1 | Expresarse correctamente, tanto de forma oral como escrita, nas linguas oficiais da comunidade autónoma. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |
| D6 | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras. |
| D7 | Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común. |
| D8 | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida. |

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|--|---|
| Ser capaz de estimar a Duración das Actividades | B1 B2 B3 B9 C2 C3 C4 D5 D6 D7 |
| Ser capaz de desenvolver o Cronograma do proxecto | B1 B2 B3 B5 C2 C3 C4 D1 D4 D5 D7 |
| Ser capaz de controlar o Cronograma | B2 B3 B8 B13 C2 C3 C4 D4 D5 D6 |
| Ser capaz de definir as Actividades | B2 B4 B6 C2 C3 C4 D4 D5 D7 D8 |
| Ser capaz de secuenciar as Actividades | B2 B3 B4 B9 B10 C2 C3 C4 D1 D5 D8 |
| Ser capaz de estimar os Recursos para as Actividades | B1 B2 B15 C1 C2 C3 C4 D4 D5 D7 D8 |

Contidos

Topic

TEMA 1: A Xestión do tempo e a súa importancia Revisión dos aspectos xerais da xestión do tempo

TEMA 2: A Xestión do tempo no proxecto. Relevancia da xestión do tempo como recurso principal no proxecto

| | |
|---|--|
| TEMA 3: A xestión do tempo na metodoloxía PMBOK | Análise do grupo de procesos vinculados á xestión do tempo de acordo co PMBOK |
| TEMA 4: A planificación das actividades do proxecto e dos seus tempos. | Revisión das técnicas de planificación e programación de actividades no proxecto |
| TEMA 5: A asignación de recursos | Establecemento das técnicas de asignación de recursos ás actividades do proxecto e a súa vinculación cos tempos. |
| TEMA 6: A xestión do proxecto: Tempo e Custos | Técnicas de programación |
| TEMA 7: As ferramentas para a xestión de proxectos: MS PROJECT e Open Project | Revisión de Ferramentas e Software para a Xestión de Proxectos |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|-------------------------------|-------------|-----------------------------|-------------|
| Lección maxistral | 10 | 30 | 40 |
| Resolución de problemas | 5 | 15 | 20 |
| Estudo de casos | 3 | 10 | 13 |
| Presentación | 10 | 30 | 40 |
| Exame de preguntas obxectivas | 1 | 5 | 6 |
| Práctica de laboratorio | 1 | 5 | 6 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propoñer solucións ao mesmo. |
| Presentación | Posta en común e debate por parte dos alumnos e profesor dos traballos realizados seguindo as directrices do docente. |

Atención personalizada

Methodologies Description

Estudo de casos O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do master: www.mdip.es

Avaliación

| | Description | Qualification | Training and Learning Results |
|-------------------------------|---|---------------|-------------------------------|
| Exame de preguntas obxectivas | Test de 20 preguntas e resposta única sobre todos os contidos impartidos na asignatura | 40 | |
| Práctica de laboratorio | Aplicación dos métodos de xestión do tempo a un proxecto, preparación do cronograma e programación dos recursos | 60 | |

Other comments on the Evaluation

&amp;lt;p&amp;gt;É necesario superar ambas probas para obter unha cualificación final positiva na materia.&amp;lt;/p&amp;gt;

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

Recomendacións

Subjects that continue the syllabus

Xestión dos Custos do Proxecto/P02M163V01105

Subjects that it is recommended to have taken before

Xestión da Integración e do Alcance/P02M163V01103

IDENTIFYING DATA**Xestión dos Custos do Proxecto**

| | | | | |
|---------------------|--|-----------|------|------------|
| Subject | Xestión dos Custos do Proxecto | | | |
| Code | P02M163V01105 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3.5 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Estudo do plan do proxecto, dende o punto de vistas do coste do mesmo. | | | |

Competencias

| | |
|------|---|
| Code | |
| A2 | Que os estudantes saiban aplicar os coñecementos adquiridos e a súa capacidade de resolución de problemas en contornos novos ou pouco coñecidos dentro de contextos máis amplos (ou multidisciplinares) relacionados coa súa área de estudo. |
| A3 | Que os estudantes sexan capaces de integrar coñecementos e se enfrontar á complexidade de formular xuízos a partir dunha información que, sendo incompleta ou limitada, inclúa reflexións sobre as responsabilidades sociais e éticas vinculadas á aplicación dos seus coñecementos e xuízos. |
| A4 | Que os estudantes saiban comunicar as súas conclusións, e os coñecementos e razóns últimas que as sustentan, a públicos especializados e non especializados dun xeito claro e sen ambigüidades. |
| A5 | Que os estudantes posúan as habilidades de aprendizaxe que lles permitan continuar estudando dun xeito que terá que ser, en grande medida, autodirixido e autónomo. |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B3 | Capacidade de Traballo en equipo |
| B4 | Capacidade de procura, análise e selección de información relevante |
| B5 | Capacidade de utilización e xestión da información |
| B6 | Orientación aos resultados |
| B8 | Capacidade de comunicación e motivación |
| B9 | Capacidade para a resolución de problemas |
| B10 | Capacidade para a toma de decisións |
| B11 | Capacidade para traballar nun equipo de carácter interdisciplinar |
| B12 | Capacidade para traballar nun contexto internacional |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuación do Director de Proxecto ou Project Manager. |
| C12 | Capacidade de planificar, executar e controlar a xestión do custo do proxecto |
| C21 | Capacidade para xestionar a obtención do resultado acorde aos criterios de prazo, custo e calidade, e do cliente |
| C22 | Hábitos de excelencia e compromiso ético no exercicio profesional do Project Manager. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |
| D7 | Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común. |
| D8 | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida. |

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|--|---|
| Ser capaz de estimar os Custos das Actividades | A3 A4 B1 B2 B6 B11 C1 C12 C21 C22 D4 D7 |
| Ser capaz de preparar o Orzamento do Proxecto | A2 A3 A5 B2 B5 B6 B9 C12 C21 C22 D4 D5 D7 D8 |
| Ser capaz de desenvolver o *Cronograma de ingresos e pagos do Proxecto | A3 A5 B2 B3 B4 B8 B9 B11 B12 C1 C12 C21 C22 D4 D5 D7 D8 |
| Ser capaz de establecer sistemas de Control de Custos do Proxecto | A2 A3 A5 B1 B2 B6 B9 B10 C12 C21 C22 |

| Contidos | |
|---|---------------------|
| Topic | |
| Tema I. O plan do proxecto. Estimación de Custos. | A estimación |
| Tema II. A preparación do Orzamento de Custos | O orzamento |
| Tema III. A calendarización de pagos | Os pagos |
| Tema IV. O control dos Custos do proxecto | O control de Custos |

| Planificación | | | |
|----------------------|-------------|-----------------------------|-------------|
| | Class hours | Hours outside the classroom | Total hours |
| Lección maxistral | 5 | 10 | 15 |

| | | | |
|-------------------------------|----|------|------|
| Presentación | 5 | 10 | 15 |
| Estudo de casos | 5 | 10 | 15 |
| Resolución de problemas | 10 | 17.5 | 27.5 |
| Exame de preguntas obxectivas | 1 | 4 | 5 |
| Resolución de problemas | 1 | 9 | 10 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |
| Presentación | Posta en común e debate por parte dos alumnos e profesor dos traballos realizados seguindo as directrices do docente. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propoñer solucións ao mesmo. |
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |

Atención personalizada

Methodologies Description

| | |
|--------------|--|
| Presentación | O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do master: www.mdip.es |
|--------------|--|

Avaliación

| | Description | Qualification | Training and Learning Results |
|-------------------------------|---|---------------|-------------------------------|
| Exame de preguntas obxectivas | Consta de 20 preguntas e resposta única sobre todos os contidos impartidos na asignatura. | 30 | |
| Resolución de problemas | Aplicación dos métodos de xestión de custos a un proxecto, análise do cronograma, e programación dos recursos | 70 | |

Other comments on the Evaluation

&amp;lt;p&amp;gt;O alumno poderá superar a asignatura mediante a asistencia e a participación nas clases presenciales, así como, a realización dos traballos propostos (ata 7 puntos). No entanto, poderá realizar tamén o exame teórico que lle permitirá complementar a nota final en ata 3 puntos. Aqueles alumnos que só realicen o exame teórico a nota final será entre 0-10 puntos.&amp;lt;/p&amp;gt;

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

Recomendacións

IDENTIFYING DATA**Xestión da Calidade do Proxecto**

| | | | | |
|---------------------|---|-----------|------|------------|
| Subject | Xestión da Calidade do Proxecto | | | |
| Code | P02M163V01106 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Análise do plan de calidade dun proxecto e o seu aseguramiento. | | | |

