

**1. General information****Course:** DESIGN AND MANAGEMENT OF PROJECTS**Code:** 64335**Type:** ELECTIVE**ECTS credits:** 6**Degree:** 382 - UNDERGRADUATE DEGREE IN OCCUPATIONAL THERAPY**Academic year:** 2022-23**Center:** 16 - FACULTY OF SCIENCES OF THE HEALTH OF TALAVERA**Group(s):** 60**Year:** 4**Duration:** C2**Main language:** Spanish**Second language:****Use of additional languages:****English Friendly:** Y**Web site:****Bilingual:** N**Lecturer:** PABLO ANTONIO CANTERO GARLITO - Group(s): 60

| Building/Office | Department | Phone number | Email | Office hours |
|-----------------|--|--------------|-----------------------|--------------|
| 1.12 | ENFERMERÍA, FISIOTERAPIA Y TERAPIA OCUP. | 926051785 | pablo.cantero@uclm.es | |

2. Pre-Requisites

There are no prerequisites for this elective.

3. Justification in the curriculum, relation to other subjects and to the profession

Project design and management is a growing modality of work in today's society. In the past, work was organised into tasks, but today organisations (public or private) are structured on the basis of projects that attempt to respond to the needs of a complex and changing reality. Projects follow one after the other, according to the short life cycle of products and services.

Project management is based on the application of a careful methodology and explicit procedures that aim to achieve the proposed objectives within the established time. The occupational therapist needs to know this methodology in order to undertake projects aimed at groups with occupational deficits, whether in the clinical, educational or socio-community field.

The combination of the specific knowledge of the profession (acquired in basic and compulsory training subjects) with more specific knowledge of project management (detection of needs, sources of funding, leadership, gender perspective, quality, etc.) will make it possible to design efficient and successful occupational therapy projects.

4. Degree competences achieved in this course**Course competences**

| Code | Description |
|------|--|
| A04 | Recognise their own limitations and the need to maintain and update their professional competence, with particular emphasis on autonomous learning of new knowledge and skills and on motivation for quality. |
| C13 | Determine occupational dysfunctions and needs, define planning and establish Occupational Therapy intervention, utilizing the therapeutic potential of meaningful occupation, through the use of activity, with the consent and participation of individuals and populations. |
| C16 | Collaborate with groups and communities to promote the health and well-being of their members through participation in the meaningful occupation. |
| CB01 | Prove that they have acquired and understood knowledge in a subject area that derives from general secondary education and is appropriate to a level based on advanced course books, and includes updated and cutting-edge aspects of their field of knowledge. |
| CB02 | Apply their knowledge to their job or vocation in a professional manner and show that they have the competences to construct and justify arguments and solve problems within their subject area. |
| CB04 | Transmit information, ideas, problems and solutions for both specialist and non-specialist audiences. |
| CB05 | Have developed the necessary learning abilities to carry on studying autonomously |
| D20 | Acquire basic knowledge of management and improvement of the quality of Occupational Therapy services. |
| E22 | Actively listen, obtain and synthesize relevant information about the occupational problems and demands of individuals and populations and understand the content of this information. |
| E25 | Transmitting oral and written information to both specialized and non-specialized audiences. |
| G11 | To know, evaluate, analyze, develop and participate in health education and promotion programs within the scope of Occupational Therapy to prevent occupational dysfunctions in general and subsequent to medical, surgical and psychiatric conditions and social maladjustment. |
| G12 | To know, develop and implement management plans and health and social and health administration applied to the provision of services and improvement of the quality of Occupational Therapy. |
| G27 | Understand and apply principles of direction and management in the delivery of Occupational Therapy services, including cost-effectiveness, resource and equipment management, and establishment of Occupational Therapy protocols. |

5. Objectives or Learning Outcomes**Course learning outcomes**

Description

6. Units / Contents

Unit 1: Basics of Project Design

Unit 2: Project Cycle Management

Unit 3: Project Identification and Selection

Unit 4: Project Team and Organisation

Unit 5: Resources and Costs

Unit 6: Evaluation and Quality Management

Unit 7: Project Completion and Delivery

7. Activities, Units/Modules and Methodology

| Training Activity | Methodology | Related Competences (only degrees before RD 822/2021) | ECTS | Hours | As | Com | Description |
|--|------------------------|---|---|------------|----|-----|-------------|
| Class Attendance (theory) [ON-SITE] | Lectures | C13 C16 CB02 CB04 D20 E25 G11 G12 G27 | 1.2 | 30 | Y | N | |
| Class Attendance (practical) [ON-SITE] | project-based learning | C13 C16 CB02 CB04 D20 E25 G11 G12 G27 | 1.2 | 30 | Y | N | |
| Other off-site activity [OFF-SITE] | Group Work | C13 C16 CB02 CB04 D20 E25 G11 G12 G27 | 3.6 | 90 | Y | N | |
| Total: | | | 6 | 150 | | | |
| Total credits of in-class work: 2.4 | | | Total class time hours: 60 | | | | |
| Total credits of out of class work: 3.6 | | | Total hours of out of class work: 90 | | | | |

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System

| Evaluation System | Continuous assessment | Non-continuous evaluation* | Description |
|-------------------|-----------------------|----------------------------|---|
| Test | 50.00% | 50.00% | Students will take a test covering the theoretical aspects contained in the course. |
| Projects | 50.00% | 50.00% | Students will carry out and present an Occupational Therapy project, developed in the field chosen by the students. |
| Total: | 100.00% | 100.00% | |

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

Evaluation criteria for the final exam:

Continuous assessment:

The final grade of the course will correspond to the weighted sum of the grades obtained in all the evaluable activities.

