# PROJECT MANAGEMENT (GEP)

Instructions and FAQs

Xavier Llinàs Audet
GEP Coordinator

Joan Sardà Ferrer
GEP-English instructor

This module is part of the bachelor's thesis (TFG). Specifically, it helps students to meet the **Initial Objective**, which is the first stage in the TFG.

The aim is to help students to **get their thesis started**, whatever kind it is, because the focus of the module is broad enough to support any kind of thesis.

The Project Management module is comprised of a core part (75%) taught by the Department of Management, and a complementary part (25%) taught in the department in which the student will prepare their bachelor's thesis (TFG), associated with the specialisation.
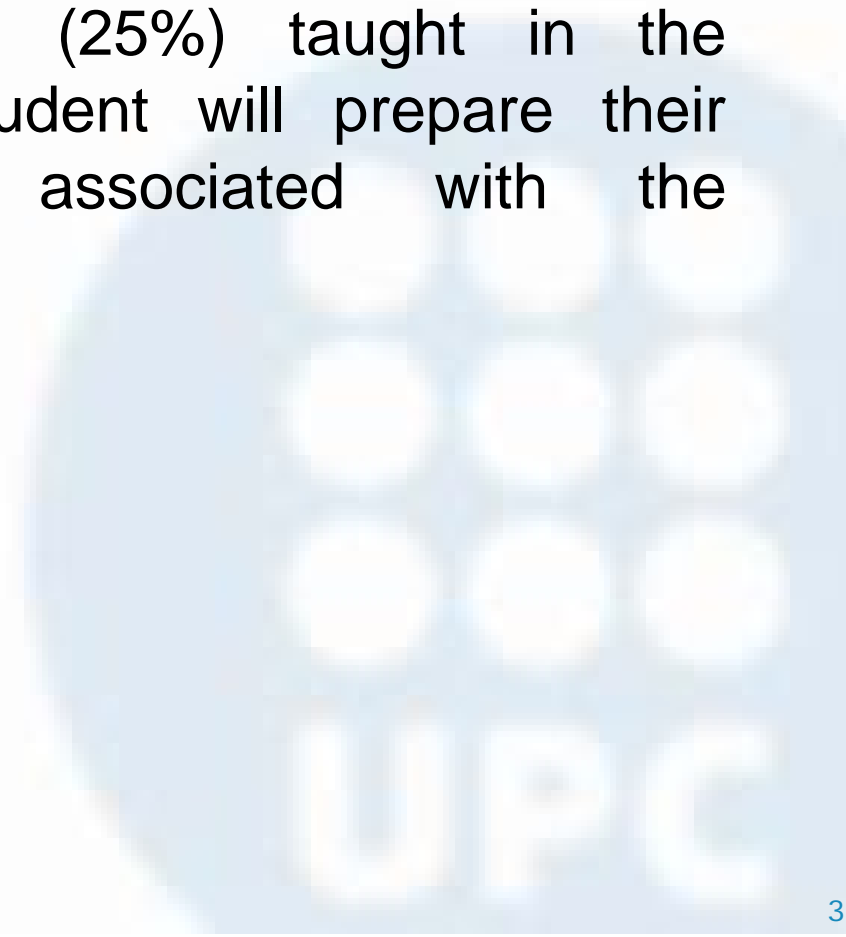
Characteristics of the module:

- Mode of delivery: 4-weeks, blending learning
- Online stage. Length: 4 teaching weeks (26/02/2018 – 09/04/2018)
- Face-to-face stage. Oral presentations (16/04/2018 – 20/04/2018)
- Study load: 3 ECTS (75 h total learning time)

There are 6 deliverables in total:

- Deliverable 1: Context and scope of the project
- Deliverable 2: Project planning
- Deliverable 3: Budget and sustainability
- Deliverable 4: First oral presentation
- Deliverable 5: Review of the competences of the bachelor's thesis (which depends on the specialisation - see the description in Module 4 of the ATENEA virtual campus)
- Deliverable 6: Final document that summarises all previous deliverables

At the end of the Module, students will be given 2 marks:

- A **general mark** for GEP relating to the quality of the submitted documents and the quality of the oral presentation. GEP lecturers will use the "Initial objective" assessment rubric to evaluate to what extent students have achieved the established goals.