Competencias

| | |
|------|---|
| Code | |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B4 | Capacidade de procura, análise e selección de información relevante |
| B5 | Capacidade de utilización e xestión da información |
| B7 | Orientación ao cliente |
| B14 | Motivación pola calidade |
| C2 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Edificación e Desenvolvemento Territorial na especialidade de Edificación e Desenvolvemento Territorial |
| C3 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Lecer e Deporte na especialidade de Lecer e deporte |
| C4 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Sistemas de Información na especialidade de Sistemas de Información. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |

Resultados de aprendizaxe

| Expected results from this subject | Training and Learning Results |
|---|--|
| Identificar e definir os procesos dun proxecto. | B1 B2 C2 C3 D4 D5 |
| Comprender a estrutura de integración dentro dun proxecto | B2 B7 B14 C2 C3 C4 D4 D5 |
| Comprender a contorna do proxecto. | B1 B2 B4 B5 C2 C3 C4 D4 D5 |

| | |
|--|---|
| Identificar normas e *regulaciones da dirección de proxectos. | B1 B4 B7 B14 C2 C3 C4 D4 D5 |
| Coñecer os fundamentos que sustentan a dirección integrada de proxectos. | B1 B2 B4 B5 B14 C2 C3 C4 D4 D5 |
| Desenvolver habilidades para a adaptación a novas situacións e resolución de problemas, e para a aprendizaxe autónoma. | B1 B4 B14 C2 C3 C4 D4 D5 |

Contidos

| Topic | |
|---------------------------------------|---------------------------------|
| Tema I. Introduccuón á Calidade | A calidade. O seu concepto |
| Tema II. Calidade vs Seguridade | A Calidade e a seguridade |
| Tema III. A planificación da Calidade | A calidade: a súa planificación |
| Tema IV. O aseguramiento da Calidade | A Calidade: o seu aseguramiento |
| Tema IV. O control da Calidade | A calidade: o seu control |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|-------------------------------|-------------|-----------------------------|-------------|
| Lección maxistral | 14 | 37 | 51 |
| Estudo de casos | 3 | 7 | 10 |
| Resolución de problemas | 3 | 7 | 10 |
| Exame de preguntas obxectivas | 1 | 3 | 4 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propoñer solucións ao mesmo. |
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |

Atención personalizada

| Methodologies | Description |
|-----------------|--|
| Estudo de casos | O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o curso académico . Para a súa consulta débese recorrer á web www.mdip.es . |

Avaliación

| | Description | Qualification | Training and Learning Results |
|-----------------|---|---------------|-------------------------------|
| Estudo de casos | Estudo de caso e análise das situacións | 60 | |

Exame de preguntas
obxectivas

Consta de 20 preguntas e resposta única sobre todos os
contidos impartidos na asignatura.

40

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography**Complementary Bibliography**

Recomendacións

Subjects that continue the syllabus

Xestión dos RR. HH. do Proxecto, as Comunicaci3ns e Xestión dos Interesados/P02M163V01107

Subjects that it is recommended to have taken before

Xestión dos Custos do Proxecto/P02M163V01105

IDENTIFYING DATA**Xestión dos RR. HH. do Proxecto, as Comunicaci3ns e Xestión dos Interesados**

| | | | | |
|---------------------|--|-----------|------|------------|
| Subject | Xestión dos RR. HH. do Proxecto, as Comunicaci3ns e Xestión dos Interesados | | | |
| Code | P02M163V01107 | | | |
| Study programme | Máster Universitario en Direcci3n Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 4 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | Didácticas especiais Dpto. Externo | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María Gambau I Pinasa, Vicente Serrano Gómez, Virginia | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Análise dos diferentes eslav3ns que forman o equipo de recursos humanos, e dos seus procedementos e pautas para a comunicaci3n | | | |

Competencias

| | |
|------|--|
| Code | |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organizaci3n e Planificaci3n |
| B3 | Capacidade de Traballo en equipo |
| B4 | Capacidade de procura, análise e selecci3n de informaci3n relevante |
| B7 | Orientaci3n ao cliente |
| B8 | Capacidade de comunicaci3n e motivaci3n |
| B9 | Capacidade para a resoluci3n de problemas |
| B10 | Capacidade para a toma de decisi3ns |
| B11 | Capacidade para traballar nun equipo de carácter interdisciplinar |
| B15 | Sensibilidade cara a temas de seguridade laboral, accesibilidade, sustentabilidade e medioambiente |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuaci3n do Director de Proxecto ou Project Manager. |
| D1 | Expresarse correctamente, tanto de forma oral como escrita, nas linguas oficiais da comunidade autónoma. |
| D2 | Dominar a expresi3n e a comprensi3n de forma oral e escrita dun idioma estranxeiro |
| D3 | Valorar a importancia que ten a investigaci3n, a innovaci3n e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a informaci3n dispoñible para resolver os problemas cos que deben afrontarse. |
| D6 | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras. |
| D7 | Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar soluci3ns baseadas no coñecemento e orientadas ao ben común. |
| D8 | Utilizar as ferramentas básicas das tecnoloxías da informaci3n e as comunicaci3ns (TIC) necesarias para o exercicio da súa profesi3n e para a aprendizaxe ao longo da súa vida. |

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|---|--|
| Ser capaz de dirixir o Equipo do Proxecto | B3 B11 B15 C1 D1 D2 D4 D7 D8 |
| Ser capaz de establecer cada unha das fases dun plan de comunicación estratéxica | B1 B3 B10 B11 C1 D5 D7 D8 |
| Ser capaz de coñecer as bases fundamentais da comunicación interpersonal e integral nas organizacións | B2 B3 B7 B8 B11 B15 C1 D2 D3 D6 |
| Ser capaz de determinar os métodos de investigación empregados para a planificación da comunicación | B3 B9 B11 C1 D3 D5 D7 |
| Ser capaz de analizar como realizar o proceso de avaliación da comunicación, os métodos existentes e a explotación dos resultados | B3 B9 B10 B11 C1 D2 D5 D7 |
| Ser capaz de desenvolver os aspectos esenciais da comunicación interna, entre outros, as variables que afectan á comunicación, o impacto sobre a estratexia da empresa, os tipos de comunicación interna, os recursos, vías e canles posibles, a súa utilización e adecuación | B3 B4 B10 B11 C1 D2 D5 D7 |
| Ser capaz de analizar cada un dos criterios para o deseño adecuado dun plan de comunicación interna | B1 B3 B9 B10 B11 C1 D1 D4 D7 |
| Ser capaz de desenvolver aqueles aspectos determinantes para a xestión e avaliación das relacións coa prensa | B1 B3 B7 B9 B11 C1 D3 D5 D7 |

| | |
|---|--|
| Ser capaz de establecer a relación entre comunicación e xestión integral da excelencia empresarial (normas de calidade, mellores prácticas, etc.) e da xestión dos recursos humanos (plan de acollida, transmisión de noticias, xestión das emocións...). | B3 B7 B8 B11 C1 D3 D6 D8 |
| Ser capaz de coñecer as novas tendencias de comunicación na empresa | B2 B3 B9 B11 B15 D4 D5 D6 D7 |
| Ser capaz de determinar en que consiste a Comunicación Estratéxica Internacional, as variables contextuais e os principios xenéricos que afectan o desenvolvemento das relacións públicas en escenarios internacionais. | B3 B11 C1 D4 D7 D8 |

Contidos

| Topic | |
|--|-------------------------------------|
| Tema I. Desenvolvemento do plan de recursos humanos. | Os postos |
| Tema II. Adquirir o equipo de proxecto | A selección e recrutamento |
| Tema III. Desenvolver o equipo do proxecto | A coordinación do traballo |
| Tema IV. Dirixir o equipo do proxecto | O traballo en equipo |
| Tema V. A dirección de equipos de traballo | A dirección do equipo |
| Tema VI. A comunicación | A comunicación |
| Tema VII. Estratexias de comunicación | A comunicación: as súas estratexias |
| Tema VIII. Xestión das comunicacións do proxecto | A comunicación e a súa xestión |
| Tema IX. Estudo de casos sobre comunicación | Propostas prácticas |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|-------------------------------|-------------|-----------------------------|-------------|
| Presentación | 8 | 7 | 15 |
| Resolución de problemas | 4 | 12.5 | 16.5 |
| Estudo de casos | 4 | 8 | 12 |
| Debate | 2 | 8 | 10 |
| Lección maxistral | 6 | 4 | 10 |
| Exame de preguntas obxectivas | 1 | 8 | 9 |
| Resolución de problemas | 0 | 15 | 15 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Presentación | Posta en común e debate por parte dos alumnos e profesor dos traballos realizados seguindo as directrices do docente. |
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propoñer solucións ao mesmo. |
| Debate | Sobre un tema proposto polo docente debaterase sobre o mesmo defendendo diferentes puntos de vista. |
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |

Atención personalizada

| Methodologies | Description |
|---------------|-------------|
|---------------|-------------|

Estudo de casos O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do master: www.mdip.es

