

PROJECT MANAGEMENT

Module 2: Basic aspects of project management

2.7. Information skills

Department of Management
Barcelona School of Informatics (FIB)



Information skills

0. What is a state-of-the-art analysis?
 1. Information searches and knowledge management
 2. Reference and bibliography management
 3. Contextualization of the project
 4. Professional ethics in the context of the project

0. What is a state-of-the-art analysis?

At a specific time,

a state-of-the-art analysis summarizes

what and up to which point

research has developed in a

specific field,

which is the

basis or starting point of

future research or projects in the field.

A state-of-the-art analysis requires

A) An intensive, continuous process of searching for references

- in academic databases: Web of Science, EBSCO, and others
- in universities, research centres and research institutions
- in the reports of companies and consultancies.

B) Classification of the selected references

- Bibliographic references of the documents
 - > Who is who:
 - List of authors: identify the most relevant
 - List of institutions: identify the most relevant
 - > Where to publish:
 - List of journals: identify the most relevant

C) Interpretation, understanding and summary of the information

- Define the main concepts
- Classify the concepts based on suitable models and structures
- Summarise what is known (references) and what is not known
- Starting point for the new research

1. Information searches and knowledge management

See the “**Information_skills**” document



2. Reference and bibliography management

See the “**Reference_managers**” document

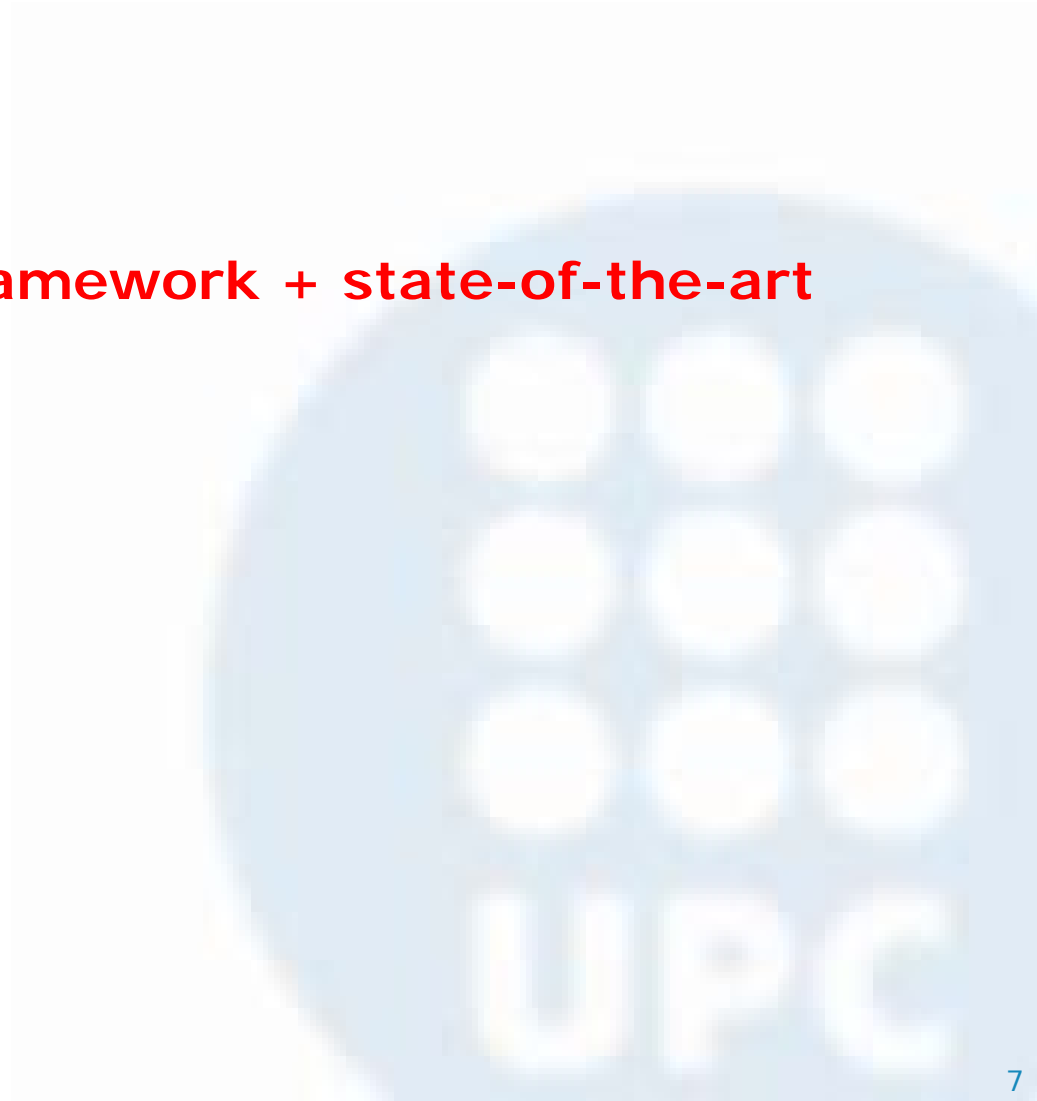


3. Contextualization of the project

Technological

Corporate

Research: conceptual framework + state-of-the-art



4. Professional ethics in the context of the project

Professional ethics

Ethics guides human action in a rational direction; this is something that also affects the professional and working environment.

Ethical values **coordinate** the actions of groups of people and are particularly important for project management.

The role of ethics in engineering has been highlighted by many authors and institutions.



Martin & Schinzinger (1996)
Schlossberger (1993)
European Society for Engineering Education (2000)

