



IDENTIFYING DATA

Drafting and execution of projects

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|---------------------|--|-----------|------|------------|
| Subject | Drafting and execution of projects | | | |
| Code | V02G030V01801 | | | |
| Study programme | Grado en Biología | | | |
| Descriptors | ECTS Credits | Choose | Year | Quadmester |
| | 6 | Mandatory | 4th | 2nd |
| Teaching language | Spanish | | | |
| Department | | | | |
| Coordinator | Gallego Veigas, Pedro Pablo Alonso Rodríguez, José Antonio | | | |
| Lecturers | Alonso Rodríguez, José Antonio Barreal Modroño, M. Esther Díaz Vilariño, Lucía Gallego Veigas, Pedro Pablo González Cespón, José Luis Pedrol Bonjoch, María Nuria | | | |
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| Web | | | | |
| General description | This subject will enter to the student in the methodology, direction, management and organisation of projects of investigation/company within the scope of the Biology. After studying the subject, the student owes to be able to draft, and schedule projects of investigation/company related with the Biology. Schedule of kinds: Available in http://bioloxia.uvigo.es/*ge/*docencia/schedules | | | |

Training and Learning Results

| | |
|------|--|
| Code | |
| A2 | Students should know how to apply their knowledge to their work or vocation in a professional way. They also should have the competences that are usually proved through the elaboration and defence of arguments and the resolution of problems within their study field. |
| A3 | Students should prove ability for information-gathering and interpret important data (usually within their study field) to judge relevant social, scientific or ethical topics. |
| A4 | Students should able to communicate information, ideas, issues and solutions to all audiences (specialist and unskilled audience). |
| B2 | Ability of reading and analyzing scientific papers and having critical assessment skills to understand data collection, deducing the main idea from the least relevant ones and basing on the corresponding conclusions. |
| B4 | Ability in handling experimental tools, both scientific and computer technology equipment that support the search for solutions to problems related to the basic knowledge of biology and with those of a concrete labour context. |
| B5 | Understanding of the levels of organization of living beings from a structural (molecular, cellular and organic) and functional point of view by observing their relations with the environment and other organisms, as well as their appearances in situations of environmental alteration. |
| B7 | Collection of information about issues of biologic interest, analysis and emission of critical opinions and reason them including the reflection about social and/or ethical aspects related to the issue. |
| C10 | Analysing and assessing the adaptation of living beings to the environment. |
| C12 | Cataloguing, mapping, assessing, preserving, restoring and managing natural and biological resources. |
| C13 | Assessing environmental impact. Diagnosing and solving environmental issues |
| C14 | Realising the analysis, control and purifying of waters. |
| D3 | Development of oral and writting communication abilities |
| D4 | Acquisition of foreign language knowledge related to the study field |

| Expected results from this subject | | | | |
|--|----|-------------------------------|-----|----|
| Expected results from this subject | | Training and Learning Results | | |
| Know the professional competitions that the title and the legislation award to the Graduated in Biology. | A2 | B7 | C14 | |
| Know the typology of projects and own studies of the professional fields of the biologist. | | B4 | | |
| | | B5 | | |
| Know and handle the concepts and the relative terminology to the Editorial and Execution of Projects. | | B2 | C10 | |
| | | | C13 | |
| Obtain information and interpret results of projects. | A3 | B2 | C13 | |
| Know the methods of management and evaluation of projects. | | B2 | | |
| | | B4 | | |
| Know, understand and apply the relative valid legislation to the management, evaluation and execution of projects. | A2 | B2 | | |
| | | B7 | | |
| Know use the general methodology stop the editorial and manufacture of projects and studies. | A4 | B4 | C12 | |
| | | | C13 | |
| Know the basic concepts of economy stop the realization of projects and studies. | A2 | | | |
| Comprise the developmental phases of one project elaborating *cronogramas, studies of feasibility and of *rendibilidad. | A2 | | C10 | |
| | | | C14 | |
| Apply knowledges and relative technology to the Editorial and Execution of Projects in aspects related with the development and implantation of the systems of management. | A2 | | C14 | |
| Take part in the direction, editorial and execution of projects. | A2 | B4 | C12 | |
| | A3 | | C13 | |
| | A4 | | | |
| Comprise the social projection of the Editorial and Execution of Projects and his repercussion in the professional exercise. | A2 | B2 | C10 | |
| | A4 | | C14 | |
| Apply knowledges of Editorial and Execution of Projects for *asesorar, supervise and *peritar on scientific aspects-technical, ethical, legal and partner-economic related with the Biology. | | | C14 | D3 |
| | | | | D4 |

Contents

| Topic | |
|----------|---|
| Block 0 | Presentation of the subject |
| Block 1. | Competitions *profesionales of the biologist. Projects of study in biology: <ul style="list-style-type: none"> - professional Competitions of the biologist. - Documents *y Studios: *valoracions, and *licitacions public in biology. - *Propiedad Industrial and intellectual: companies of technological base. *Emprendimiento, innovation *y *autoempleo. |
| Block 2. | Practical methodology stop the manufacture of projects and studies. <ul style="list-style-type: none"> - Projects. Definition and structure. - The memory. Structure and index by heart. Activity and *diagrama of the process. Purpose and range. Data of identification. Description of functional blocks. Application of the legislation. Conclusions. - Principles of representation in projects. Typology of the representation: dimension and relation. Sizes of blocks of title and scales. *Plegado Of formats the The4. - Criteria stop the manufacture of the representation of biological activities. Diagrams of principle. - Budget, assessment of the project. - Planning of projects. *Diagrama Of *Gantt - oral Presentation of the project. |