Non-continuous evaluation:

The final grade of the course will correspond to the weighted sum of the grades obtained in all the evaluable activities. Group activities may be carried out individually.

Specifications for the resit/retake exam:

In the extraordinary call, the acquisition of the competences of the course will be evaluated through a final test composed of two parts (theoretical and practical section), which will serve as an alternative evaluation test to all the evaluable formative activities.

Specifications for the second resit / retake exam:

In the special call for completion, the acquisition of the competences of the course will be evaluated through a final test composed of two parts (theoretical and practical section), which will serve as an alternative evaluation test to all the evaluable formative activities.

9. Assignments, course calendar and important dates

| Not related to the syllabus/contents | |
|---|-----------------------------|
| Hours | hours |
| Other off-site activity [AUTÓNOMA][Group Work] | 29 |
| Unit 1 (de 7): Basics of Project Design | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 3 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 6.5 |
| Other off-site activity [AUTÓNOMA][Group Work] | 6.5 |
| Group 60: | |
| Initial date: 30-01-2023 | End date: 01-02-2023 |
| Unit 2 (de 7): Project Cycle Management | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 3.5 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 6.5 |
| Other off-site activity [AUTÓNOMA][Group Work] | 6.5 |
| Group 60: | |
| Initial date: 06-02-2023 | End date: 08-02-2023 |

| Unit 3 (de 7): Project Identification and Selection | |
|---|----------------------|
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 4 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 4 |
| Other off-site activity [AUTÓNOMA][Group Work] | 9 |
| Group 60: | |
| Initial date: 13-02-2023 | End date: 15-02-2023 |
| Unit 4 (de 7): Project Team and Organisation | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 4 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 2 |
| Other off-site activity [AUTÓNOMA][Group Work] | 9 |
| Group 60: | |
| Initial date: 20-02-2023 | End date: 22-02-2023 |
| Unit 5 (de 7): Resources and Costs | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 6.5 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 2 |
| Other off-site activity [AUTÓNOMA][Group Work] | 7.5 |
| Group 60: | |
| Initial date: 27-02-2023 | End date: 01-03-2023 |
| Unit 6 (de 7): Evaluation and Quality Management | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 4.5 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 3 |
| Other off-site activity [AUTÓNOMA][Group Work] | 7.5 |
| Group 60: | |
| Initial date: 06-03-2023 | End date: 08-03-2023 |
| Unit 7 (de 7): Project Completion and Delivery | |
| Activities | Hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 4.5 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 6 |
| Other off-site activity [AUTÓNOMA][Group Work] | 15 |
| Group 60: | |
| Initial date: 13-03-2023 | End date: 15-03-2023 |
| Global activity | |
| Activities | hours |
| Class Attendance (theory) [PRESENCIAL][Lectures] | 30 |
| Class Attendance (practical) [PRESENCIAL][project-based learning] | 30 |
| Other off-site activity [AUTÓNOMA][Group Work] | 90 |
| Total horas: 150 | |

| 10. Bibliography and Sources | | | | | | |
|------------------------------|--|---|----------|--------------------|------|--|
| Author(s) | Title/Link | Publishing house | Citv | ISBN | Year | Description |
| AENOR | CRITERIOS GENERALES PARA LA ELABORACIÓN DE PROYECTOS:UNE 157001: 2002 | AENOR: ASOCIACIÓN ESPAÑOLA DE NORMATIVA Y CERTIFICACIÓN | | | 2002 | |
| Alvarez Garcia I | Planificación y desarrollo de proyectos sociales y educativos | Limusa | Mexico | 978-968-18-5416- 4 | 2002 | |
| Amendola LJ | Estrategias y Tácticas en la dirección y gestión de proyectos | Universidad Politécnica de Valencia | Valencia | 978-968-18-5416- 4 | 2006 | |
| Antonio Drudis | Gestión de Proyectos: ¿Cómo planificarlos, organizarlos y dirigirlos | Gestión 2000 | | 84-7897-399-0 | 2000 | |
| Baca Urbina, Gabriel | Evaluación de proyectos | McGraw-Hill/Interamericana | Mexico | 970-10-5687-6 | 2006 | |
| Cano Fernandez I | Gestión de Proyectos con Tic's | Ideas propias | Vigo | | | |
| Edgar Ortegon | Metodología del Marco Lógico | | | | 2005 | http://www.ideaspropiaseditorial.com/documentos_web/documentos/978-84-934553-4-7.pdf http://repositorio.cepal.org/bitstream/handle/11362/5607/S057518_es.pdf |
| | Project Management Institute. Fundamentos para la Dirección de Proyectos | | | 978-1-933890-72-2 | 2008 | |
| Zango Martín, Inmaculada | Terapia ocupacional comunitaria / Síntesis, | | | 9788491710769 | 2017 | |
| Parkinson, Sue | A guide to the formulation of plans and goals in occupationa | Routledge, | | 978-0-367-49470-4 | 2021 | |