4. Professional ethics in the context of the project

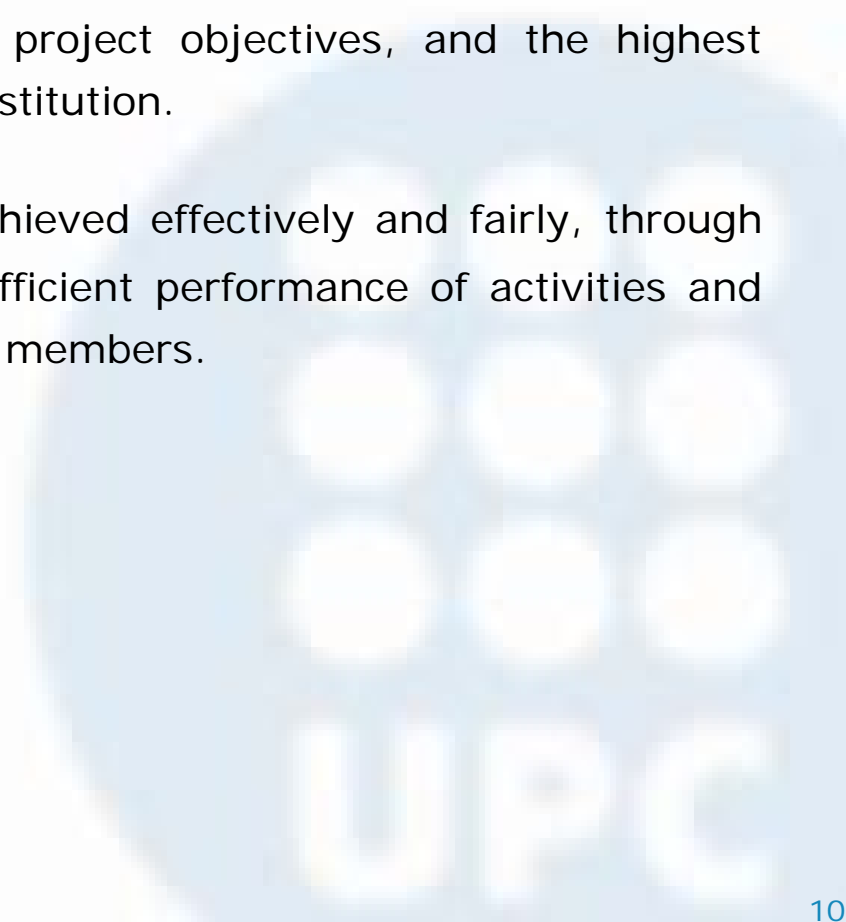
Ethical values in project management

- **Respect for people:** recognition and respect for the absolute value of the person and his/her freedom. This respect is shown in attitudes such as non-discrimination, open communication and tolerance.
- **Impartiality:** common interest must be put before individual or corporate interests, and decisions must not be made on the basis of prejudice or false or incomplete information.
- **Responsibility for consequences:** responsibility must be taken for the consequences of all professional actions and decisions in the mid- to long-term. This is a moral obligation.
- **Excellence in professional work:** willingness and enthusiasm for work should reflect a person's vocation. Every professional should work to continuously improve their knowledge and professional capacities.