Avaliación

| | Description | Qualification | Training and Learning Results |
|-------------------------------|---|---------------|-------------------------------|
| Exame de preguntas obxectivas | Consta de 20 preguntas e resposta única sobre todos os contidos impartidos na asignatura. | 80 | |
| Resolución de problemas | Supostos practicos sobres os contidos impartidos na asignatura | 20 | |

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

Recomendacións

Subjects that continue the syllabus

Xestión dos Riscos do Proxecto e Adquisicións/P02M163V01108

Subjects that it is recommended to have taken before

Xestión da Calidade do Proxecto/P02M163V01106

IDENTIFYING DATA**Xestión dos Riscos do Proxecto e Adquisicións**

| | | | | |
|---------------------|---|-----------|------|------------|
| Subject | Xestión dos Riscos do Proxecto e Adquisicións | | | |
| Code | P02M163V01108 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 6 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | Departamento do Centro Universitario da Defensa da Escola Naval Militar de Marín Didácticas especiais Dpto. Externo | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María Carreño Morales, Rafael María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Análise dos riscos vinculados ao desenvolvemento do proxecto e da planificación de adquisicións | | | |

Competencias

| | |
|------|--|
| Code | |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B3 | Capacidade de Traballo en equipo |
| B4 | Capacidade de procura, análise e selección de información relevante |
| B5 | Capacidade de utilización e xestión da información |
| B7 | Orientación ao cliente |
| B8 | Capacidade de comunicación e motivación |
| B9 | Capacidade para a resolución de problemas |
| B10 | Capacidade para a toma de decisións |
| B11 | Capacidade para traballar nun equipo de carácter interdisciplinar |
| B15 | Sensibilidade cara a temas de seguridade laboral, accesibilidade, sustentabilidade e medioambiente |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuación do Director de Proxecto ou Project Manager. |
| C17 | Capacidade de planificar, executar e controlar a xestión dos riscos do proxecto |
| C18 | Capacidade de planificar, executar e controlar a xestión das adquisicións do proxecto |
| C21 | Capacidade para xestionar a obtención do resultado acorde aos criterios de prazo, custo e calidade, e do cliente |
| D2 | Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro |
| D3 | Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |
| D6 | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras. |
| D7 | Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común. |
| D8 | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida. |

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|---|---|
| Ser capaz de comprender a estrutura de traballo de equipo como parte fundamental da dirección integrada de proxectos. | B1 B3 B8 B11 C1 D2 D3 D4 |
| Ser capaz de identificar e definir riscos en proxectos. | B1 B4 B9 C17 C18 C21 D4 D7 D8 |
| Ser capaz de identificar e definir os procesos relacionados coa xestión de riscos. | B1 B2 B4 B9 B10 B15 C17 C18 C21 D2 D4 D7 D8 |
| Ser capaz de identificar normas e regulacións da dirección de proxecto relacionado con riscos. | B1 B4 B5 B10 B15 C17 C18 C21 D2 D4 D6 D7 |
| Ser capaz de coñecer os fundamentos que sustentan a xestión de riscoss | B1 B8 B9 B10 C17 C18 C21 D2 D4 D6 D8 |
| Ser capaz de desenvolver habilidades para a adaptación a novas situacións e resolución de problemas, e para a aprendizaxe autónoma. | B1 B7 B8 B9 C17 C18 C21 D3 D4 D5 D6 |

Contidos

Topic

Tema 1. Planificación da xestión de riscos A planificación

| | |
|--|-------------------------|
| Tema 2. Análise cualitativa dos riscos | Parámetros cualitativos |
| Tema 3. Análise cuantitativa dos riscos | Parámetros |
| Tema 4. Planificación da resposta aos riscos | A resposta |
| Tema 5. Seguimento e control dos riscos | Seguimento e control |
| Tema 6. Adquisicións | Antecedentes |
| Tema 7. Planificación das Adquisicións. | O proceso |
| Tema 8. Planificación das Adquisicións | Planificación |
| Tema 9. Execución das Adquisicións | Execución |
| Tema 10. Técnicas de negociación | As negociacións |
| Tema 11. Administración das Adquisicións | As adquisicións |
| Tema 12. Peche das Adquisicións | Adquisicións |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|-------------------------------|-------------|-----------------------------|-------------|
| Resolución de problemas | 10 | 20 | 30 |
| Estudo de casos | 10 | 25 | 35 |
| Lección maxistral | 20 | 50 | 70 |
| Exame de preguntas obxectivas | 1 | 4 | 5 |
| Resolución de problemas | 0 | 10 | 10 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propoñer solucións ao mesmo. |
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |

Atención personalizada

| Methodologies | Description |
|-------------------------|--|
| Resolución de problemas | O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do master: www.mdip.es |

Avaliación

| | Description | Qualification | Training and Learning Results |
|-------------------------------|---|---------------|-------------------------------|
| Exame de preguntas obxectivas | Consta de 20 preguntas e resposta única sobre todos os contidos impartidos na asignatura. | 30 | B2 B5 B10 D5 |
| Resolución de problemas | Exercicios de xestión de riscos e adquisicións. | 70 | B2 B15 D4 |

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

Recomendacións

Subjects that continue the syllabus

Contorna Económica e Procedemento. Inicio do Proxecto/P02M163V01109

Subjects that it is recommended to have taken before

Xestión dos RR. HH. do Proxecto, as Comunicacións e Xestión dos Interesados/P02M163V01107

IDENTIFYING DATA**Contorna Económica e Procedemento. Inicio do Proxecto**

| | | | | |
|---------------------|---|----------|------|------------|
| Subject | Contorna Económica e Procedemento. Inicio do Proxecto | | | |
| Code | P02M163V01109 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 5 | Optional | 1 | An |
| Teaching language | Castelán | | | |
| Department | Didácticas especiais Dpto. Externo | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Año Sanz, Vicente Blanco Pereira, Eduardo Cancela Carral, José María Gambau I Pinasa, Vicente Paris Roche, Fernando | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Introducción a dirección e xestión dun proxecto no ámbito do ocio e do deporte | | | |

Competencias

| | |
|------|--|
| Code | |
| A1 | Posuír e comprender coñecementos que acheguen unha base ou oportunidade de ser orixinais no desenvolvemento e/ou aplicación de ideas, adoito nun contexto de investigación. |
| A2 | Que os estudantes saiban aplicar os coñecementos adquiridos e a súa capacidade de resolución de problemas en contornos novos ou pouco coñecidos dentro de contextos máis amplos (ou multidisciplinares) relacionados coa súa área de estudo. |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B4 | Capacidade de procura, análise e selección de información relevante |
| B13 | Capacidade de liderado, diálogo e negociación |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuación do Director de Proxecto ou Project Manager. |
| C20 | Capacidade para aplicar os coñecementos adquiridos ao campo profesional no que desenvolve a súa actividade o Project Manager. |
| C22 | Hábitos de excelencia e compromiso ético no exercicio profesional do Project Manager. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |

Resultados de aprendizaxe

| | |
|---|------------------------------------|
| Expected results from this subject | Training and Learning Results |
| Ser capaz de comprender a estrutura de integración dentro dun proxecto. | A1 B1 B2 C20 C22 D5 |
| Ser capaz de comprender a contorna do proxecto. | A1 B2 B4 C1 D5 |

| | |
|---|---|
| Ser capaz de identificar normas e regulacións da dirección de proxectos. | A1 B2 B4 C20 C22 D5 |
| Ser capaz de coñecer os fundamentos que sustentan a dirección integrada de proxectos. | A1 B1 B4 B13 C20 C22 D5 |
| Ser capaz de desenvolver habilidades para a adaptación a novas situacións e resolución de problemas, e para a aprendizaxe autónoma. | A1 A2 B2 B4 C22 D5 |

Contidos

| Topic | |
|--|--|
| Tema I.Introdución á dirección e xestión de proxectos deportivos. | A dirección e xestión dos proxectos deportivos |
| Tema II.Os proxectos deportivos: tipoloxía e clasificación dos proxectos nas organizacións deportivas. | Tipoloxía e clasificación dos proxectos deportivos |
| Tema III.As diferentes metodoloxías na dirección de proxectos | As diferentes metodolóxicas |
| Tema IV.Os procesos de INICIO nos proxectos deportivos | Os procesos de inicio nos proxectos deportivos |
| Tema V.A planificación do proxecto deportivo: os elementos do proxecto. | A planificación nos proxectos deportivos |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|-------------------------------|-------------|-----------------------------|-------------|
| Resolución de problemas | 10 | 19 | 29 |
| Estudo de casos | 10 | 20 | 30 |
| Lección maxistral | 10 | 30 | 40 |
| Traballo | 0 | 15 | 15 |
| Exame de preguntas obxectivas | 1 | 10 | 11 |

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

Metodoloxía docente

| | Description |
|-------------------------|--|
| Resolución de problemas | Ao longo do curso proporanse exercicios que deberán resolverse de forma individual por parte de alumno. |
| Estudo de casos | Ao longo do curso preséntanse situacións problema que serán analizadas e estudadas por parte dos alumnos para propor solucións ao mesmo. |
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia *objecto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |

Atención personalizada

| Methodologies | Description |
|-----------------|--|
| Estudo de casos | O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do máster: www.mdip.es . |

Avaliación

| | Description | Qualification | Training and Learning Results |
|----------|---|---------------|-------------------------------|
| Traballo | Desenvolvemento de traballos e exercicios propostos polo docente. | 70 | |

Other comments on the Evaluation

&*amp;*lt;*p&*amp;*gt;Será necesario superar ambas as probas para superar a materia&*amp;*lt;/*p&*amp;*gt;

Bibliografía. Fontes de información**Basic Bibliography****Complementary Bibliography**

Recomendacións**Subjects that continue the syllabus**

Xefatura e Xestión da Execución/P02M163V01110

Subjects that it is recommended to have taken before

Xestión dos Riscos do Proxecto e Adquisicións/P02M163V01108

IDENTIFYING DATA**Xefatura e Xestión da Execución**

| | | | | |
|---------------------|--|----------|------|------------|
| Subject | Xefatura e Xestión da Execución | | | |
| Code | P02M163V01110 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1 | An |
| Teaching language | Castelán | | | |
| Department | | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Análise e estudo das diferentes fases na execución dun proxecto deportivo/ e de sistemas de ingeniería | | | |

Competencias

| | |
|------|--|
| Code | |
| A2 | Que os estudantes saiban aplicar os coñecementos adquiridos e a súa capacidade de resolución de problemas en contornos novos ou pouco coñecidos dentro de contextos máis amplos (ou multidisciplinares) relacionados coa súa área de estudo. |
| A4 | Que os estudantes saiban comunicar as súas conclusións, e os coñecementos e razóns últimas que as sustentan, a públicos especializados e non especializados dun xeito claro e sen ambigüidades. |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| C8 | Capacidade de organización e planificación as diferentes fases dun proxecto. |
| C19 | Capacidade para a redacción do proxecto así como para a súa comunicación de forma convincente, clara, concisa e sen ambigüidades |
| C22 | Hábitos de excelencia e compromiso ético no exercicio profesional do Project Manager. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |

Resultados de aprendizaxe

| Expected results from this subject | Training and Learning Results |
|--|-----------------------------------|
| O estudante será capaz de comprender a estrutura de traballo de equipo como parte fundamental da dirección integrada de proxectos, identificando e solucionando a problemática que xera o traballo en equipo | A2 B1 B2 C8 C22 D5 |
| O estudante será capaz de definir e comprender os procesos de execución e identificar as características da execución do proxecto | A2 B1 B2 C8 C22 D5 |
| O estudante será capaz de identificar a responsabilidade e cualidades do director do proxecto, así como de desenvolver e utilizar os recursos do director durante a execución do proxecto | A2 B1 B2 C19 D5 |
| O estudante será capaz de levar a cabo o grupo de procesos de execución dun proxecto. | A2 B1 B2 C8 C22 D5 |

Desenvolver habilidades para a adaptación a novas situacións e resolución de problemas, e para a aprendizaxe autónoma.

A4
B1
B2
C8
C19
D5

Contidos

| Topic | |
|---|---|
| Tema 1. A execución do proxecto | Que é? |
| Tema 2. Características da execución do proxecto. | Criterios a ter en conta. |
| Tema 3. O grupo de procesos de execución | As súas características e *particularieades |
| Tema 4. O director de proxecto. | Funcións e competencias |
| Tema 5. O equipo de traballo. | A comunicación, funcións e competencias |
| Tema 6. O traballo en equipo | coordinación |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|---|-------------|-----------------------------|-------------|
| Lección maxistral | 10 | 10 | 20 |
| Resolución de problemas de forma autónoma | 4 | 4 | 8 |
| Resolución de problemas | 10 | 8 | 18 |
| Presentación | 6 | 2 | 8 |
| Debate | 5 | 0 | 5 |
| Resolución de problemas | 10 | 0 | 10 |
| Exame de preguntas obxectivas | 1 | 5 | 6 |

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

Metodoloxía docente

| | Description |
|---|--|
| Lección maxistral | Exposición por parte do profesor dos contidos sobre a materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |
| Resolución de problemas de forma autónoma | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma individual por parte de alumno. |
| Resolución de problemas | Ao longo do curso propoñeranse exercicios que deberán resolverse de forma colectiva por parte dos alumnos. |
| Presentación | Exposición e defensa dos trabamos realizados e debate sobre os mesmos |
| Debate | Debate sobre un tema definido polo docente no cal os alumnos deben defender diferentes posturas. |

Atención personalizada

| Methodologies | Description |
|---|-------------|
| Resolución de problemas de forma autónoma | |
| Presentación | |

Avaliación

| | Description | Qualification | Training and Learning Results | |
|-------------------------------|---|---------------|-------------------------------|-----------|
| Resolución de problemas | (*)Exercicios de dirección: Exercicios de traballo en equipo Exercicios de procesos de execución Exercicios do deseño do *minutaje dun proxecto. | 30 | | |
| Exame de preguntas obxectivas | (*)Consta de 20 preguntas e resposta única sobre todos os contidos impartidos na materia. | 70 | A2 A4 | C8 C19 |

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

IDENTIFYING DATA**Seguemento e Control. Manuais de Procedemento**

| | | | | |
|---------------------|--|----------|------|------------|
| Subject | Seguemento e Control. Manuais de Procedemento | | | |
| Code | P02M163V01111 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1 | An |
| Teaching language | | | | |
| Department | | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | | | | |
| General description | | | | |

Competencias

Code

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

Contidos

Topic

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|--|-------------|-----------------------------|-------------|
|--|-------------|-----------------------------|-------------|

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

Metodoloxía docente

Description

Atención personalizada**Avaliación**

| Description | Qualification | Training and Learning Results |
|-------------|---------------|-------------------------------|
|-------------|---------------|-------------------------------|

Other comments on the Evaluation**Bibliografía. Fontes de información****Basic Bibliography****Complementary Bibliography****Recomendacións**

IDENTIFYING DATA**(*)Xefatura e Xestión do Proxecto**

| | | | | |
|---------------------|---|----------|------|------------|
| Subject | (*)Xefatura e Xestión do Proxecto | | | |
| Code | P02M163V01112 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1st | An |
| Teaching language | Spanish | | | |
| Department | Special Didactics External | | | |
| Coordinator | García García, Óscar | | | |
| Lecturers | García García, Óscar Manuel I Gutierrez, Pere | | | |
| E-mail | oscargarcia@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Analysis and study of the different phases in the execution of a sportive project | | | |

Competencies

| | |
|------|--|
| Code | |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| A4 | That the students know to communicate his conclusions, and the knowledges and reasons last that the maintain, to skilled publics and no specialised of a clear way and without ambiguities. |
| B3 | Capacity of Work in team |
| B6 | Orientation to results |
| B7 | Orientation to the customer |
| B8 | Capacity of communication and motivation |
| B9 | Capacity for the resolution of problems |
| B10 | Capacity for the taking of decisions |
| B11 | Capacity to work in a team of character interdisciplinary |
| B13 | Capacity of leadership, dialogue and negotiation |
| C1 | Know act like representatives of the promoter of the project in all the fields of performance of the Director of Project or Project Manager. |
| C3 | Know initiate, schedule, direct, control and close Projects of Leisure and Sport in the speciality of Leisure and sport |
| C22 | Habits of excellence and ethical commitment in the professional exercise of the Project Manager. |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |
| D6 | Understand the importance of the culture enterprising and know the means near at hand of the people enterprise. |
| D8 | Use the basic tools of the technologies of the information and the communications (TIC) necessary for the exercise of his profession and for the learning along his life. |

Learning outcomes

| | |
|---|-------------------------------------|
| Expected results from this subject | Training and Learning Results |
| The student will be able to comprise the structure of work of team like fundamental part of the integrated direction of projects, identifying and solving the problematic that generates the work in team | B3 B11 B13 C1 C22 D6 |
| The student will be able to define and comprise the processes of execution and identify the characteristics of the execution of the project. | A2 C1 C3 C22 D5 D6 |

| | |
|---|---|
| The student will be able to identify the responsibility and qualities of the director of the project, as well as to develop and use the resources of the director during the execution of the project | A2 B6 B7 B8 B9 B10 B13 C1 C3 C22 D5 D6 D8 |
|---|---|

| | |
|---|----------------------------------|
| The student will be able to carry out the group of processes of execution of a project. | A2 A4 C3 D5 D6 D8 |
|---|----------------------------------|

| | |
|--|---|
| Develop skills for the adaptation to new situations and resolution of problems, and for the autonomous learning. | A2 B8 B9 B10 B13 C3 C22 |
|--|---|