- A **technical mark** relating to the complexity or specific characteristics of the TFG, given by the corresponding thesis supervisor.

The sum of these two marks (50% each) will be the mark awarded for the initial objective of the TFG. This will account for 10% of the total mark for the TFG.

Deliverable 1 "Context and scope of the project"	Delivery date 06/03/2018	Study load (hours)
		- Guided learning: 9.00 h
		- Independent learning: 15.50 h

Description: Definition of the scope of the project in the context of its study. You must indicate the general objective of the TFG, the context, the reason for selecting the subject area (relevance and justification), how the project will be developed and using which means. The document can be **no longer than 10 pages.**

Specific objectives: 4, 5, 6, 7, 18, 19, 20

Contents associated with this activity: Module 2.1, Module 2.2, Module 2.7

Support material
- Notes available on ATENEA
- Recommended reading on the subject
- Assessment rubric for Deliverable 1

Submission system: Students must upload two documents to ATENEA:
- A document that defines the scope and context of the project, and includes a detailed literature review that justifies the project and identifies the different sources of information used
- Rubric 1 with the self-evaluation form

System of feedback on the activity: The lecturer will provide the corresponding feedback through a message on ATENEA.

Rubric for Deliverable 1:
Context and scope of the project

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

FIB FACULTAT D'INFORMÀTICA DE BARCELONA

GEP. Self-evaluation
Deliverable 1: Context and scope of the project

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	Context	There is an excellent introduction (context) that defines the terms and concepts of the subject under study. Stakeholders (target audience, users and beneficiaries) are fully specified.	There is a brief introduction to the problem under study, in which terms and concepts are defined. Stakeholders (target audience, users and beneficiaries) are specified.	The introduction that defines the terms and concepts of the subject under study is totally inadequate, and should be extended and improved. Stakeholders (target audience, users and beneficiaries) are specified (but not clearly enough or in enough detail).	There is no appropriate introduction (context) that defines the terms and concepts of the subject under study. Stakeholders (target audience, users and beneficiaries) are not specified.
	State-of-the-art	There is an excellent literature review on the subject under study: previous studies are cited, summarised and discussed. It is possible to identify the gap in the literature that this project addresses. Thus, this project is fully supported by the literature.	There is an appropriate literature review on the subject under study: previous studies are cited and summarised. It is possible to figure out the gap in the literature that this project addresses. Thus, this project is somewhat supported by the literature.	The literature review on the subject under study is limited: few previous studies are cited and not all of them are adequately summarised. It is difficult to figure out the gap in the literature that this project addresses.	The literature review is incomplete: very few previous studies are cited and most of them are not summarised. It is difficult to figure out the gap in the literature that this project addresses.
	Quality of information sources	Information is abundant and complete. The information sources that are used are accurate, verified and of good quality.	Information is abundant. Not all of the information sources that are used are accurate, verified and of good quality.	Few sources of information have been used. The relevance of some of these sources is questionable.	There are no references to previous studies or research works. Hence, both the quantity and the quality of the information sources are insufficient.
	Format of references	Citations of references appear in the correct place in the text, and support the content. The citation style is uniform. All references are listed at the end of the text using the same style.	Citations of references appear in the correct place in the text, and support the content. However, the citation style varies. Almost all references are listed at the end of the text using the same style.	There are few citations of references in the text. The citation style varies. A list of references is included at the end of the text. However it is incomplete and the style that is used varies.	There are no citations of references in the text. A full list of information sources is provided at the end of the document. The citation style that is used varies.