4. Professional ethics in the context of the project

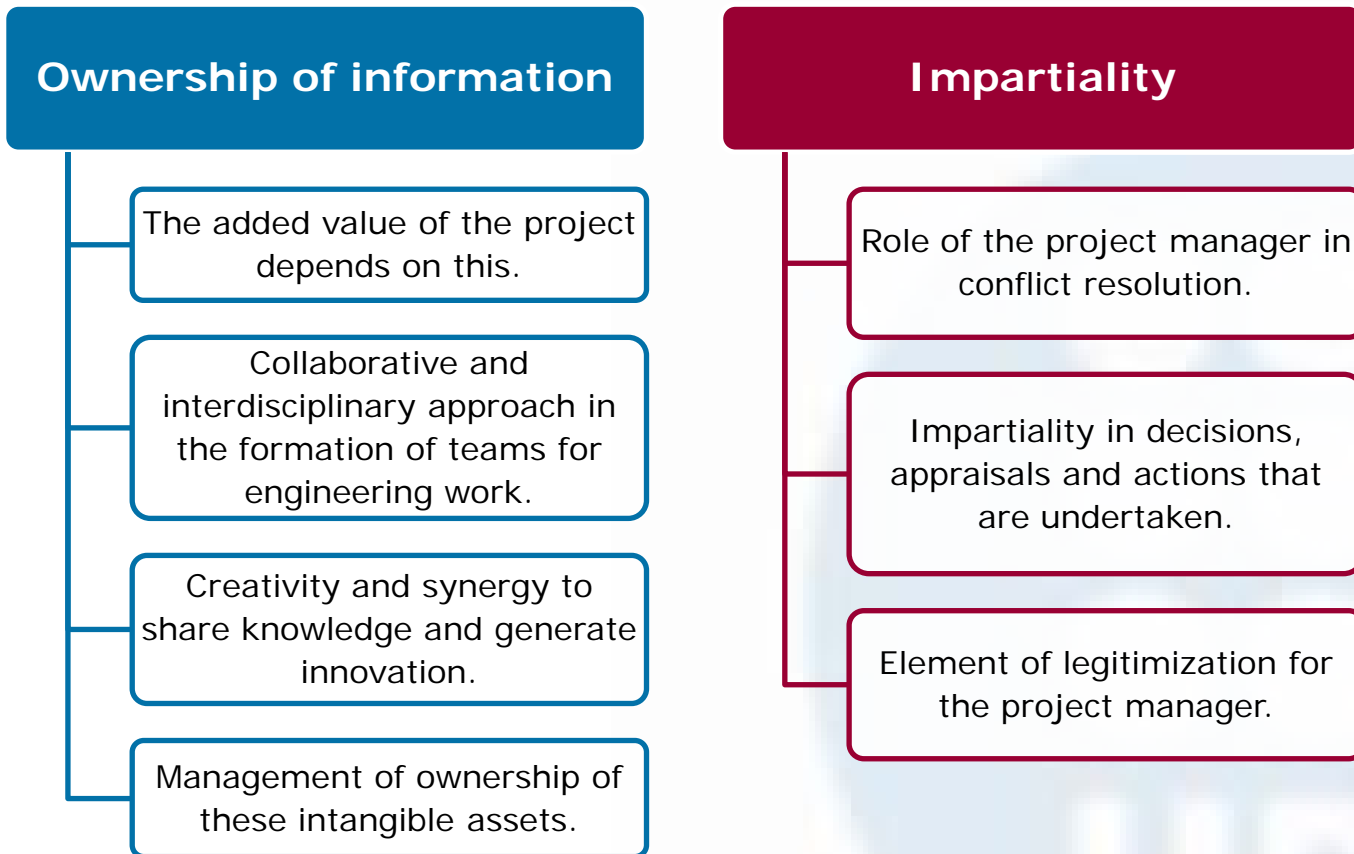
Ethics in project management

- **Consists in** using all the principles, values, actions, measures, procedures and organizational culture to meet the project objectives, and the highest interests of the beneficiaries, users and institution.
