



Universitat de Lleida

# DEGREE CURRICULUM **PROJECT AND HUMAN RESOURCE MANAGEMENT**

Coordination: JUAREZ RUBIO, FRANCISCO

Academic year 2017-18

## Subject's general information

<b>Subject name</b>	PROJECT AND HUMAN RESOURCE MANAGEMENT			
<b>Code</b>	14532			
<b>Semester</b>	1st Q(SEMESTER) CONTINUED EVALUATION			
<b>Typology</b>	Degree	Course	Typology	Modality
	Master's Degree in Industrial Engineering	2	COMPULSORY	Attendance-based
<b>ECTS credits</b>	6			
<b>Groups</b>	1GG			
<b>Theoretical credits</b>	3			
<b>Practical credits</b>	3			
<b>Coordination</b>	JUAREZ RUBIO, FRANCISCO			
<b>Department</b>	ADMINISTRACIO D'EMPRESES			
<b>Teaching load distribution between lectures and independent student work</b>	It supposed to be a relation of one hour of class and 1 hour of independent work of the student.			
<b>Important information on data processing</b>	Consult <a href="#">this link</a> for more information.			
<b>Language</b>	Catalan, Spanish, English.			
<b>Distribution of credits</b>	2 credits student's concepts presentations and discussion 2 practical credits with Microsoft Project 2 credits debates, student activities and project development			
<b>Office and hour of attention</b>	Monday and Tuesday 12-13 h.			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
JUAREZ RUBIO, FRANCISCO	fjuarez@aegern.udl.cat	6	Tuesday, 17h-18h. Office 2.28 FDET Wednesday.19h-20h. Office 2.28 FDET

## Subject's extra information

The course has two parts:

- Project Management, Presentation of the institutional framework of the profession of Project Manager (PMI, PMBOK). Study of issues related to planification of the organization, integration of personnel, direction and control of projects, Using Microsoft Project (MSP) program to resolve a case of planning and Development of a project by the students.

-Human Capital Management, studied the integration cycle of staff in the company

Emphasizing the aspects related with the evaluation of staff and the career in the company

## Learning objectives

### GENERAL OBJECTIVE OF THE SUBJECT

Provide students with the necessary knowledge and skills to obtain PMI accreditation (Project Management Institute).

The achievement of the general objective is concretized in:

- Knows and applies techniques of planning, organization, direction, control and management of human resources in projects.
- Know the particularities of the development of projects in different types of organizations, especially in the matrix organization, and can apply the techniques depending on the context.
- Knows the Project Director's professional career and accreditation systems and has an initial conceptual and practical basis for obtaining PMI accreditation.
- Knows the fundamental concepts in the administration and selection of human resources, the techniques of performance evaluation, the career strategy and is aware of the problems in these activities.
- Distinguish between human resource management in functional, project and matrix organizations and is able to manage human resources depending on context.
- Organizes work and manages human resources correctly.

## Competences

### Competences:

#### Basic skills

- **CB5.** Have the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.
- **CG8.** Manage, plan and supervise multidisciplinary teams.
- **CG11.** To manage technically and economically projects, facilities, plants, companies and technology centers.
- **CG12.** To be able to exercise general management functions, technical direction and management of R & D projects in plants, companies and technology centers.

**General EPS Competences:**

- **CG1.** Ability to plan and organize personal work.
- **CG5.** Motivation for quality and continuous improvement.

**Specific Competences according to Order CIN / 311/2009, of February 9:**

- **CE18.** Knowledge of commercial and labor law.
- **CE21.** Abilities for work organization and human resources management. Knowledge about prevention of occupational risks.
- **CE22.** Knowledge and skills for integrated project management.

**Transversal UdL Competences:**

- **CT4.** Respect for the fundamental rights of equality between men and women, the promotion of Human Rights and the values of a culture of peace and democratic values.

## Subject contents

### 1. Introduction

- Link with Administration
- Concepts about Commercial and Labour law

### 2. Project management

- Planning and scheduling projects
- Project management in matrix organizations
- Methodologies for managing limited resources

### 3. Human Resources Management

- Administrative processes in the management of Human Resources
- Organization of work: Design and methods and study of working time
- Laboral risk prevention

## Methodology

### Teaching methodologies

**Lectures:** In the lectures the contents of the subject are presented orally by a lecturer without the active participation of students.

**Problem-solving activity:** In the problem-solving activity, the professor presents a complex issue that students must solve, either working individually or in teams.

**Colloquia:** Colloquia activities consist exchange of views among students under the direction of professors. Exhibition topics, based on the text of Meredith & Mantel, by the students. Discussion between students and the teacher. Conclusions.

