

Teaching guide

IDENTIFICATION DETAILS

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

Teaching staff	E-mail
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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.

GOAL

The main objective of this course is to introduce the student to the rich world of Project Management methodologies and its application 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 than their original environments, and are able to succeed in project goals.

Entrepreneurship can be taught and the skills to be successful can be learned. We want our students to master all the necessary tools and skills to be able to tackle the creation of new business ventures and to encourage them to become entrepreneurs themselves.

The specific aims of the subject are:

- 1- Learn the basic principles, methods, practices and skills required for successful 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. It would be beneficial to have taken some courses in marketing as well.

COURSE SYLLABUS

1- PM Basics -- Projects and Project Management (PM). -- The Project environment & ecosystem. -- Essential elements -- Types of Projects -- The 9 Constraints -- The Project Management Cycle -- An Overview of advanced Methodologies: PMBOOK, Agile&Scrum,... 2 - Project Initiation -- Initiation breakdown processes -- The Statement of Work and the Project Charter -- Stakeholders and Stakeholders Register -- Enterprise Environmental Factors (EEFs) in International Projects -- Organizational Process Assets (OPAs) 3 - Project Planning -- Scope Management Processes -- Scheduling Projects: Network diagrams, Gantt charts -- Budgeting Projects -- Resources Management -- Risks -- Quality -- The Project Management Plan 4 - Execution, Monitoring & Control and Closing a Project -- Processes -- Using Earned Value to assess project progress 5 - Different project methodologies will be studied 6 - Practical assignments, seminars and/or project management role playing situations

EDUCATION ACTIVITIES

Individual activities: - Lectures - Performing exercises and creating PM plans & documents - Teamwork - Reading and commenting on articles - Evaluation Team/Collective activities: - Team job planning - Practice Project Management using advanced role playing tools or seminars participation

DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
48 hours	102 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 be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

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 the International Project Management course is based on the principles of continuous evaluation. In all cases, an average over 5 is required to pass the Course. *** Classroom attendance is mandatory and the student must comply with a minimum of 80% attendance in order to be eligible for this form of continuous assessment. - 45% Final exam. The final achieved grade in this exam must be over 5 to pass the Course. - 45% Class exercises, tasks & presentations. The final achieved grade in those practices must be over 5 to pass the Course. - 10% Class participation & attendance Continuous assessment calendar will be adjusted to extraordinary notifications as stated in the academic calendar. *** In the event that the Degree in International Relations offers seminars for this subject, the evaluation obtained will have a weight of 90% and that of the seminar carried out will be 10% of the total evaluation of the subject. *** Assessment procedure for students exceeding 20% class absence: For those students who exceed 20% of absence, the evaluation will be: - 50% Final exam, according to the official examinations dates set up by the University. This exam must be over 5 to pass the Course. - 50% Projects Assignments:the final achieved grade in those practices must be over 5 to pass the Course *** In extraordinary exam, final qualification will correspond to: - 50% Final exam, according to the official examinations dates set up by the University. This exam must be over 5 to pass the Course. - 50% Projects Assignments:the final achieved grade in those practices must be over 5 to pass the Course.If a student has passed the practical assignments in the ordinary call, the grade obtained will be kept. The exam will take place at UFV premises. Plagiarism behaviors, as well as the use of illegitimate means in the evaluation tests, will be sanctioned in accordance with UFV Evaluation & Participation University Regulations. "Students may request an academic dispensation at the Faculty's Academic Coordination Office, due to: schedules overlapping, working or personal reasons. The Academic Coordination will indicate them the procedure to follow in each circumstance. Once the dispensation has been officially granted, the student will follow the continuous assessment (they must deliver all daily tasks requested by the teacher in the classroom) with the exception of attendance, participation and work done on site, in the classroom. Students must communicate that situation to the teacher as soon as possible.The evaluation will be: - 50% Final exam, according to the official examinations dates set up by the University. This exam must be over 5 to pass the Course. - 50% Projects Assignments:the final achieved grade in those practices must be over 5 to pass the Course "

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.

Additional

Albert Lester Project Management: a system approach to planning, scheduling and controlling 8th Edition