Content	Formulation of the problem	The objectives of the project are clear and well-specified. The proposed project is significant enough to be considered a TFG.	The objectives of the project are clear and adequately specified. The proposed project is significant enough to be considered a TFG.	The objectives of the project are specified (but not clearly enough). The significance of the proposed project is questionable.	The objectives of the project are not specified, and/or the proposed project is not significant enough to be considered a TFG.
	Scope	The scope of the project is well-defined. Possible obstacles that may hinder the execution of the project are clearly stated.	The scope of the project is defined. Possible obstacles that may hinder the execution of the project are briefly stated.	There are some problems in the definition of the scope of the project and/or potential obstacles that may hinder the execution of the problem. Some relevant information is missing.	The scope of the project and potential obstacles are extremely incomplete or not defined.
	Methodology and rigor	The document perfectly describes the methodology that will be followed. Tools to monitor the evolution of the project are clearly stated.	The document describes the methodology that will be followed. Information on tools to monitor the evolution of the project is incomplete.	The document roughly describes the methodology that will be followed. Information on tools to monitor the evolution of the project is missing.	There is no information on the methodology that will be followed, or ontools to monitor the evolution of the project.
Structure and style	Organisation	The document is logical in structure. The different sections are well-connected, which makes it easy to read.	The document is fairly well-structured. Sections are differentiated, however some are disconnected.	The document is fairly well-organised.However, some important aspects need to be improved (badly-connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).	The document does not follow a logical structure. There is no rigor in presenting the different sections and arguments. Many aspects need to be improved (badly connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice, because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

Deliverable 2 "Project planning"	Delivery date 12/03/2018	Study load (hours) - Guided learning: 5.00 h - Independent learning: 3.25 h

Description: Planning of the entire execution of the TFG. Students should provide a description of the project phases and the resources and requirements associated with each one. Some of the scheduling tools described in the module should be used. The document **can be no longer than 5 pages.**

Specific objectives: 8, 9, 10, 14, 15

Contents associated with this activity: Module 2.3

Support material

- Notes available on ATENEA
- Recommended reading on the subject
- Assessment rubric for Deliverable 2

Submission system: Students must upload two documents to ATENEA:

- The document with the project planning
- Rubric 2 with the self-evaluation form

System of feedback on the activity: The lecturer will provide the corresponding feedback through a message on ATENEA.

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

FIB FACULTAT D'INFORMÀTICA DE BARCELONA

GEP.Self-evaluation
Deliverable 2: Project planning

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	Task description	Tasks are perfectly described in terms of what has to be done in each activity, the length, and the resources (both material and human) needed to complete them. Tasks follow a logical sequence and the order of precedence is clear.	Tasks are correctly described in terms of what has to be done in each activity, the length, and the resources needed to complete them. The planning makes sense. Tasks follow a logical sequence, but the order of precedence between tasks is not as clear as expected.	Activities are scheduled and information on the resources and duration is given, but with few details. The sequence between activities is not clear. The planning is rather unrealistic.	The planning is not credible at all. Activities are very poorly described, and important information (resources and duration) is lacking. There is no logical sequence of activities, and the order of precedence between tasks is not presented.
	Alternatives and action plan	Alternative solutions to potential deviations are coherent and exhaustively detailed. Information on how the total duration of the project will be modified is also included, as well as implications in terms of resource consumption. The plan ensures that the project will be finished within the given time.	Alternative solutions to potential deviations are coherent and briefly detailed. Although some difficulties may arise because of unexpected events, it is possible to guarantee that the project will be completed within the given time.	Alternative solutions to potential deviations are poorly described. There are many constraints and unexpected events that could lengthen the project duration. The plan does not ensure that the project will be finished within the given time.	There are no alternative solutions to potential deviations, or the proposed alternatives are inconsistent. The plan does not ensure that the project will be finished within the given time.
Structure and style	Organisation	The document is logically structured. The different sections are well-connected, which makes it easy to read.	The document is fairly well-structured. Sections are differentiated, however some are disconnected.	The document is fairly well-organised. However, some important aspects need to be improved (badly-connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).	The document does not follow a logical structure. There is no rigor in presenting the different sections and arguments. Many aspects need to be improved (badly connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