**Case studies:** Method used to study an individual, an institution, a problem, etc. contextual and detail (you have to develop analytical processes). Case discussion, emphasizing the difference between the functional organization, project organization and matrix organization in systems planning, organization, management, integration and control personnel.

**Classroom practices:** Let you apply and configure a practical level, the theory of a field of knowledge in a

particular context. Making a practical planning exercise using Microsoft Project (MSP) in the computer room. Discussion of random duration. Discussion of resource leveling. Programming projects at minimum cost (MCP).

**Debate directed:** Group dynamics technique that aims to promote oral expression and understanding in a collective conversation in which the subject can be prepared, but not the development of interventions.

**Project development:** Active teaching methodology that promotes learning from the realization of a project idea, design, planning, development and evaluation.

Articles

Works

- **Group work:** Learning activity that has to be done through collaboration between members of a group.

- **Written work:** Consisting of the submission of a written document activity.

- Self-study
- Case studies

Evaluation systems

**Written tests**

**Practical tests**

## Development plan

Week	Methodology	Agenda	Attendance hours	Hours of autonomous work	Professor
1	Presentation Project progress report Lecture Case study	Introduction of the subject and the project  Lesson 1: Administration	4	4	Francisco Juárez
2	Daily test – Written test Project development Lecture Case study	Lesson 2: Projects in Contemporary Organizations  Lesson 3: The Project in the Organizational Structure I	4	4	Francisco Juárez
3	Project development  Group work Exposición oral y debate	Project progress report	4	4	Francisco Juárez

4	Daily test – Written test Project development Lecture Case study	Lesson 4: The Project Manager  Lesson 5: The Project in the Organizational Structure II	4	4	Francisco Juárez
5		Evaluation. Written test	2	0	Francisco Juárez
6	Classroom practice Project development Lecture Oral exposition	Project progress report  Lesson 6: Project Activity	4	4	Francisco Juárez
7	Daily test – Written test Project development Lecture Classroom practice	Written test  Lesson 7: Scheduling	4	4	Francisco Juárez
8	Daily test – Written test Project development Lecture Case study	Lesson 8: Risk Planning	2	4	Francisco Juárez
9		Evaluation. Written test.	2	0	Francisco Juárez
10	Daily test – Written test Project development Lecture Classroom practice Oral exposition and debate	Lesson 9: Resource Allocation  Lesson 14: Administration and human resources selection	4	4	Francisco Juárez

11	Daily test – Written test Project development Lecture Case study Oral exposition and debate	Lesson 10: Managing Conflict and the Art of Negotiation  Lesson 11: Monitoring and Information Systems  Lesson 15: Performance evaluation and career strategy	4	4	Francisco Juárez
12	Daily test – Written test Project development Lecture Case study Oral exposition and debate	Lesson 12: Project Auditing  Lesson 13: Project Termination  Lesson 16: Managing change through the development of management and organization	4	4	Francisco Juárez
13	Project development Group work Classroom practice	Project progress report	2	4	Francisco Juárez
14	Lecture Case study Oral exposition and debate	Appointment with Venus (1951)  Fat Man and Little Boy (1989)  Modern Times (1936)	4	4	Francisco Juárez
15	Project development Group work Classroom practice	Project progress report	4	4	Francisco Juárez

## Evaluation

Objectives	Evaluation Activities	Evaluation criteria	%	Dates	M/V (1)	I/G (2)	Observations
Lessons 1-16	Written test (*)		30%	Weekly	M	I	Daily test Socrative

Project planning	Project		30%	Weekly	M	G	Project progress report
Interpretation of articles and films	Discussion about articles and films		30%	Week 7 Week 14	M	I	
Assistance			10%	Weekly	M	I	

(1) Mandatory / Voluntary

(2) Individual / Group

(\*) Written examen: Daily test

## Bibliography

### Basic bibliography

- Koontz, H.; Weihrich, H. ; Cannice, M.(2008), Administración, una perspectiva global y empresarial. McGraw Hill.
- Meredith, J. R. & Mantel, S. J. Project Management: A Managerial Approach (8th Ed.). Hoboken, NJ: John Wiley & Sons Inc. 2012.

### Complementary bibliography

- Project Management Institute. A Guide to the Project Management Body of Knowledge.PMBOK® Guide. Fifth Edition.
- Appointment with Venus. 1951. British Film-Makers
- Creadores de sombras. 1989. Paramount Pictures.
- Tiempos modernos. 1936. United Artists.

### Other resources

- Badawy, M. K. Towards better management of research organizations. SRA Journal. 1976.
- Badawy, M. K. Modern Times (Chaplin). El manantial (The Fountainhead, Kig Vidor). 1976.