Contents

| Topic | |
|--|---|
| Subject I. That it is to execute a project | Definitions of execution of a project |
| Subject II. Characteristics of the execution of the project. | Common characteristics to projects of different nature in leisure and sport of projects of leisure and sport of similar nature |
| Subject III. The group of processes of execution | Processes involved Relation of the processes of execution with the different areas of knowledge Processes involved according to PMBok, Prince2, ICB3.0 and ISO 21500 The execution in the agile projects |
| Subject IV. The director of project. | Profile of the director of the project Work of the director of project Qualities of the director of project Resources of the director of project |
| Subject V. The team of work. | Preparation of the team of work usual Problems of the select the team of work |
| Subject VI. The work in team. | Advantages of the work in team Process of development of the work in team: interacting usual problems of the work in team |
| Subject VII. Practical case: | Execution of the organisation of a sportive event. Candidature, organisation chart, cronogram, diagram, and minute by minute. |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|--------------------------|-------------|-----------------------------|-------------|
| Presentation | 8 | 7 | 15 |
| Problem solving | 4 | 8 | 12 |
| Case studies | 4 | 8 | 12 |
| Debate | 2 | 8 | 10 |
| Lecturing | 6 | 4 | 10 |
| Problem solving | 0 | 10 | 10 |
| Objective questions exam | 1 | 5 | 6 |

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

Methodologies

| | Description |
|--------------|---|
| Presentation | Put in common and debate by part of the students and professor of the works realised following the guidelines of the educational. |

| | |
|-----------------|---|
| Problem solving | Along the course will propose exercises that will have to resolve of individual form by part of student. |
| Case studies | Along the course present situations problem that will be analysed and studied by part of the students to propose solutions to the same. |
| Debate | Debate on a clear-cut subject by the educational in which the students have to defend different postures. |
| Lecturing | Exhibition by part of the professor of the contents on the matter objective of study, theoretical bases and/or guidelines of the work, exercise or project to develop by the student. |

Personalized attention

Methodologies Description

| | |
|-----------------|---|
| Problem solving | In the schedule of *tutorias will resolve concrete doubts on the exercises, cases and explanations realised during the classes. |
|-----------------|---|

Assessment

| | Description | Qualification | Training and Learning Results | | | |
|--------------------------|---|---------------|-------------------------------|-----|----|--|
| | | | | | | |
| Problem solving | Exercises of the director | 30 | A2 | B3 | D8 | |
| | Exercises of work in team | | A4 | B8 | | |
| | Exercises of processes of execution | | | B9 | | |
| | Exercises of the design of the minute by minute of a project. | | | B11 | | |
| | | | | B13 | | |
| Objective questions exam | It consists of 20 questions and only answer on all the contents given in the subject. | 70 | B6 | C1 | D5 | |
| | | | B7 | C3 | D6 | |
| | | | B10 | C22 | | |
| | | | | | | |

Other comments on the Evaluation

It is necessary to surpass both proofs to obtain a positive final qualification in the subject. In case of not having surpassed the subject in the first announcement, the no purchased competitions will be evaluated in the announcement of July of the same form, with both proofs. The official dates of the examinations can consult in the web of the Máster www.mdip.es

Sources of information

Basic Bibliography

AENOR, **Norma española UNE-ISO 21500:2013. Directrices para la gestión y dirección de proyectos.**, Asociación Española de Normalización y Certificaci, 2013

Nokes, S., Greenwood, A., Major, I. & Goodman, M., **La guía definitiva de la gestión de proyectos. La vía rápida de todo ejecutivo para cumplir a tiempo y dentro del presupuesto**, 1, Prentice Hall, 2007

Project Management Institute, **Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, 6, Project Management Institute, 2017

Biafore, B. y Stover, T, **Gestión de proyectos en el mundo real**, 1, Anaya, 2012

Complementary Bibliography

HARVARD BUSINESS REVIEW, **GUÍAS HBR: GESTIÓN DE PROYECTOS**, 1, REVERTE MANAGMENT, 2017

Tudor, D.J., **Agile Project and Service Management: Delivering IT Services Using ITIL, PRINCE2 and DSDM** Atern, 1, The Stationery Office, 2010

Recommendations

Subjects that continue the syllabus

(*)Seguemento, Control e Peche do Proxecto/P02M163V01113

Subjects that it is recommended to have taken before

(*)Ciclo de Vida e Normas do Proxecto/P02M163V01102

(*)Contorna Económica e Procedemento. Inicio do Proxecto/P02M163V01109

(*)Xestión da Calidade do Proxecto/P02M163V01106

(*)Xestión da Integración e do Alcance/P02M163V01103

(*)Xestión dos Custos do Proxecto/P02M163V01105

(*)Xestión dos Riscos do Proxecto e Adquisicións/P02M163V01108

(*)Xestión dos RR. HH. do Proxecto, as Comunicaci3ns e Xestión dos Interesados/P02M163V01107

(*)Xestión do Tempo do Proxecto/P02M163V01104

(*)Marco Conceptual da DIP/P02M163V01101

IDENTIFYING DATA**(*)Seguemento, Control e Peche do Proxecto**

| | | | | |
|---------------------|--|----------|------|------------|
| Subject | (*)Seguemento, Control e Peche do Proxecto | | | |
| Code | P02M163V01113 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1st | An |
| Teaching language | Spanish | | | |
| Department | | | | |
| Coordinator | Serrano Gómez, Virginia | | | |
| Lecturers | Serrano Gómez, Virginia | | | |
| E-mail | vserrano@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | (*)Análise dos pasos a seguir no seguimento e control dun proxecto | | | |

Competencies

| | |
|------|---|
| Code | |
| A4 | That the students know to communicate his conclusions, and the knowledges and reasons last that the maintain, to skilled publics and no specialised of a clear way and without ambiguities. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| B13 | Capacity of leadership, dialogue and negotiation |
| C8 | Capacity of organisation and planning the different phases of a project. |
| C20 | Capacity to apply the knowledges purchased to the professional field in which it develops his activity the Project Manager. |
| C21 | Capacity to manage the obtaining of the resulted chord to the criteria of term, cost and quality, and of the customer |
| C22 | Habits of excellence and ethical commitment in the professional exercise of the Project Manager. |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |
| D8 | Use the basic tools of the technologies of the information and the communications (TIC) necessary for the exercise of his profession and for the learning along his life. |

Learning outcomes

| | |
|--|------------------------------------|
| Expected results from this subject | Training and Learning Results |
| Be able to develop skills of leadership, interpersonal relation and work in team | A4 B13 C22 D5 D8 |
| Be able to comprise the structure of work of team like fundamental part of the integrated direction of projects. | B1 B2 C8 C20 D5 |
| Be able to comprise the plan of control and follow-up of the project | A4 B1 B2 C8 C20 D5 |
| Be able to define, comprise and identify the processes of follow-up and control of the project. | B1 B2 B13 C8 C20 D5 |

| | |
|---|---|
| Be able to define, comprise and identify the processes of closing of the project | A4 B1 B2 C8 C21 D5 |
| Be able to develop and use the means like director of the project for the control and follow-up of the project | B1 B2 B13 C8 C20 C21 D5 |
| Be able to develop skills for the adaptation to new situations and resolution of problems, and for the autonomous learning. | B1 B2 B13 C8 C20 C21 D5 |
| Be able to develop tools of follow-up and control. | B1 B2 C8 C20 C22 D5 |

Contents

| | |
|---|---|
| Topic | |
| Subject I. The plan of control and follow-up of the project | *Contextualización Where situate the projects Interaction of the processes |
| Subject II. Means of the director of project for the control and follow-up of the project | Plan of follow-up and Half control for the follow-up and control Processes of follow-up and control (*PMboK) |
| Subject iii.el group of processes of follow-up and control of the project. | Processes of follow-up and control |
| Subject IV. The group of processes of closing of the project | The closing of the project |
| Subject V. Tool of follow-up and control | The Tools |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|--------------------------|-------------|-----------------------------|-------------|
| Lecturing | 20 | 0 | 20 |
| Problem solving | 20 | 4 | 24 |
| Case studies | 20 | 10 | 30 |
| Objective questions exam | 1 | 0 | 1 |

*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 or project to develop by the student. |
| Problem solving | Activity in which they formulate problem and/or exercises related with the *asignatura. The student has to develop the suitable or correct solutions by means of the *ejercitación of routines, the application of formulas or algorithms, the application of procedures of transformation of the available information and the interpretation of the results. It is used to use as I complement of the lesson *magistral. |
| Case studies | Analysis of a fact, problem or real event with the purpose to know it, interpret it, resolve it, generate hypothesis, contrast data, *reflexionar, complete knowledges, diagnose it and train in alternative procedures of solution. |

Personalized attention

Methodologies Description

Problem solving THE student will receive attention *individualizada in the schedule of *tutorías established to such end during the present academic course. For the query of his schedule of *tutorías and place of the same *deberase consult to web *do *máster: www.mdip.es. Besides it will be able to realise queries via email.

