

# Teaching guide

## IDENTIFICATION DETAILS

Degree:	International Relations		
Field of Knowledge:	Social and Legal Science		
Faculty/School:	Communication Science		
Course:	ADMINISTRATION AND MANAGEMENT OF INTERNATIONAL PROJECTS		
Type:	Compulsory	ECTS credits:	6
Year:	3	Code:	7037
Teaching period:	Sixth semester		
Area:	Business		
Module:	Tools of Communication and Legal-Business Management		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	150		

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## SUBJECT DESCRIPTION

As humans we have learned to organize ourselves in multidisciplinary teams to work together. As our endeavors become more complex we have broken our major goals into smaller collections of tasks which we have learned to manage as encapsulated projects. Project management --the art of managing these collections of tasks-- has always existed, however, as human societies evolve and technology and advances in engineering have been making those tasks more and more complex, a more methodical approach to management has become a necessity. Companies regularly use project management to achieve optimum results through the use of limited resources

and under critical time constraints. In the services sector, the use of project management to achieve the objectives of an organization is quite common. Advertising campaigns, political campaigns, family vacations planning or even a project management course, like this one, are organized as projects.

In recent years a relatively new growth area in the use of project management is the use of projects as a way of accomplishing organizational change. Indeed, there is a rapid increase in the number of firms that use projects as the preferred way of accomplishing almost everything they undertake. Not even the most optimistic prognosticators foresaw the explosive growth that has occurred in the field.

A relatively new area of growth in the area of project management is Entrepreneurship projects. The new entrepreneurs and innovators who want to start business projects need to manage their work efficiently and manage their scarce initial resources in the best possible way.

The rise of new ways to approach the creation of companies has generated some fallacies on the true nature of the entrepreneur. There are many descriptions of geniuses and visionaries who seem to have been born especially gifted for entrepreneurship as if it were something only a privileged few could attain.

We want to convey to our students that there is no such thing and that a any entrepreneurship undertaking requires a disciplined and methodical approach just as any project would.

Projects are temporary endeavors, undertaken to create unique results, products or services. They are different than everyday businesses operations. They are unique, non-routine operations, having a precise start and end time, with a set of tasks and well defined objectives to be achieved under a precise budget limits.

Today's professionals require to understand these specific business situations in which they are required to assume management responsibilities of these activities and be able to sucessfully achieve organizational results out of these challenges.

International Projects use advanced methodologies and processes, in order to manage the basic constrains of any project: Time, cost, quality, scope, risks and resources. But these constrains need to consider additional situations, in wich regulations, culture, policies, etc. are extended to an international context and diversity, requiring additional competencies an skills, covered in this program.

## GOAL

The main objective of this course is to introduce students to the rich world of person-centered Project Management methodologies and practice at a global scale.

In a world that has become globalized, the need for leaders capable of facing challenges is growing everyday. We need leaders and project managers who are capable of understanding cultural and ideological differences, are respectful of different habits other then their original environments, and are able to succeed in achieving project goals, through efficiently managing all constrains associated to International Projects .

The specific aims of the subject are:

- 1- Learn the basic principles, methods, practices and skills required for sucessfull Project Management (PM) at an international level
- 2- Learn advanced Project management governance approaches, understanding the context, roles and responsibilities of Project managers in today's organizations.
- 3- Understand the processes and knowledge domains associated to international projects life cycles.
- 4- Develop student's skills and competencies in the practice of professional PM.

## PRIOR KNOWLEDGE

Students are expected to have a basic understanding of business and economics principles governing financial statements, profit and loss statement and cash flow analysis.

## COURSE SYLLABUS

- 1- PM Basics
  - Projects and Project Management (PM).
  - The Project environment & ecosystem.
  - Essential elements
  - Types of Projects

-- An Overview of advanced Methodologies: PMBOOK, Agile&Scrum,...

2 - Project Planning & Management

- The 6 Constraints
- The Project Management Cycle

3 - PM Processes and Activities

- Project Management Processes & Knowledge Domains
- Project Management Skills
- Organization's PM Governance Practice

4 - Student's Practice & Simulation : Simultrain

## EDUCATION ACTIVITIES

This course will take place using collaborative learning techniques, in which students will practice different teamwork approaches to develop knowledge and professional skills in Project Management, through critical thinking, team communication & collaboration.