Planning

| | Class hours | Hours outside the classroom | Total hours |
|---|-------------|-----------------------------|-------------|
| Introductory activities | 2 | 0 | 2 |
| Lecturing | 11 | 11 | 22 |
| Practices through ICT | 8 | 8 | 16 |
| Collaborative Learning | 8 | 16 | 24 |
| Seminars | 9 | 9 | 18 |
| Report of practices, practicum and external practices | 0 | 20 | 20 |
| Project | 0 | 20 | 20 |
| Objective questions exam | 2 | 6 | 8 |
| Presentation | 6 | 14 | 20 |

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

| Methodologies | |
|-------------------------|--|
| | Description |
| Introductory activities | Presentation *amena of the teaching guide, detailing the specialization of the teaching staff and his relation with the thematic blocks. *Expoñense The thematic of work and *establecense the groups. Also it explains the system of evaluation. |
| Lecturing | Sessions of *docencia theoretical where it/to professor/offers it a general vision of the subject to treat, indicating the concepts pin stop his understanding. |
| Practices through ICT | Activity of acquisition of knowledges, basic skills and handle of specific programs of the different *apartados of the project. |
| Collaborative Learning | (*)Descrición e *desarrollo dun proxecto multidisciplinar (con alumnos doutras titulacións). Empregaranse metodoloxías como *Design *Thinking, Aprendizaxe en Servizo e Aprendizaxe Baseada en Problemas para deseñar o proxecto. |
| Seminars | Sessions of handle of real documents so that they know the typology of the main projects within the scope of the biology. |

Personalized assistance

| Methodologies | Description |
|-----------------------|---|
| Seminars | There will be different seminars that will include a part of theory and another of group practices. |
| Practices through ICT | Different practices will be carried out in the classroom in individual format and in small groups, supervised by the teachers of the subject. |

Assessment

| | Description | Qualification | Training and Learning Results | | | |
|---|---|---------------|-------------------------------|----------------------|--------------------------|----------|
| Report of practices, practicum and external practices | The matter students in small groups they will present to memory project of biology. Solution problem. 35% Design Thinking Methodology 10% Learning service Methodology 15% Also carried out small works oriented teachers seminars. 10% | 35 | A2 A3 A4 | B2 B4 B5 B7 | C10 C12 C13 C14 | D3 D4 |
| Project | (*)Os alumnos da materia, en grupos pequenos, realizan un proxecto de actividade para deseñar a actividade produtiva relacionada co ámbito biolóxico | 35 | | | | |
| Objective questions exam | Proofs for evaluation skills acquired including questions de resposta curta on works made. | 10 | | B5 B7 | C10 C14 | |
| Presentation | The students, in multidisciplinary groups (engineers, humanities and/or economists) will present the complete project in a professional day. | 20 | A2 A3 A4 | B2 B4 B5 B7 | C10 C12 C13 C14 | D3 D4 |

Other comments on the Evaluation

To pass the course the student need to obtain in each one of the 4 proofs, at least a 40 % of the total of the grade global of that evaluation item.

In case to get more than 5 poing in all the global grade will be the sum prorrataada, depending on the percentages described for each of the 4 evaluation items.

The course will be considered as SUSPENSO (no pass) when it do not reach said limit in all or some of the evaluation items, or in case the global grade do not reach the 5. In this case:

- 1.- In the record appear SUSPENSO with the grade drop that obtained in the proofs that did pass the limit or with the corresponding global note.
- 2.- The student get less than five (up to ten) the parts that did not reach the minimum in the second announcement. The rest of the parts save until the following announcement, as long as they get at least the 5 points (up to ten).

Each individual examination will have a factor of ponderation on the project.

The dates of *presentation of the memory and of project can be consulted in the platform MooVi.

The dates of the exams can consult in the following link: <http://bioloxia.uvigo.es/es/docencia/examenes>

Sources of information

Basic Bibliography

Complementary Bibliography

Navas López, J.A. y Guerras Marín, L.A., **La Dirección Estratégica de la Empresa. Teoría y Aplicaciones**, 2007, www.biologosdeg Galicia.org,

Correa, I., **Manual de licitaciones públicas**, 2002,

Palomar Olmeda, A., **Guía de concursos y licitaciones**, 2002,

Camprubí i García, Pere, **La profesión de Biólogo**, 1997,

PmBok Guide, **A guide to the Project Management Body of Knowledge**, 2014,

Antinio Colmenar, **Gestión de proyectos con microsoft project 2010**, 2011,

Harold Kerzner, **Project management. A systems approach to planning, scheduling and controlling**, 2011,

González Cespón, José Luis, **Apuntes de la materia**,

Recommendations

Subjects that continue the syllabus

Final Year Dissertation/V02G030V01991

Subjects that are recommended to be taken simultaneously

Final Year Dissertation/V02G030V01991

Subjects that it is recommended to have taken before

Quality management and control/V02G030V01911