

[GJN104] PROJECT AND PEOPLE MANAGEMENT

GENERAL INFORMATION

Studies	DEGREE IN MECHATRONICS ENGINEERING		Subject ?
Semester	1	Course	4
Character	COMPULSORY		Mention / Field of specialisation
Plan	2020	Modality	Adapted Face-to-face
Credits	4,5	Hours/week	3.75
		Language	ENGLISH
		Total hours	67.5 class hours + 45 non-class hours = 112.5 total hours

PROFESSORS

URIBETXEBARRIA ANDRES, URTZI
 ZAITEGUI GAMIZ, MAITE

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	6 h.	12 h.	18 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 solving of exercises, problems, and practices	10 h.	4 h.	14 h.

EVALUATION SYSTEM

	W
Individual written and oral tests to assess technical skills of the subject	50%
Technical skills, involvement in the project, finished work, obtained results, handed documentation, presentation and technical defence	50%

MAKE-UP MECHANISMS

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

CH - Class hours: 24 h.

NCH - Non-class hours: 16 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

MAKE-UP MECHANISMS

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

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

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>
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.
Workshops, discussions, seminars, case studies, role plays, etc	1 h.	4 h.	5 h.

EVALUATION SYSTEM

W

Reports of solving exercises, case studies, computer practices, simulation practices and laboratory practices

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>
Presentation of the teacher in the classroom, in participatory classes, of concepts and procedures associated with the subjects	10 h.	3 h.	13 h.
Workshops, discussions, seminars, case studies, role plays, etc	5 h.	7 h.	12 h.

EVALUATION SYSTEM

W

Reports of solving exercises, case studies, computer practices, simulation practices and laboratory practices

100%

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. Relating to projects/POPBLs carried out individually or in teams	2 h.	1 h.	3 h.

EVALUATION SYSTEM

W

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.

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. Relating to projects/POPBLs carried out individually or in teams	2 h.	1 h.	3 h.

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. Relating to projects/POPBLs carried out individually or in teams	1 h.	2 h.	3 h.

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: 1 h.
NCH - Non-class hours: 2 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. Relating to projects/POPBLs carried out individually or in teams	2 h.	1 h.	3 h.

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. Definition of a project.
2. Planning of a project.
3. Direction of the execution of a project.
4. Control of the project.
5. Closing of the project.

People management:

1. The work of the directive people.
2. Analysis of the dynamics of an organization.
3. Change management.

LEARNING RESOURCES AND BIBLIOGRAPHY

Learning resources

Subject notes
Video projections
Technical articles
Presentations by external Lecturers
Class presentations
Moodle Platform

Bibliography

Larson & Gray (2018). Project Management: The Managerial Process, Seventh Edition. McGraw-Hill Education: New York.

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Bruch, H., & Ghoshal, S. (2003). Unleashing organizational energy. MIT Sloan Management Review, 45(1), 45

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