

[GJN004] PROJECT AND PEOPLE MANAGEMENT

GENERAL INFORMATION

Studies	DEGREE IN MECHATRONICS ENGINEERING		Subject	ORGANISATION AND MANAGEMENT
Semester	1	Course	4	Mention / Field of specialisation
Character	COMPULSORY		Language	ENGLISH
Plan	2017	Modality	Face-to-face	Total hours
Credits	4,5	Hours/week	3.75	67.5 class hours + 45 non-class hours = 112.5 total hours

PROFESSORS

GARMENDIA OCHOANTESANA, ALAINE

REQUIRED PREVIOUS KNOWLEDGE

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

SKILLS

VERIFICA SKILLS

SPECIFIC

GJCE16 - Knowledge and skills to organise and manage projects and people

GENERAL

GJCG04 - Managing technically teams and people in activities of assembly, commissioning, assistance and maintenance of facilities, machinery and industrial systems, through the methodology of administration by projects for the effective execution of planning

GJCG07 - Advising and training people and companies in industrial products, systems and processes, transmitting knowledge, attitudes and skills, as well as acquisition strategies.

LEARNING RESULTS

RGJ401 They manage time and human and material resources to achieve project goals.

LEARNING ACTIVITIES

	CH	NCH	TH
Development, writing and presentation of memorandums, reports, audiovisual material, etc. Relating to projects/POPBLs carried out individually or in teams	10 h.	8 h.	18 h.
Practices of problem solving and real or simulated context projects	3 h.	5 h.	8 h.
Presentation of the teacher in the classroom, in participatory classes, of concepts and procedures associated with the subjects	8 h.		8 h.
Individual and team exercises	2 h.	4 h.	6 h.

EVALUATION SYSTEM

	W
Individual written and oral tests to assess technical skills of the subject	55%
Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence	45%

MAKE-UP MECHANISMS

Individual written and oral tests to assess technical skills of the subject

CH - Class hours: 23 h.

NCH - Non-class hours: 17 h.

TH - Total hours: 40 h.

RGJ402 They identify the main characteristics of a company's culture in order to adapt and improve the most appropriate organizational and management strategies and tools.

LEARNING ACTIVITIES

	CH	NCH	TH
Presentation of the teacher in the classroom, in participatory classes, of concepts and procedures associated with the subjects	6 h.	6 h.	12 h.
Workshops, discussions, seminars, case studies, role plays, etc	6 h.	2 h.	8 h.

EVALUATION SYSTEM

	W
Individual written and oral tests to assess technical skills of the subject	20%

MAKE-UP MECHANISMS

Individual written and oral tests to assess technical skills of the subject

Team oral tests for the evaluation of technical skills of the subject 80%

CH - Class hours: 12 h.
NCH - Non-class hours: 8 h.
TH - Total hours: 20 h.

RGJ403 They identify and understand good practices for efficient people management through transformational leadership.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Individual study and work, tests and evaluations and check points	1 h.	4 h.	5 h.
Presentation of the teacher in the classroom, in participatory classes, of concepts and procedures associated with the subjects	8,5 h.	2 h.	10,5 h.

EVALUATION SYSTEM

Individual written and oral tests to assess technical skills of the subject *W* 100%

MAKE-UP MECHANISMS

Individual written and oral tests to assess technical skills of the subject

CH - Class hours: 9,5 h.
NCH - Non-class hours: 6 h.
TH - Total hours: 15,5 h.

RGJ404 They identify tools and actions to achieve self-motivation and motivation of people and understand how to apply systems of recognition to workmates.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Individual study and work, tests and evaluations and check points	1 h.	3 h.	4 h.
Individual or team workshop and/or lab practice	14 h.	7 h.	21 h.