- **Ensure** that the desired results are achieved effectively and fairly, through the transparent handling of resources, efficient performance of activities and functions, and suitable behaviour of team members.



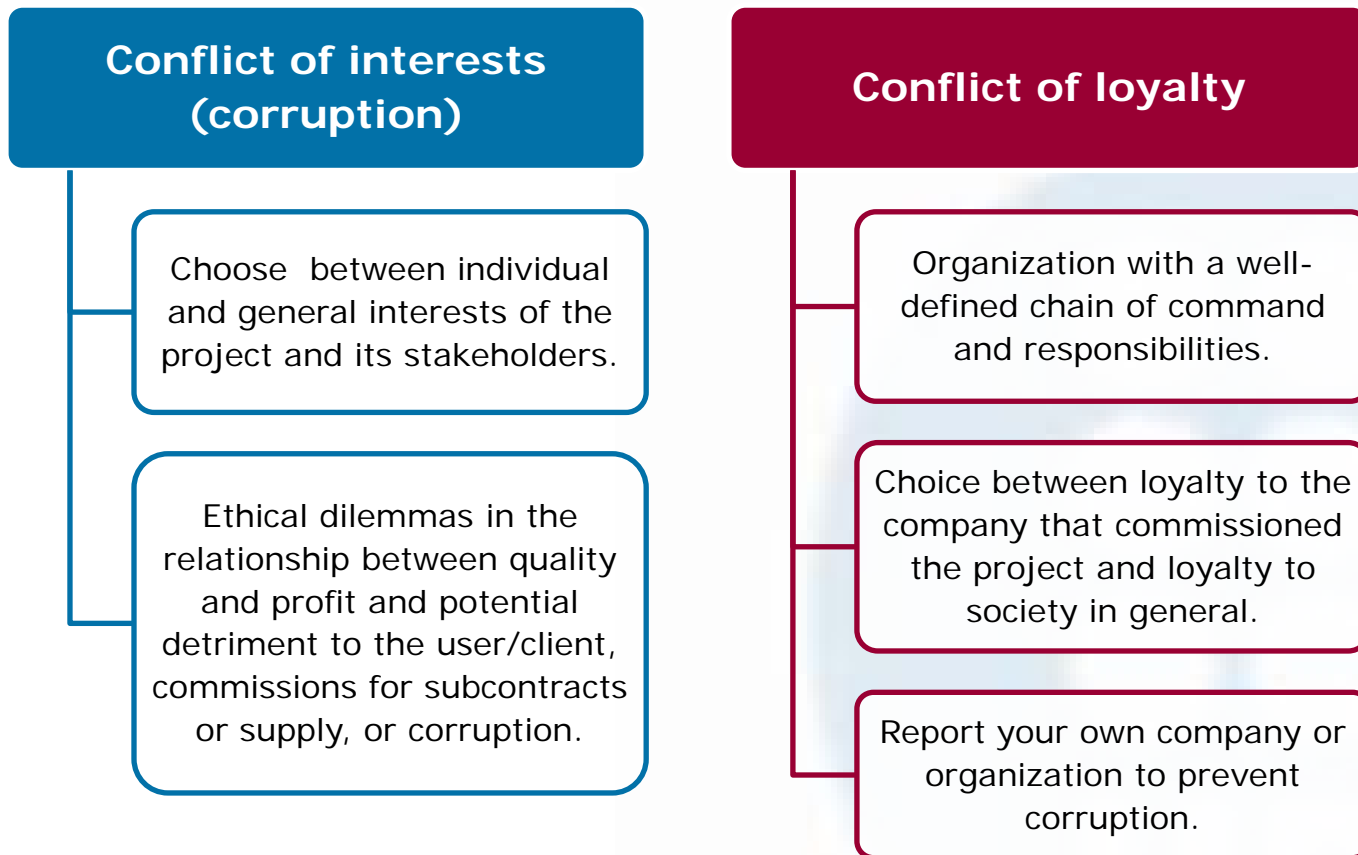
4. Professional ethics in the context of the project