| Assessment | | | |
|--------------------------|--|---------------|-------------------------------|
| | Description | Qualification | Training and Learning Results |
| Problem solving | Activity in which they formulate problem and/the exercises related with wool *signatura. He student has to develop the suitable solutions the correct by means of wool *ejercitación of routines, the application of formulas the algorithms, the application of procedures of transformation of wool available information and wool interpretation of the results. It is used to use as l complement of wool lesson *magistral. | 20 | |
| Objective questions exam | Examination type test where will evaluate the contents given | 80 | |

Other comments on the Evaluation

All the *alumnado, assist or no to the classrooms, have right to be evaluated (by means of an examination or in the way in that it establish in the educational guide)&*nbsp;Is necessary to assist at least to 80% of the face-to-face classes and surpass both proofs (resolution of exercises and examination type test) to obtain a positive final qualification in the matter.&*nbsp;The students no assistants &*nbsp;they will have to deliver the exercises realised in class and will incorporate in the examination one or several questions of development or of resolution of exercises in addition to the type test.In case of not having surpassed the matter in the first announcement, the no purchased competitions will be evaluated in the announcement of July from an examination type test.&*nbsp;The dates of the examinations can consult in the web of the *Máster www.mdip.es

Sources of information

Basic Bibliography

Project Management Institute, **A Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, 5, Project Management Institute, 2013

Complementary Bibliography

AENOR, **Norma española UNE-ISO 21500:2013. Directrices para la gestión y dirección de proyectos, Asociación Española de Normalización y Certificación**, AENOR, 2013

Añó Sanz, V., **Organización de eventos deportivos y competiciones deportivas**, Universitat de Valencia, 2011

Desbordes, M. & Falgoux, J., **Gestión y organización de un evento deportivo**, Inde, 2006

FEMP, **Buenas prácticas en instalaciones deportivas**, FEMP, (2009)

García García, O. y Serrano Gómez, V.,, **El ciclo de vida del proyecto. Del proyecto al producto**, Master Oficial Interuniversitario en dirección int, 2009

Guerra Peña, L., Coronel Granado, A.J., Martínez de Irujo García, L., Llorente Simón, A., **Gestión integral de proyectos**, Fundación Confemetal, 2002

Nokes y Greenwood, **La guía definitiva de la gestión de proyectos : la vía rápida de todo ejecutivo para cumplir a tiempo y dentro del presupuesto**, Prentice Hall, 2006

Recommendations

Subjects that continue the syllabus

(*)Necesidades e Tecnologías dos Sistemas de Información/P02M163V01114

Subjects that it is recommended to have taken before

(*)Xefatura e Xestión do Proxecto/P02M163V01112

IDENTIFYING DATA**(*)Necesidades e Tecnoloxías dos Sistemas de Información**

| | | | | |
|---------------------|--|----------|------|------------|
| Subject | (*)Necesidades e Tecnoloxías dos Sistemas de Información | | | |
| Code | P02M163V01114 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 5 | Optional | 1st | An |
| Teaching language | Spanish | | | |
| Department | Systems Engineering and Automatism | | | |
| Coordinator | Sáez López, Juan | | | |
| Lecturers | Sáez López, Juan | | | |
| E-mail | juansaez@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | (*)Formulación da Enxeñaría de Sistemas para o desenvolvemento de proxectos e a integración dos sistemas de información industrial | | | |

Competencies

| | |
|------|--|
| Code | |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| C20 | Capacity to apply the knowledges purchased to the professional field in which it develops his activity the Project Manager. |
| C21 | Capacity to manage the obtaining of the resulted chord to the criteria of term, cost and quality, and of the customer |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |

Learning outcomes

| | |
|---|-------------------------------|
| Expected results from this subject | Training and Learning Results |
| Be Able to identify the data and technologies that need integrate in a system of information so that it offer | A2 |
| *interfaces stop all the aspects of information required | B1 B2 C20 C21 D5 |

Contents

| | |
|--|---|
| Topic | |
| Subject 1. Current surroundings and Definition of engineering of systems | The concept |
| Subject 4.The process of engineering of systems | The engineering of systems |
| Subject 5. Integration of the systems of information. | The integration |
| (*)Tema 4. Arquitecturas básicas de automatización industrial | (*)sensores e actuadores buses de campo equipos de control IHM e SCADA comuniacións industriais |
| (*)Tema 5. sistemas automáticos de manutención | (*)Manutención industrial Transportes automáticos Almacenaje automático Manipulación automática |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|--------------------|-------------|-----------------------------|-------------|
| Lecturing | 30 | 0 | 30 |
| Problem solving | 27 | 0 | 27 |
| Case studies | 24 | 0 | 24 |
| Supervised work | 12 | 0 | 12 |
| Problem solving | 30 | 0 | 30 |
| Short answer tests | 2 | 0 | 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 | Exhibition by part of the professor of the contained envelope to subject *objecto of study, theoretical bases and/or guidelines of the work, exercise or project to develop pole student. |
| Problem solving | Along the course will propose exercises that will owe to resolved of individual form by part of student. |
| Case studies | Along the course present situations problem that will be #analyze and studied by part of the students to propose solutions to the even. |
| Supervised work | Individual works or grupal tutor put professor. |

Personalized attention

| Tests | Description |
|-----------------|---|
| Problem solving | The student will receive attention individual in the time of tutor established it such end during it present academic course. Stop the query of the his schedule of tutor and place of the same will owe to consult the web of the master: www.mdip.es |

Assessment

| | Description | Qualification | Training and Learning Results | |
|--------------------|---|---------------|-------------------------------|------------|
| Problem solving | Resolution of problems/geared exercises teaching pole | 50 | B1 | C20 C21 |
| Short answer tests | Short questions envelope the contents of the subject | 50 | B1 B2 | C20 C21 |

Other comments on the Evaluation

Sources of information

Basic Bibliography

Complementary Bibliography

Robert S. Kaplan y David P. Norton, **Strategy MAPS**, 1ª Edición, Harvard Business School Press, 2004

Steven Alter, **Information Systems**, 4ª Edición, Prentice Hall Editions, 2002

George M. Marakas, **Modern Data Warehousing, Mining, and Visualization**,

Recommendations

Subjects that continue the syllabus

(*)Xestión dun Proxecto TIC/P02M163V01113

Subjects that it is recommended to have taken before

(*)Seguemento, Control e Peche do Proxecto/P02M163V01113

IDENTIFYING DATA**(*)Xestión dun Proxecto TIC**

| | | | | |
|---------------------|---|----------|------|------------|
| Subject | (*)Xestión dun Proxecto TIC | | | |
| Code | P02M163V01115 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1st | An |
| Teaching language | Spanish | | | |
| Department | | | | |
| Coordinator | Álvarez Bermúdez, Xana | | | |
| Lecturers | Álvarez Bermúdez, Xana Barcia Dopazo, Gustavo Valentín | | | |
| E-mail | xaalvarez@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Analise Of the management of the projects Tic/Inxeniería in the ambito public and personal. | | | |

Competencies

| | |
|------|--|
| Code | |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| B4 | Capacity of research, analysis and selection of notable information |
| C20 | Capacity to apply the knowledges purchased to the professional field in which it develops his activity the Project Manager. |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |

Learning outcomes

| Expected results from this subject | Training and Learning Results |
|---|-------------------------------|
| Be able to identify and define a project. | A2 B1 B2 C20 D5 |
| Be able to identify and define the processes of a project. | A2 B1 B2 B4 D5 |
| Be able to comprise the structure of integration inside a project | A2 B1 B2 B4 D5 |
| Be able to comprise the surroundings of the project. | B1 B2 B4 D5 |
| Be able to develop skills for the adaptation to new situations and resolution of problems, and for the autonomous learning. | A2 B2 B4 C20 D5 |

Contents

| | |
|-------|--|
| Topic | |
|-------|--|

Subject 1. Introduction to the spatial dimension of His conceptualización the project.

| | |
|---|---|
| Subject 3. Management of the integration | The integration |
| Subject 4. Management of Scope | THE scope |
| Subject 5. Management of Time | The Time |
| Subject 6. Cycle of life of product in sector. | The cycle of life |
| Subject 7. TIC environmental projects management. | Reduccions Of CO2, energetic savings and of costs |
| Subject 8. Study cases | Real projects |
| (*)Tema 8. Casos de estudio | (*)Proxectos reales |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|----------------------------|-------------|-----------------------------|-------------|
| Lecturing | 20 | 0 | 20 |
| Autonomous problem solving | 18 | 5 | 23 |
| Case studies | 20 | 0 | 20 |
| Short answer tests | 2 | 0 | 2 |
| Essay | 0 | 10 | 10 |

*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 the work, exercise or project to develop by the student. |
| Autonomous problem solving | Along the course will propose exercises that will have to resolve of individual form by part of student. |
| Case studies | Along the course present situations problem that will be analysed and studied by part of the students to propose solutions to the even. |