Deliverable 3 "Budget and sustainability"	**Delivery date** 19/03/2018	**Study load (hours)** - Guided learning: 5.00 h - Independent learning: 4.25 h

Description: The deliverable begins with a summary of 300 words about self-assessment on sustainability, regarding the survey in goo.gl/kWLMLE. The next section is an analysis of the sustainability of the project, based on the sustainability matrix contained in figure 2 of the document **"Module 2.6 The sustainability report of the TFG V3."** When dealing with the economic dimension, it is necessary to make a budget (criterion "Budget" in the heading) of the project (according to the criteria identification and estimation of costs and management control); and then write an assessment according to the "Reflection" criterion. The rest of the dimensions develops directly based on the answer of the questions in the "Reflection" criterion of the heading. The document can be **no longer than 5 pages.**

Specific objectives: 11, 12, 13, 14, 15, 16, 17

Contents associated with this activity: Module 2.4, Module 2.6

Support material
- Notes available on ATENEA
- Recommended reading on the subject
- Assessment rubric for Deliverable 3

Submission system: Students must upload two documents to ATENEA:
- A document describing the budget, economic viability and sustainability
- Rubric 3 with the self-evaluation form

System of feedback: The lecturer will provide feedback through a message on ATENEA.

Rubric for Deliverable 3:
Budget and sustainability 1

			Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	**Self-assessment** of the current domain of sustainability competition		Answer the survey (can be done anonymously) accessible from the following link: goo.gl/kWLMLE Once answered write a summary (300 words) summarizing the conclusions of the self-evaluation.			
			The summary shows an excellent level of reflection and analysis related to your self-evaluation. Good analyse of strengths and weaknesses.	The summary shows an expected level of reflection and analysis related to your self-evaluation. There is a minimum analyse of strengths and weaknesses.	The summary shows a poor level of reflection and analysis related to your self-evaluation. No conclusions regarding strengths and weaknesses.	There is not a self-assessment or it is really poor.
	Economic Dimension of the sustainability matrix*: **Budget**	Identification of costs	The budget includes ,and appropriately describes, all the elements that should be considered: direct and indirect costs, depreciation, unforeseen contingencies, etc. Cost estimation is linked to task description (according to a Gantt chart), so that a link can be established between the various activities and the cost of each one.	The budget includes, but barely describes, almost all of the elements that should be considered: direct and indirect costs, depreciation, unforeseen contingencies, etc. Cost estimation is not linked to task description (according to a Gantt chart), so a link cannot be established between the various activities and the cost of each one.	The budget barely includes some of the costs that should be considered. Some relevant costs are not considered. Cost estimation is not linked to task description (according to a Gantt chart), so a link cannot be established between the various activities and the cost of each one.	The budget omits relevant costs. Cost estimation is not linked to task description (according to a Gantt chart), so a link cannot be established between the various activities and the cost of each one.
		Estimation of costs	Costs are consistent and clearly justified.	Costs are consistent, but only briefly justified.	Some of the costs are under/over-estimated, or their justification is missing.	Cost estimation is completely unrealistic. Costs are not justified.
		Control management	Various control mechanisms are suggested to prevent deviations. Indicators are established.	Some control mechanisms are suggested to prevent deviations. Indicators are barely established.	Few control mechanisms are suggested to prevent deviations. Indicators to ensure control are not established.	No control mechanisms are suggested to prevent deviations. Indicators to ensure control are not established.