Ethical problems in project management (I)



4. Professional ethics in the context of the project

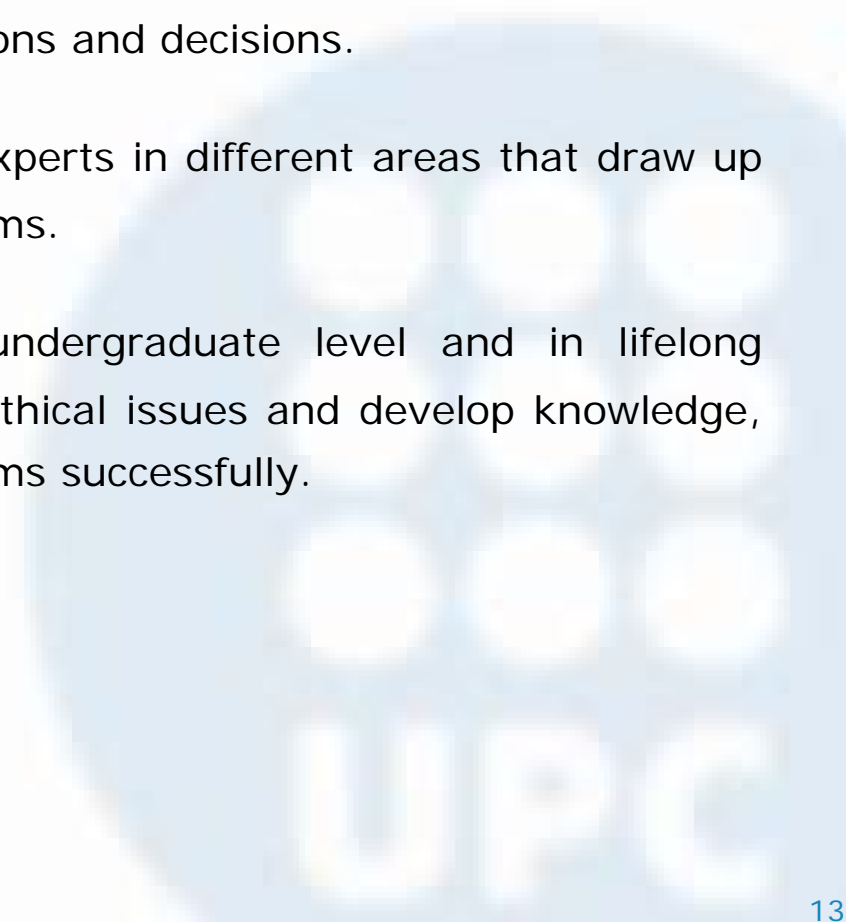
Ethical problems in project management (II)



4. Professional ethics in the context of the project

Mechanisms to ensure professional ethics

- **Ethical codes** and **codes of practice** as an expression of the ethical values that should guide professional actions and decisions.
- **Ethical committees** composed of experts in different areas that draw up criteria and resolve specific ethical problems.
- **Ethical training initiatives** at undergraduate level and in lifelong learning that highlight the relevance of ethical issues and develop knowledge, capacities and skills to face ethical problems successfully.



