

**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:** 2023-24**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	Mondays from 16:00 to 19:00 and Wednesdays from 12:00 to 15:00.

**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	
<b>Total:</b>			<b>6</b>	<b>150</b>			
<b>Total credits of in-class work: 2.4</b>			<b>Total class time hours: 60</b>				
<b>Total credits of out of class work: 3.6</b>			<b>Total hours of out of class work: 90</b>				

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.
<b>Total:</b>	<b>100.00%</b>	<b>100.00%</b>	

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	
<b>Hours</b>	<b>hours</b>
Other off-site activity [AUTÓNOMA][Group Work]	29
<b>Unit 1 (de 7): Basics of Project Design</b>	
<b>Activities</b>	<b>Hours</b>
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:	
<b>Initial date:</b> 29-01-2024	<b>End date:</b> 31-01-2024
<b>Unit 2 (de 7): Project Cycle Management</b>	
<b>Activities</b>	<b>Hours</b>
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:	
<b>Initial date:</b> 05-02-2024	<b>End date:</b> 07-02-2024

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: 12-02-2024	End date: 14-02-2024
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: 19-02-2024	End date: 21-02-2024
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: 26-02-2024	End date: 28-02-2024
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: 04-03-2024	End date: 06-03-2024
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: 11-03-2024	End date: 13-03-2024
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	<a href="http://www.ideaspropiaseditorial.com/documentos_web/documentos/978-84-934553-4-7.pdf">http://www.ideaspropiaseditorial.com/documentos_web/documentos/978-84-934553-4-7.pdf</a> <a href="http://repositorio.cepal.org/bitstream/handle/11362/5607/S057518_es.pdf">http://repositorio.cepal.org/bitstream/handle/11362/5607/S057518_es.pdf</a>
	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	