Rubric for Deliverable 3:
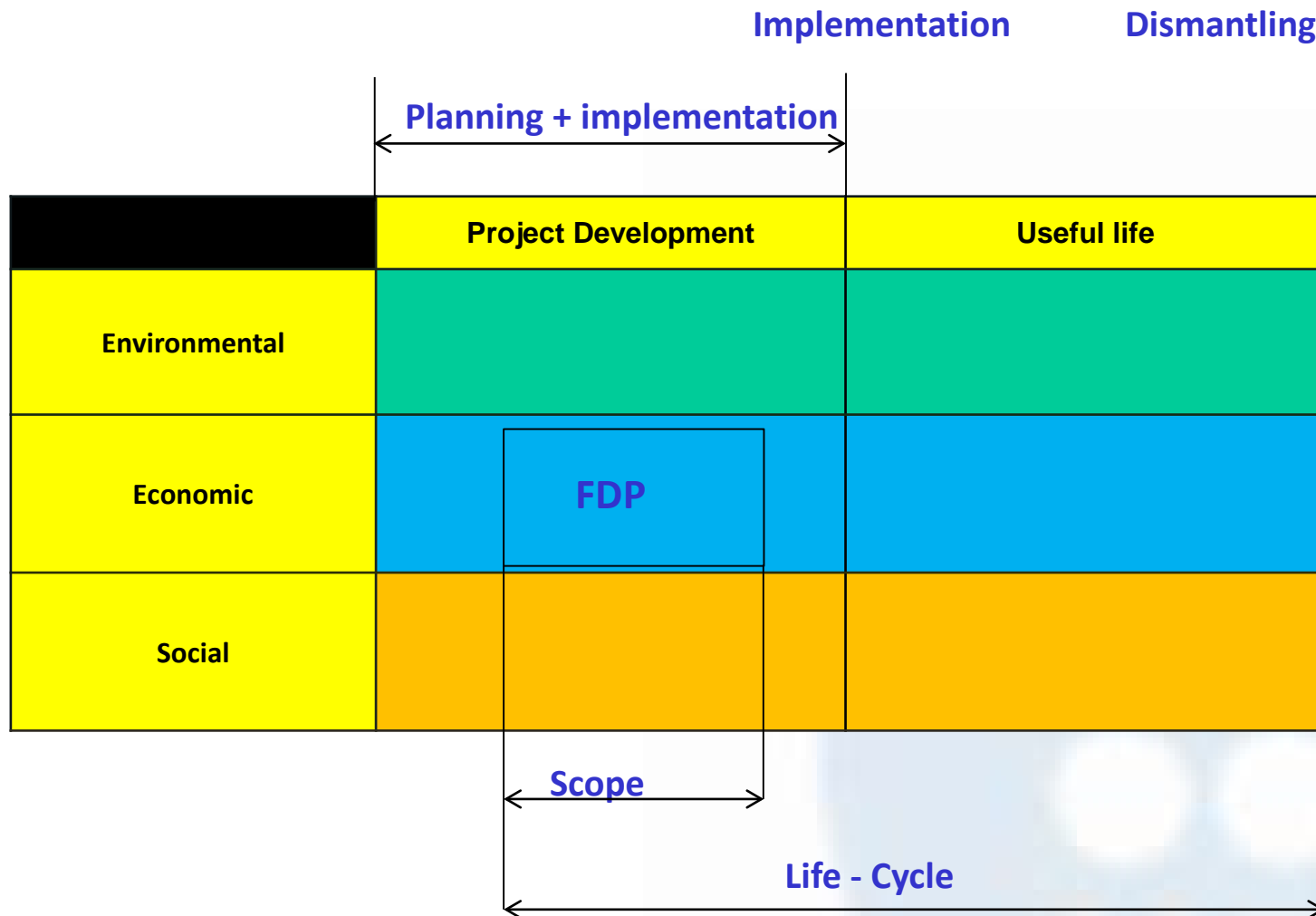# Budget and sustainability 1