4. Professional ethics in the context of the project

Barriers against corruption

- Internal management control systems
- Effective, transparent management
- Justice system that can investigate and sanction
- Citizen oversight
- Investigative journalism
- Political control



4. Professional ethics in the context of the project

Potential safety valves

- In hiring mechanisms (project contractors and suppliers)
- In the handling of project funds
- In recruitment and appointments
- In internal practices, formalities and procedures
- In supervision of contracts (handover)
- In the impact on citizens and users of the project:
 - Their time
 - Their environment
 - Their financial activity
 - The official formalities that must be completed



4. Professional ethics in the context of the project

What is an ethical code?

- A set of **principles** or moral values.
- The principles that **govern the behaviour** of an individual or a group, that is, professional ethics.
- A **system** or **philosophy** of behaviour and principles practiced by a person or group.
- The **discipline** that addresses what is good and bad, as well as moral duty and obligation.

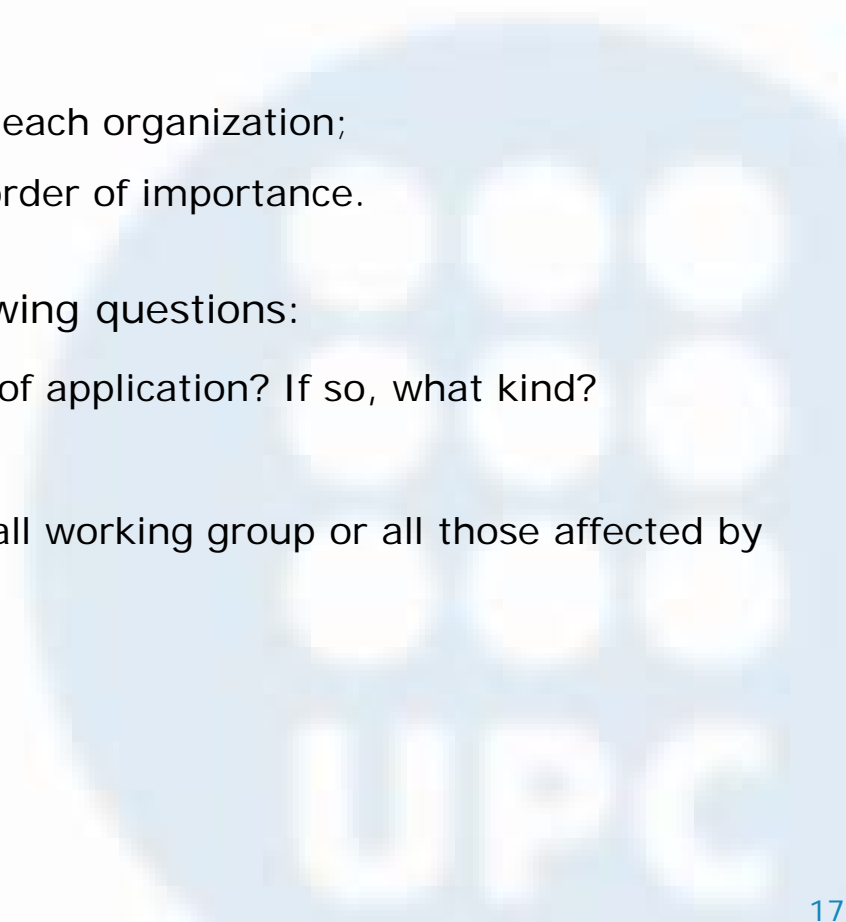
Increases the sense
of community
among members

**Helps to ensure that
relationships are mutually
pleasant**

4. Professional ethics in the context of the project

Writing an ethical code

- Ethical codes **should**
 - regulate behaviour and inspire;
 - be adapted to the needs and values of each organization;
 - include principles and values listed in order of importance.
- An ethical code should **answer** the following questions:
 - Does the document include some kind of application? If so, what kind?
 - How will the new code be applied?
 - Who will participate in the code? A small working group or all those affected by it?
 - Is it really useful?



