

Teaching guide

IDENTIFICATION DETAILS

Degree:	Diploma in entrepreneurship and Innovation Projects Management (UFV-Awarded title associated to Biomedicine)		
Faculty/School:	Experimental Science		
Course:	INNOVATION PROJECT MANAGEMENT (I)		
Type:	Compulsory Internal	ECTS credits:	4
Year:	3	Code:	21214
Teaching period:	Fifth semester		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	100		

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SUBJECT DESCRIPTION

Successful project management is very important in every business field, and a “must-have” in innovation projects, such as those related to biomedical tech transfer.

It has been shown in literature that the best approach to teaching Innovative Project Management (IPM) is the blended learning approach, which consists on the use of multiple instructional methods that emphasize the role of learners as contributors to the learning process, rather than recipients of learning.

This course provides a comprehensive introduction to the principles and practices of project management. Students will learn how to effectively plan, execute, and close projects using management techniques and tools to

ensure successful delivery within the stipulated time, budget, and scope. The course focuses on traditional project management methodologies, offering a solid foundation for managing projects across various industries. Successful project management is very important in every business field, and a “must-have” in innovation projects, and Project management skills are crucial, not only in biomedicine and health-related activities, but also in every business field and can be used in biomedical tech transfer. It has been shown in literature that the best approach to teaching Innovative Project Management (IPM) is the blended learning approach, which consists of the use of multiple instructional methods that emphasize the role of learners as contributors to the learning process, rather than recipients of learning. Skills and top-trend methods will be included in this introduction course to Project Management and Tech Transfer.

GOAL

The objectives of this subject include:

- Understand the Fundamentals of Project Management: Students will gain knowledge of basic project management concepts, including project definitions, project lifecycle, and the role of the project manager.
- Develop Planning Skills: Students will learn to create detailed project plans, including defining objectives, creating schedules, and managing resources.
- Manage Time and Budget: Techniques for accurate time and cost estimation, as well as monitoring and controlling these factors throughout the project lifecycle, will be taught.
- Utilize Project Management Tools and Software: Students will be introduced to tools and software like Microsoft Project, Trello or Slack, and other project management systems that facilitate project planning and tracking.
- Lead Project Teams: Techniques for leadership and team management, including motivation, conflict resolution, and effective communication within the project team, will be explored.
- Traditional Methodologies and quality standards/regulations : Students will understand the differences between project management methodologies such as PMBOK, PRINCE 2 and between different standards like ISO, AENOR etc
- Risk and Quality Management: Techniques for identifying, analysing, and mitigating risks, as well as ensuring quality in all project phases, will be covered.

PRIOR KNOWLEDGE

No previous knowledge is required to enrol in this subject.

- No specific previous technical, scientific, or business knowledge is required to follow this course.
- A high proficiency level in English is recommended, as well as a clear teamwork attitude from all enrolled students.
- Fluent use of MS Office applications is recommended.

COURSE SYLLABUS

This course is composed of the following parts:

1. Introduction to Project Management
2. Project Initiation
3. Project Planning – Scope and WBS

4. Project Planning – Schedule Management
5. Project Planning – Cost Management
6. Project Planning – Risk Management
7. Project Planning – Quality Management
8. Project Planning – Resource Management
9. Project Planning – Communication and Stakeholder Management
10. Project Execution
11. Project Monitoring and Controlling
12. Project Closure
13. Case Studies and Practical Applications
14. Final Project Presentations (project done in Founding Technology Based 1 y 2)

EDUCATION ACTIVITIES

LEARNING ACTIVITIES:

The course combines theory and practice through a variety of teaching methods, including:

Readings and Discussions: Based on foundational texts and recent articles on project management.

Case Studies: Analysis of real-world successful and failed projects to apply the learned concepts.

Simulations and Practical Exercises: Practical activities that allow students to experience project management in a controlled environment.

Group Projects: Students will work in teams to plan and manage their Founding Technology Based Project (1&2), presenting their results at the end of the course.

DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
40 hours	60 hours
<ul style="list-style-type: none"> The course methodology will follow a practical & interactive approach between students and professor, based upon: Lectures: regular face-to-face lectures to provide and explain theoretical concepts, and real-life project examples. Workshops and in-class gaming (based on their group project of Founding Technology Based 1 & 2), considering: to learn in practical project management-related issues and core competencies (e.g. mock negotiation workshop, delegation exercises). Individual and group exercises: handwritten exercises that students are required to answer and submit for evaluation, or present to the rest of the class. 40h 	<ul style="list-style-type: none"> On their autonomous time students will have to read complementary readings and or video. They will have to meet in their group to work on the application of the theory on their specific projects and fill all the templates of tools given by the teacher as practical exercises. They will have to rehearse for their oral group presentation. 60h

SKILLS

Define Key Project Management Concepts

Develop Comprehensive Project Plans

Estimate and Control Project Budgets

Utilize Project Management Software

Lead and Manage Project Teams

Implement Traditional Project Management Methodologies

Manage Project Risks and Quality

Communicate Effectively with Stakeholders

Conduct Project Closure and Evaluation

Ethical and Professional Responsibility

Manage the personal relationships of team members, negotiation problem, time management

SPECIFIC LEARNING RESULTS

Understand and proactively manage personal and team interactions in a project

Use state of the art methods & tools to manage a project from initiation to closure

-Build a project and communicate it adequately to all different stakeholders involved.

LEARNING APPRAISAL SYSTEM

The appraisal system includes evaluation of student's understanding of all theoretical program content, as well as the demonstration through practical exercises and simulations (individual and in group, teamwork oriented) that the student has acquired an adequate practical knowledge on the topic and project management skills.

The final evaluation is built according to the following weights and criteria:

ORDINARY CALL:

Attendance and participation : 10% Grades should be over 5.0 to pass the course.

Assignments and Essays during the course : 40%, Grades should be over 5.0 to pass the course.

Final Exam : presentation of their group project business idea 50%. Grades should be over 5.0 to pass the course.

EXTRAORDINARY CALL:

In the extraordinary the attendance and participation (10%) mark of the ordinary call will be conserved.

The extraordinary call exam will be composed of 2 parts:

Theoretical exam 50%

Some practical exercises 40%

Students from repeated calls should contact the teacher to ask for the extraordinary call.

**** Plagiarism behaviors, as well as the use of illegitimate means in evaluation tests, will be sanctioned in accordance with the provisions of the Evaluation Regulations and the Coexistence Regulations of the university.**

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

Project Management Institute. A Guide to the Project Management Body of Knowledge (PMBOK Guide) / 6th ed. Pennsylvania :Project Management Institute,2017.

The standard for project management and a guide to the project management body of knowledge: PMBOK guide., 7th ed., Pennsylvania :Project Management Institute,2021.

Additional

Kory Kogon, Suzette Blakemore, James Wood Project Management for the Unofficial Project Manager

Scott Berkun Making Things Happen: Mastering Project Management

Harold Kerzner Project Management: A Systems Approach to Planning, Scheduling, and Controlling