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	**Economic Dimension** of the sustainability matrix*: **Reflection**	Rate according to the level of debate generated on the following questions or items of reflection: • Regarding PPP: Reflection on the cost you have estimated for the completion of the project • Regarding Useful Life: How are currently solved economic issues (costs...) related to the problem that you want to address (state of the art)?, and ... ... How will your solution improve economic issues (costs ...) with respect other existing solutions?			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.
	Environmental Dimension of the sustainability matrix*: **Reflection**	Rate according to the level of debate generated on the following questions or items of reflection: • Regarding PPP: Have you estimated the environmental impact of the project? • Regarding PPP: Did you plan to minimize its impact, for example, by reusing resources? • Regarding Useful Life: How is currently solved the problem that you want to address (state of the art)?, and ... ... How will your solution improve the environment with respect other existing solutions?			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.
	Social Dimension of the sustainability matrix*: **Reflection**	Rate according to the level of debate generated on the following questions or items of reflection: • Regarding PPP: What do you think you will achieve -in terms of personal growth- from doing this project? • Regarding Useful Life: How is currently solved the problem that you want to address (state of the art)?, and ... ... How will your solution improve the quality of life (social dimension) with respect other existing solutions? • Regarding Useful Life: Is there a real need for the project?			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.

Rubric for Deliverable 3:
Budget and sustainability 1

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Form	Organisation	The document is logically structured. The different sections are well-connected, which makes it easy to read.	The document is fairly well-structured. Sections are differentiated, however some are disconnected.	The document is fairly well-organised. However, some important aspects need to be improved (badly-connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).	The document does not follow a logical structure. There is no rigor in presenting the different sections and arguments. Many aspects need to be improved (badly connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

* For more information, see the "Sustainability report.pdf" document.

TFG sustainability matrix

File: "Module 2.6 – The sustainability report of the TFG V3.doc" at Atenea

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONA**TECH**

FIB FACULTAT D'INFORMÀTICA DE BARCELONA

Deliverable 4 "First oral presentation"	Delivery date 02/08/2018	Study load (hours) - Guided learning: 4.00 h - Independent learning: 2.25 h

Description: On the basis of the material introduced in Module 3.3 on effective communication models, students are expected to prepare a "**three-minute oral presentation on video**", in which they describe the contents they have worked on in the 3 previous deliverables: Context and scope of the project; Project planning; and Budget and sustainability. Students will record this oral presentation on a **"video with a full body shot"** (i.e. the speaker's feet can be seen), which will be submitted as follows:

1) Upload the video to Dropbox or YouTube.

2) Create a document with a link to the video and post it on ATENEA.

Other notes:

- This presentation will not use support elements such as Power Point or similar programs.

- You can use other "cloud systems", if they enable you to create a link for viewing the video.

Specific objectives: 24

Contents associated with this activity: Module 2, Module 3.2

Support material

- Notes and videos available on ATENEA

- Recommended reading on the subject

- Assessment rubric for Deliverable 4

- Deliverables 1, 2 and 3, and the feedback received on them

Submission system: Students must upload two documents to ATENEA:

- Document with a link to the video showing the recording of the oral presentation

- Rubric 4 with the self-evaluation form

System of feedback on the activity: Feedback will be provided through a message on ATENEA.