EVALUATION SYSTEM

Individual written and oral tests to assess technical skills of the subject *W* 50%

Team oral tests for the evaluation of technical skills of the subject 50%

MAKE-UP MECHANISMS

Individual written and oral tests to assess technical skills of the subject

CH - Class hours: 15 h.
NCH - Non-class hours: 10 h.
TH - Total hours: 25 h.

RGJ414 They assume responsibilities in the team, organizing and planning the tasks to be developed, dealing with contingencies and encouraging the participation of its members.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Development, writing and presentation of memorandums, reports, audiovisual material, etc.	2 h.	1 h.	3 h.
Relating to projects/POPBLs carried out individually or in teams			

EVALUATION SYSTEM

Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence *W* 100%

MAKE-UP MECHANISMS

Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence

Comments: Continuous assessment. Retake is not foreseen.

CH - Class hours: 2 h.

NCH - Non-class hours: 1 h.

TH - Total hours: 3 h.

RGJ415 They analyze the variables involved in the problem and propose actions for a stable situation.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Development, writing and presentation of memorandums, reports, audiovisual material, etc.	2 h.	1 h.	3 h.
Relating to projects/POPBLs carried out individually or in teams			

EVALUATION SYSTEM

	<i>W</i>
Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence	100%

MAKE-UP MECHANISMS

Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence

Comments: Continuous assessment. Retake is not foreseen.

CH - Class hours: 2 h.

NCH - Non-class hours: 1 h.

TH - Total hours: 3 h.

RGJ416 They define the problem, the development of the solution, as well as the conclusions in an effective way, arguing and justifying each of them, making a correct use of the language, in writing.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Development, writing and presentation of memorandums, reports, audiovisual material, etc.	2 h.	1 h.	3 h.
Relating to projects/POPBLs carried out individually or in teams			

EVALUATION SYSTEM

	<i>W</i>
Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence	100%

MAKE-UP MECHANISMS

Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence

Comments: Continuous assessment. Retake is not foreseen.

CH - Class hours: 2 h.

NCH - Non-class hours: 1 h.

TH - Total hours: 3 h.

RGJ417 They define the problem, the development of the solution, as well as the conclusions in an effective way, arguing and justifying each one of them, and making a correct use of the language, orally.

LEARNING ACTIVITIES

	<i>CH</i>	<i>NCH</i>	<i>TH</i>
Development, writing and presentation of memorandums, reports, audiovisual material, etc.	2 h.	1 h.	3 h.
Relating to projects/POPBLs carried out individually or in teams			

EVALUATION SYSTEM

	<i>W</i>
Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence	100%

MAKE-UP MECHANISMS

Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence

Comments: Continuous assessment. Retake is not foreseen.

CH - Class hours: 2 h.

NCH - Non-class hours: 1 h.

TH - Total hours: 3 h.

CONTENTS

Project management phases:

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

People management:

1. Organisational culture
2. Motivation theories
3. Transformational leadership

LEARNING RESOURCES AND BIBLIOGRAPHY

Learning resources	Bibliography
Subject notes	Larson & Gray (2018). Project Management: The Managerial Process, Seventh Edition. McGraw-Hill Education: New York.
Technical articles	YUKL, G. (2006). Liderazgo en las organizaciones (Y. Moreno, Trans. 6ª ed.). Madrid: Pearson Educación S.A.
Labs	Rose, K. H. (2013). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fifth Edition. Project management journal, 44(3), e1-e1.
Moodle Platform	Bruch, H., & Ghoshal, S. (2003). Unleashing organizational energy. MIT Sloan Management Review, 45(1), 45.
Class presentations	Morris, P. W., Pinto, J. K., & Söderlund, J. (Eds.). (2012). The Oxford handbook of project management. OUP Oxford.
	Schein, E. (1991). What is Culture? In P.J. Frost, Martin, L.F. Moore, C.C. Lundberg, & M.R. Louis, (Eds.), reframing organizational culture (pp.243-253). Thousand Oaks, CA: Sage.
	Mintzberg, H. (1984). La estructuración de las organizaciones. Ariel.