Personalized attention

Tests Description

Essay The student will receive attention individual in the schedule of tutoresetablished the such end during the present academic course. For the query of his schedule of tutor and place of the same has to consult the web of the máster: www.mdip.es

Assessment

| | Description | Qualification | Training and Learning Results | | |
|--------------------|--|---------------|-------------------------------|----------|-----|
| Short answer tests | Questions of short answer on the contended of the matter | 50 | A2 | B2 B4 | C20 |
| Essay | Resolution of problems proposed by the educational | 50 | | B1 | D5 |

Other comments on the Evaluation

Sources of information

Basic Bibliography

Complementary Bibliography

Recommendations

IDENTIFYING DATA**(*)Estándares para a Xestión de Proxectos TIC**

| | | | | |
|---------------------|--|----------|------|------------|
| Subject | (*)Estándares para a Xestión de Proxectos TIC | | | |
| Code | P02M163V01116 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 3 | Optional | 1st | An |
| Teaching language | Spanish | | | |
| Department | External Materials Engineering, Applied Mechanics and Construction | | | |
| Coordinator | Lorenzo Mateo, Jaime Alberto | | | |
| Lecturers | Carreño Morales, Rafael María Fernández Couto Gómez, Carlos Lorenzo Mateo, Jaime Alberto | | | |
| E-mail | jaimelorenzo@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | (*)Analise da enxenería de Software. | | | |

Competencies

| | |
|------|--|
| Code | |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| A4 | That the students know to communicate his conclusions, and the knowledges and reasons last that the maintain, to skilled publics and no specialised of a clear way and without ambiguities. |
| B4 | Capacity of research, analysis and selection of notable information |
| B5 | Capacity of utilisation and management of the information |
| C1 | Know act like representatives of the promoter of the project in all the fields of performance of the Director of Project or Project Manager. |
| C19 | Capacity for the editorial of the project as well as for his communication of form convincing, clear, concise and without ambiguities |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |

Learning outcomes

| | |
|---|-----------------------------------|
| Expected results from this subject | Training and Learning Results |
| Be able to identify the basic concepts of the Processes of Information in the Companies and of the different methodologies and standard. | A2 A4 B4 C1 C19 D5 |
| Be able to develop the basic capacity to relate with the areas of resources, communications, acquisitions, risks, quality and financial of the company under the perspective of the Area of Projects. | A2 B4 C1 C19 |
| Be able to realise a basic analysis on the appearances to consider with regard to the decision to invest in active. Financial economic perspective *versus technical perspective. | A2 A4 C1 D5 |
| Be able to develop skills of presentation and of work in team. | A2 A4 C1 C19 D5 |

| | |
|---|-----------------------------|
| Be able to develop skills for the adaptation to new situations and resolution of problems, and for the autonomous learning. | A2 B4 B5 C19 D5 |
| Be able to relate between the basic concepts and the criterion of business decision with regard to the investments. | A4 B4 C19 D5 |

Contents

| Topic | |
|---|---|
| Subject I. Standards and management of the quality in projects TICS | The management in time of crisis. |
| Subject II. Management of the resources in projects Tics. | The projects Tics and the analysis of the investment. |
| Subject III. Management of the communications in projects Tics. | The communications, the direction and the strategic management of the projects |
| Subject IV. Management of the changes in projects tics | The changes, the direction and the strategic management of the projects |
| Subject V. Management of the risks in projects Tics | The risks, , the direction and the strategic management of the projects |
| Subject SAW. Management of the acquisitions in projects Tics. | The acquisitions, , the direction and the strategic management of the projects |
| Subject VII. Management of the financial resources in projects tics | The financial resources, , the direction and the strategic management of the projects |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|------------------------|-------------|-----------------------------|-------------|
| Case studies | 10 | 2 | 12 |
| Debate | 2 | 0 | 2 |
| Lecturing | 9 | 0 | 9 |
| Project based learning | 5 | 35 | 40 |
| Problem solving | 10 | 0 | 10 |
| Problem solving | 1 | 0 | 1 |
| Essay | 1 | 0 | 1 |

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

Methodologies

| | Description |
|------------------------|--|
| Case studies | Along the course present situations problem that will be analysed and studied by part of the students to propose solutions to the even. |
| Debate | Put in common and debate by part of the students and professor of the works realised following the guidelines of the educational. |
| Lecturing | Exhibition by part of the professor of the contents on the matter object of study, theoretical bases and/or guidelines of the work, exercise or project to develop by the estudiante.te. |
| Project based learning | Preparation of practical proposals of projects in base to the methodology *DIP |
| Problem solving | Along the course will propose exercises that will have to resolve of individual form by part of student. |

Personalized attention

Methodologies Description

| | |
|-----------------|--|
| Problem solving | The student will receive attention individual in the time of tutor established it such end during it study academic. Stop the query of the his schedule of tutor and place of the same owes to consult the web of the master: www.mdip.es |
|-----------------|--|

Assessment

| | Description | Qualification | Training and Learning Results | | |
|-----------------|--|---------------|-------------------------------|-----------|----|
| Problem solving | Analysis and resolution of problems proposed teaching pole | 20 | A2 A4 | C19 | D5 |
| Essay | Manufacture and delivery of works following the indications of the teacher | 80 | A4 | C1 C19 | |

Other comments on the Evaluation

Sources of information

Basic Bibliography

Serer Figueroa, Marcos., **Gestión Integrada de Proyectos**, 1ª Edición, Gestión, 2000

Amat Salas, Oriol., **Contabilidad y finanzas para no financieros**, 1ª Edición, Deusto, 2008

Complementary Bibliography

Amat Salas, Oriol, **Comprender la contabilidad y las fin**, 1ª Edición, UPC, 2006

Recommendations

Subjects that it is recommended to have taken before

(*)Xestión dun Proxecto TIC/P02M163V01115

IDENTIFYING DATA**Prácticas en Empresas**

| | | | | |
|---------------------|--|-----------|------|------------|
| Subject | Prácticas en Empresas | | | |
| Code | P02M163V01117 | | | |
| Study programme | Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 6 | Mandatory | 1 | An |
| Teaching language | Castelán | | | |
| Department | Didácticas especiais | | | |
| Coordinator | Cancela Carral, José María | | | |
| Lecturers | Cancela Carral, José María García García, Óscar | | | |
| E-mail | chemacc@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Desenvolvemento de prácticas en empresa, vinculadas á metodoloxía exposta no máster (*PMP) | | | |

Competencias

| | |
|------|---|
| Code | |
| B1 | Capacidade de análise e síntese. |
| B2 | Capacidade de Organización e Planificación |
| B9 | Capacidade para a resolución de problemas |
| B11 | Capacidade para traballar nun equipo de carácter interdisciplinar |
| B12 | Capacidade para traballar nun contexto internacional |
| B13 | Capacidade de liderado, diálogo e negociación |
| B14 | Motivación pola calidade |
| B15 | Sensibilidade cara a temas de seguridade laboral, accesibilidade, sustentabilidade e medioambiente |
| C1 | Saber actuar como representantes do promotor do proxecto en todos os ámbitos de actuación do Director de Proxecto ou Project Manager. |
| C2 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Edificación e Desenvolvemento Territorial na especialidade de Edificación e Desenvolvemento Territorial |
| C3 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Lecer e Deporte na especialidade de Lecer e deporte |
| C4 | Saber iniciar, planificar, dirixir, controlar e pechar Proxectos de Sistemas de Información na especialidade de Sistemas de Información. |
| D1 | Expresarse correctamente, tanto de forma oral como escrita, nas linguas oficiais da comunidade autónoma. |
| D2 | Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro |
| D3 | Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade. |
| D4 | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida. |
| D5 | Valorar de forma crítica o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse. |
| D6 | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras. |
| D8 | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida. |

Resultados de aprendizaxe

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|--|---|
| Ser capaz de definir as actividades integrantes dun proxecto | B2 B9 B14 B15 C2 C3 C4 D1 D2 D3 D5 D8 |
| Ser capaz de adquirir destrezas e actitudes vinculadas á xestión de proxectos | B1 B2 B11 B12 B15 C1 C2 C4 D1 D2 D3 D4 D5 D6 D8 |
| Ser capaz de adquirir condutas de respecto e axuda. | B11 B12 B13 B14 B15 C1 D5 D6 |
| Ser capaz de elaborar unha memoria de practicas que reflicta as diferentes fases da xestión dun proxecto e a súa vinculación coas metodoloxías desenvolvida no Máster. | B1 B2 B9 B15 C1 C2 C3 C4 D1 D2 D3 D4 D5 |

Contidos

Topic

| | |
|---|--|
| Tema I. As prácticas externas como primeiro contacto co campo profesional na gestion integral de proxectos. | A normativa |
| Tema II. Contextualización das prácticas: descrición da empresa/ institución ou servizo. | A empresa. Características e proxectos |
| Tema III. Elaboración da memoriasde Practicas seguindo as directrices do documento elaborado para tal fin. | As súa estrutura e función |

