

## [GBG102] PROJECT AND PEOPLE MANAGEMENT

### GENERAL INFORMATION

<b>Studies</b>	DEGREE IN BIOMEDICAL ENGINEERING		<b>Subject</b>	Business
<b>Semester</b>	1	<b>Course</b>	4	<b>Mention / Field of specialisation</b>
<b>Character</b>	OPTIONAL		<b>Language</b>	EUSKARA
<b>Plan</b>	2017	<b>Modality</b>	Adapted Face-to-face	<b>Total hours</b>
<b>Credits</b>	3	<b>Hours/week</b>	2.67	48 class hours + 27 non-class hours = <b>75 total hours</b>

### PROFESSORS

ARRIOLA ORMAETXEA, LEIRE

### REQUIRED PREVIOUS KNOWLEDGE

Subjects	Knowledge
(No specific previous subjects required)	(No previous knowledge required)

### SKILLS

#### VERIFICA SKILLS

##### SPECIFIC

**GBCE34** - To take the initiative in problem solving, decision making, creativity, critical thinking, effective communication and the transfer of knowledge and skills in the field of Biomedical Engineering

**G\_IN11** - To have project management knowledge and skills. To be familiar with the organisational structure and functions of a project office

##### GENERAL

**GBCG2** - To be able to manage and coordinate tasks in Biomedical Engineering projects

**GBCG8** - Ability to apply quality principles and techniques.

**GBCG9** - Possessing organisation and planning skills within the environment of the company and other institutions and organisations.

##### CROSS

**GBCTR2** - To be able to do their job in cooperative, participatory environments, with awareness of social responsibility.

##### BASIC

**G\_CB3** - To be capable of gathering and interpreting relevant data (normally within their field of study) in order to make judgements, reflecting on relevant matters of a social, scientific or ethical nature

**G\_CB5** - To have developed learning abilities required to embark on subsequent studies with a high level of autonomy.

### LEARNING RESULTS

**RGB404** [!] *Conoce la estructura organizativa y las funciones de una oficina de proyectos, así como las características y herramientas clave en la gestión de las personas en los proyectos y la gestión de riesgos.*

#### LEARNING ACTIVITIES

Carrying out exercises and solving problems individually and/or in teams

CH

18 h.

NCH

12 h.

TH

30 h.

#### EVALUATION SYSTEM

Reports on the completion of exercises, case studies, computer exercises, simulation exercises, laboratory exercises, term projects, challenges and problems

W

100%

#### MAKE-UP MECHANISMS

Individual written and/or oral tests or individual coding/programming tests

**CH - Class hours:** 18 h.

**NCH - Non-class hours:** 12 h.

**TH - Total hours:** 30 h.

**RGB405** [!] *Conoce las fases de la gestión de proyectos y sabe aplicar las herramientas de gestión pertinentes para cumplir con los objetivos de tiempo, coste y calidad de los proyectos*

#### LEARNING ACTIVITIES

Conducting tests, giving presentations, presenting defences, taking examinations and/or doing checkpoints

CH

20 h.

NCH

5 h.

TH

25 h.

Carrying out exercises and solving problems individually and/or in teams

10 h.

10 h.

20 h.

EVALUATION SYSTEM	W	MAKE-UP MECHANISMS
Reports on the completion of exercises, case studies, computer exercises, simulation exercises, laboratory exercises, term projects, challenges and problems	40%	Individual written and/or oral tests or individual coding/programming tests
Individual written and/or oral tests or individual coding/programming tests	60%	
<b>CH - Class hours:</b> 30 h. <b>NCH - Non-class hours:</b> 15 h. <b>TH - Total hours:</b> 45 h.		

## CONTENTS

### PROJECT MANAGEMENT

1. Project definition
2. Project plan
3. Project execution
4. Project monitor and control
5. Project closing

### PEOPLE MANAGEMENT

1. Leadership
2. Conflict resolution
3. Emotional intelligence
4. Interpersonal communication

## LEARNING RESOURCES AND BIBLIOGRAPHY

Learning resources	Bibliography
Subject notes	A guide to the Project Management Body of Knowledge (PMBOK Guide 5th Edition) 2013
Technical articles	Wiley Guide, Managing Projects, Morris, P. & Pinto, J.K. (2004)
Topic related web quires	The Oxford Handbook of Project Management. Morris, P.; Pintom J.K & Söderlund (2012)
Moodle Platform	Robbins, Stephen P. Comportamiento organizacional. Pearson educación, 2004
Class presentations	Instintos y motivación - Rafael Cristobal 2015
	Falacias de la participación - Alfonso Vázquez 2002
	Pfeffer, Jeffrey. Competitive advantage through people: Unleashing the power of the work force. Harvard Business Press, 1
	Bruch, Heike, and Sumantra Ghoshal. "Unleashing organizational energy." MIT Sloan Management Review 45.1 (2003): 45.
	Aritzeta, A ;Gartzia, L; Ramos, E (2008):Emociones y trabajo. La inteligencia emocional en contextos organizacionales. Donostia YUKL, G. (2006). Liderazgo en las organizaciones (Y. Moreno, Trans. 6ª ed.). Madrid: Pearson Educación S.A.
	Goleman, D (1998): Liderazgo que obtiene resultados. Los clásicos de HBR