A combination of Project-based and Cooperative learning methodologies will be used, in which students will:

- Define real life projects linked to their future professional activity, and develop, in collaboration, all basic Project Management Plans required for a further,adequate project execution.
- Select templates and required project methodologies approaches, using proposed technical readings and Internet-based resources.
- Make individual & team class presentations of technical issues associated to their defined Projects and teacher-proposed International Projects technical management reports.
- Learn and practice state-of-the art Project Monitoring & Reporting Project Progress techniques.
- Practice and acquire core project management skills, using an advanced online project management simulation tool, allowing students to share individual & group project responsibilities, learning from good decisions and making eventual management mistakes.
- Post-mortem individual rol playing and group analysis techniques will be used at Project conclusion.

Training activities, as well as the distribution of working times, may be modified and adapted depending on the different scenarios that may arise, following indications from health authorities.

## DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
120 hours	30 hours

## SKILLS

## Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must have developed the learning skills needed to undertake further study with a high degree of independence

## General Skills

To acquire the ability to consider and creatively respond to the essential questions as to the whys and wherefores, and the consequences of human, social, political and economic events of global society.

To acquire the ability to present and discuss conflicting ideas, thereby generating meeting forums for individuals or social groups from different countries and cultures.

To understand the dynamics of personal development through skills in communication, research, critical and creative thought, consideration and execution of action plans, and teamwork in the academic and professional spheres.

To develop personal leadership focussing on communication and mediation in the context of international relations.

To be able to apply group work with common objectives, fostering the analysis and pooling of various approaches.

To be able to carry out projects and work using the pertinent techniques and methodology.

## Specific skills

To be familiar with and assess the current world scenario with regard to decision-making bodies, stakeholders and institutions.

To study and analyse the structure and operation of international organisations and institutions.

To be able to coordinate, manage, supervise and carry out international studies and projects to provide proposals for improvement and measures to help solve various problems from a diplomatic, business, legal and communication perspective.

To be able to work on all possible scenarios through the knowledge of complex international institutions and social, linguistic and cultural realities in the various regions of the planet.

To be familiar with the structure, operation and management of international companies.

## LEARNING RESULTS

Students should be able to demonstrate that they have understood the usefulness of approaching any business activity as if it were a project. They should be able to manage it.

Show students that there are different ways of approaching projects, depending on the type of problem being addressed and the expected outcome.

Show students entrepreneurs are self-made not born.

Show students that to start a business requires discipline and a practical approach stated in a methodology.

Enable students to develop the basic competences to make a market study a process analysis, a business plan, and a marketing plan.

Enable students to defend their business project in front of a panel of potential investors and Business Angels.

## LEARNING APPRAISAL SYSTEM

The evaluation system for this Course is based on the principles of continuous evaluation, according to the following weights:

- 20% Course exercises, planned tasks & student's class presentations. Exams will be carried out in person.
- 45% Final exam: The final achieved grade in this exam must be over 4.5 to pass the Course.
- 25% Simulation results.
- 10% Class participation & attendance

Students will be physically present in class for the Final exam, except in confinement eventual scenarios. Continuous assessment calendar will be adjusted to extraordinary notifications as stated in the academic calendar. Classroom attendance is mandatory, students must comply with a minimum of 80% attendance in order to be eligible for this form of continuous assessment.

In circumstances in which a student requires dispensation, for justified reasons, he has to formally ask in writing for this dispensation to the teacher responsible for this Course, within the first 15 days of this Course. He will receive teacher's response within the next 15 days.

Assessment procedure for students exceeding 20% class absence:

For those students who exceed 20% of absence, their total evaluation will be limited to the final exam according to the official examinations dates set up by the University. In this case the same percentages of the continuous assessment would apply.

In extraordinary exam, final qualification will correspond to exam grade obtained.

Alternative evaluation system in the event that health recommendations make us return to an exclusively remote teaching system: Although this course is fully designed for students to participate indistinctly in person or online, should this event occur, exams may be carried out orally, individually, and the above evaluation system will still apply, there is no need to change criteria nor weights.

## BIBLIOGRAPHY AND OTHER RESOURCES

### Basic

-A Guide to the Project Management body of Knowledge (PMBOOK 6th Edition).

### Additional

-Project Management: a system approach to planning, scheduling and controlling (H.D. Kerntzer) Jonh Willey & Sons. Ed 1