Rubric for Deliverable 4: First oral presentation

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

FIB FACULTAT D'INFORMÀTICA DE BARCELONA

GEP. Self-evaluation
Deliverable 4: First oral presentation

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Non-verbal skills	Body language	Movements seem fluid and help the audience to assimilate the message.	Movements or gestures enhance articulation.	Very little movement or descriptive gestures.	No movement or descriptive gestures.
	Posture	Stands up straight, looks relaxed and confident.	Displays little or no tension. Makes minor mistakes, but quickly recovers from them.	Displays mild tension. Has trouble recovering from mistakes.	Tension and nervousness is obvious. Has trouble recovering from mistakes.
	Elocution	Student speaks clearly with correct, precise pronunciation, so that all audience members can hear the presentation.	Student's voice is clear. Most audience members can hear the presentation.	Student's voice is low. Audience members have difficulty hearing the presentation.	Student mumbles, and speaks too quietly.
Verbal skills	Synthesis	The student is able to summarise the most important topics discussed in the report. Ideas are logically introduced. Both the start and the end of the presentation are clear.	The student is able to summarise almost all the topics discussed in the report. Ideas are introduced logically. The start and end of the presentation are not clearly indicated.	The student has problems when summarising the project (either too many details or too few are given). Ideas are not introduced logically. The start and end of the presentation are not clearly indicated.	The student is unable to summarise the project (either too many details or too few are given). Ideas are not introduced logically. The start and end of the presentation are not clearly indicated.
	Pronunciation	Pronunciation and enunciation are very clear. The speaker exhibits very few disfluencies, such as "ahhs", "umms" or "you knows".	The pronunciation and enunciation are clear. The speaker exhibits few disfluencies, such as "ahhs", "umms" or "you knows".	The pronunciation and enunciation are unclear. The speaker exhibits many disfluencies, such as "ahhs", "umms" or "you knows".	The pronunciation and enunciation are very unclear.
	Length of the presentation	Within +1 minute of the allotted time.	The presentation is too long (+2 minutes) or too short (-1 minute).	Within +3 minutes of the allotted time.	Within +4 minutes of the allotted time.
Structure	Organisation	The student presents information in a logical, interesting sequence that the audience can follow.	The student presents information in a logical sequence that the audience can follow.	The audience has difficulty following the presentation, because the student jumps around.	The audience cannot understand the presentation, because there is no sequence of information.
	Content	The presentation contains all the required sections: purpose, scope, timeframe and budget estimate.	The presentation contains almost all the required sections.	The presentation lacks some of the required sections.	The presentation lacks important sections that are required.

Deliverable 6	Delivery date	Study load (hours)
"Oral presentation and final document"	09/04/2018	- Guided learning: 8.00 h - Independent learning: 10.25 h

Description: Power Point of the five-minute oral presentation describing the work completed during the four-week course. The Power Point will serve as the starting point for the final presentation and defence of the TFG. **Final written document summarising the project.** This document brings together deliverables 1, 2 and 3, and takes into account the lecturers' feedback. It cannot be **longer than 30 pages.**

Specific objectives: 4, 24, 25, 26, 27

Contents associated with this activity: Modules 1, 2 and 3

Support material
- Notes available on ATENEA
- Recommended reading on the subject
- Assessment rubric for Deliverable 6
- Deliverables 1, 2, 3, and 4, and the feedback received on them

Submission system: three documents that must be **uploaded to ATENEA and the RACÓ at the same time:**
- The Power Point that will be used in the oral presentation.
- The final document, with the following sections and structure:
  - o Introduction and context (the context includes the state-of-the-art)
  - o Project scope
  - o Project planning
  - o Economic management (budget)
  - o Sustainability and social commitment (including the sustainability matrix)
  - o References (Bibliography)
- Rubric 6 with the self-evaluation form

System of feedback on the activity: Direct feedback from the teaching staff after the oral presentation. The result of the assesssment will be available a few days after the presentation or through the **RACÓ in the TFG section or tab.**

- The rubric for **Deliverable 6** "*Oral presentation and final document*" is available on the ATENEA campus.

- **Deliverable 5** ("*Review of bachelor's thesis competences*") varies depending on the specialisation. See Module in ATENEA virtual campus > "Documents for specialisations".

- **Very important**: The format and content of all documents should be as close as possible to that described in the rubrics.

- A "**Doodle**" will be used to schedule the time slots for your oral presentations. You have to select the time frame that bests suits you. We strongly recommend you to check this date with your supervisor so that he/she can also attend it.

- The **GEP English lecturers** are: Xavier Llinàs (coordinator), Marc Eguiguren and Joan Sardà.

- The lecturers will contact you to inform you that you are part of their group.

- For the **final deliverable** to be assessed, you must first have completed Deliverables 1, 2, 3 and 4.

- All deliverable must be uploaded in **PDF format**.

- When a document has been uploaded to the **ATENEA** campus, its initial status will be that of a **draft** that can be edited. Once you have completed the final version, **close the document by clicking on the option "process"**.

- It is very important that deliverables **do not exceed** the stated **number of pages**.