Planificación

| | Class hours | Hours outside the classroom | Total hours |
|--------------------|-------------|-----------------------------|-------------|
| Prácticas externas | 0 | 130 | 130 |
| Lección maxistral | 5 | 0 | 5 |
| Traballo | 0 | 15 | 15 |

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

Metodoloxía docente

| | Description |
|--------------------|---|
| Prácticas externas | Elaboración dunha memoria de practicas seguindo as pautas establecidas na normativa |
| Lección maxistral | Exposición oral con apoio audiovisuais dos contidos da materia objeto de estudo, bases teóricas e/ou directrices do traballo, exercicio ou proxecto a desenvolver polo estudante. |

Atención personalizada

| Methodologies | Description |
|--------------------|--|
| Prácticas externas | O alumno recibirá atención individualizada no horario de titorías establecido a tal fin durante o presente curso académico. Para a consulta do seu horario de titorías e lugar das mesmas deberase consultar a web do master: www.mdip.es |

Avaliación

| Description | Qualification | Training and Learning Results |
|--|---------------|-------------------------------|
| TraballoValoración da memoria final e o Traballo achego presentado polo alumno correspondente á fase de desenvolvemento do proxecto. | 100 | |

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Comisión Académica del Master, **Normativa de desarrollo de las prácticas**, 1ª, UDC, 2008

Complementary Bibliography

Recomendacións

Subjects that it is recommended to have taken before

Ciclo de Vida e Normas do Proxecto/P02M163V01102

Marco Conceptual da DIP/P02M163V01101

IDENTIFYING DATA**(*)Traballo Fin de Máster**

| | | | | |
|---------------------|--|-----------|------|------------|
| Subject | (*)Traballo Fin de Máster | | | |
| Code | P02M163V01118 | | | |
| Study programme | (*)Máster Universitario en Dirección Integrada de Proxectos | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 10 | Mandatory | 1st | An |
| Teaching language | Spanish | | | |
| Department | Special Didactics | | | |
| Coordinator | Cancela Carral, José María García García, Óscar | | | |
| Lecturers | Cancela Carral, José María García García, Óscar | | | |
| E-mail | chemacc@uvigo.es oscargarcia@uvigo.es | | | |
| Web | http://www.mdip.es | | | |
| General description | Development of a project following the DIP methodology in which all phases of the same pick. | | | |

Competencies

| | |
|------|---|
| Code | |
| A1 | Possess and comprise knowledges that contribute a base or opportunity to be original in the development and/or application of ideas, often in a context of investigation. |
| A2 | That the students know to apply the knowledges purchased and his capacity of resolution of problems in new surroundings or little known inside contexts wider (or multidisciplinary) related with his area of study. |
| A3 | That the students are able to integrate knowledges and confront to the complexity to formulate trials from an information that, being incomplete or limited, include reflections on the social and ethical responsibilities linked to the application of his knowledges and trials. |
| A4 | That the students know to communicate his conclusions, and the knowledges and reasons last that the maintain, to skilled publics and no specialised of a clear way and without ambiguities. |
| A5 | That the students possess the skills of learning that allow them continue studying of a way that will have to be to a large extent Self-directed or autonomous. |
| B1 | Capacity of analysis and synthesis. |
| B2 | Capacity of Organisation and Planning |
| B4 | Capacity of research, analysis and selection of notable information |
| B5 | Capacity of utilisation and management of the information |
| C1 | Know act like representatives of the promoter of the project in all the fields of performance of the Director of Project or Project Manager. |
| C5 | Identify and comprise the interaction between the groups of processes that carry out in the surroundings of the Project Manager. |
| C19 | Capacity for the editorial of the project as well as for his communication of form convincing, clear, concise and without ambiguities |
| C21 | Capacity to manage the obtaining of the resulted chord to the criteria of term, cost and quality, and of the customer |
| C22 | Habits of excellence and ethical commitment in the professional exercise of the Project Manager. |
| D1 | Express properly, so much of oral form as written, in the official tongues of the autonomous community. |
| D4 | Assume like professional and citizen the importance of the learning along the life. |
| D5 | Value critically the knowledge, the technology and the available information to resolve the problems with which have to confront. |
| D6 | Understand the importance of the culture enterprising and know the means near at hand of the people enterprise. |
| D7 | Develop for the exercise of an open citizenship, literate, critical, committed, democratic and solidarity, able to analyse the reality, diagnose problems, formulate and implant solutions based in the knowledge and oriented to the very common. |
| D8 | Use the basic tools of the technologies of the information and the communications (TIC) necessary for the exercise of his profession and for the learning along his life. |

Learning outcomes

| | |
|------------------------------------|-------------------------------|
| Expected results from this subject | Training and Learning Results |
|------------------------------------|-------------------------------|

| | |
|--|---|
| The student will be able to elaborate an original project, develop it, and create the tools of follow-up and necessary control | A1 A2 A3 A5 B1 B2 B4 B5 C5 C19 C21 C22 D4 D5 D6 D7 D8 |
|--|---|

| | |
|--|--|
| The student will be able to present his project, explain it of concrete form and defend it | A4 A5 C1 C19 C22 D1 D4 D5 D6 D7 D8 |
|--|--|

Contents

Topic

The work will consist in the Analisis, development Each one of the phases of the development of the project of management and editorial of a project of original management. following the methodology DIP or ISO 21500.

With this object each student/to will realize an individual and autonomous work

académicamente directed by a professor/to of the following methodology Ágil (for example SCRUM).

Máster. The work will have to follow the pautas of the norm elaborated for such end.

In each phase the development of the groups of necessary processes for his realization

Planning

| | Class hours | Hours outside the classroom | Total hours |
|-----------------|-------------|-----------------------------|-------------|
| Lecturing | 2 | 10 | 12 |
| Supervised work | 8 | 30 | 38 |
| Project | 0 | 200 | 200 |

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

Methodologies

| | Description |
|-----------------|--|
| Lecturing | Presentation of guidelines and rules to follow in developing the Master Final Project |
| Supervised work | Attendance at tutorials to oversee and guide the development of the Master Final Project |

Personalized attention

Methodologies Description

Supervised work 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: www.mdip.es.

Assessment

| Description | Qualification | Training and Learning Results |
|-------------|---------------|-------------------------------|
|-------------|---------------|-------------------------------|

| | | |
|---|------------|---|
| <p>ProjectThe examination of the Work End of Máster will realize by means of an act presencial, in public session, to realize in the dependencies designated by the Direction of the Máster to such effect.</p> <p>It will consist in the oral exhibition, front to a court of three members, of the project developed. For this the/the student/to will have a maximum time of 20 minutes, after which each one of the members of the Court will formulate cuantas questions estimate timely to evaluate the technical and organizational quality of the project presented.</p> <p>The appearances to value to assign the qualification of each Project will be the following:</p> <p>Content, organization and editorial of the corresponding memory.</p> <p>Quality and adjust to the methodology DIP or ágil of the project presented.</p> <p>Quality of the work realized: difficulty of the subject treated, originality, adjust to the reality of the plan of management, capacity of management of the change, lessons learnt and design of tools of follow-up and control.</p> <p>Quality of the oral exhibition and of the answers to the questions posed by the members of the court</p> | <p>100</p> | <p>A1 B1 C1 D1 A2 B2 C5 D4 A3 B4 C19 D5 A4 B5 C21 D6 A5 C22 D7 D8</p> |
|---|------------|---|

Other comments on the Evaluation

It will be necessary to follow the rule approved by the CAM, for such end. In case of not having surpassed the subject in the first announcement, the no purchased competitions will be evaluated in the announcement of July with the same format. The official dates of the examinations can consult in the web of the Máster www.mdip.es

Sources of information

Basic Bibliography

AENOR, **Norma española UNE-ISO 21500:2013. Directrices para la gestión y dirección de proyectos**, 1, Asociación Española de Normalización y Certificaci, 2013

Project Management Institute, **A Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, 6, Project Management Institute, 2017

Complementary Bibliography

Recommendations

Subjects that it is recommended to have taken before

- (*)Ciclo de Vida e Normas do Proxecto/P02M163V01102
- (*)Contorna Económica e Procedemento. Inicio do Proxecto/P02M163V01109
- (*)Xestión da Calidade do Proxecto/P02M163V01106
- (*)Xestión da Integración e do Alcance/P02M163V01103
- (*)Xestión dos Custos do Proxecto/P02M163V01105
- (*)Xestión dos Riscos do Proxecto e Adquisicións/P02M163V01108
- (*)Xestión dos RR. HH. do Proxecto, as Comunicaci3ns e Xestión dos Interesados/P02M163V01107
- (*)Xestión do Tempo do Proxecto/P02M163V01104
- (*)Xefatura e Xestión da Execuci3n/P02M163V01110
- (*)Xefatura e Xestión do Proxecto/P02M163V01112
- (*)Marco Conceptual da DIP/P02M163V01101
- (*)Seguemento, Control e Peche do Proxecto/P02M163V01113