4. Professional ethics in the context of the project

Programming: legal framework and intellectual property issues

- **Basic guides** for open source programming published by CENATIC, with a creative commons license that can be translated and modified:
 - <http://www.cenatic.es/component/phocadownload/section/1-?lang=es>,
 - <http://www.cenatic.es/que-es-el-software-de-fuentes-abiertas>
- **Courses** of open source programming:
 - <http://portals.cpl.upc.edu/fctti/formaciopl/formacio-pl/b1-especialista-en-legislacio-i-pl.html> (Information Systems Office, UPC)
 - <http://www.uoc.edu/masters/oficiales/img/904.pdf> (UOC course)

4. Professional ethics in the context of the project

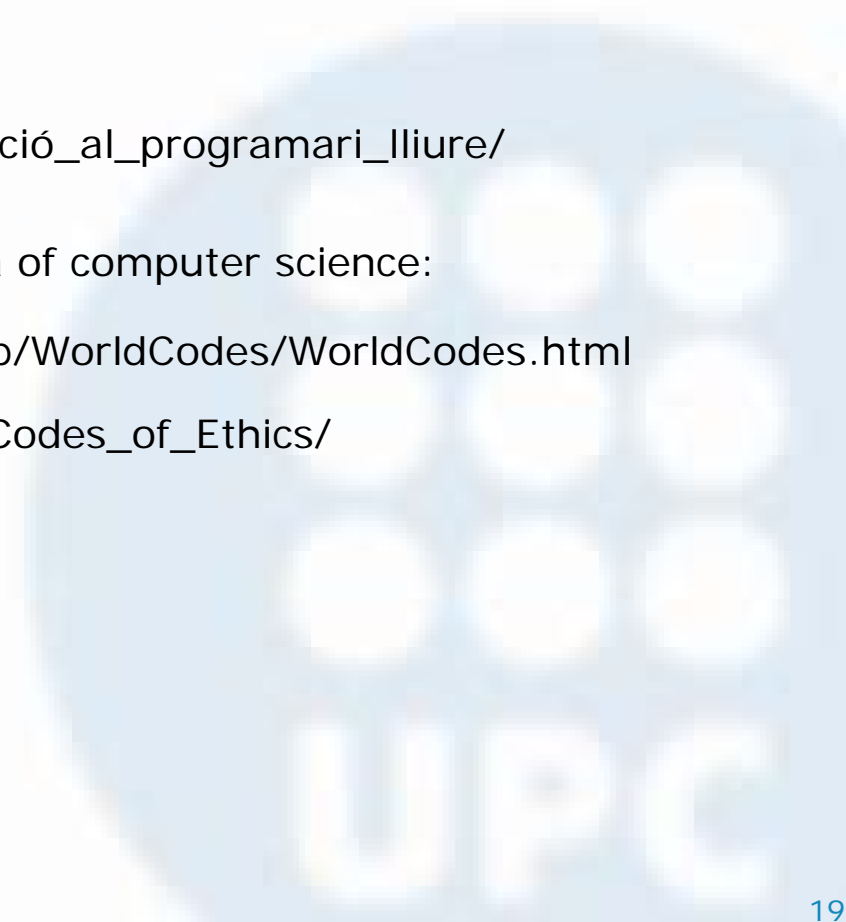
Programming: legal framework and intellectual property issues

- **Websites** of interest:

- i-Legal: <http://illegal.cpl.upc.edu/>
- wiki: [ca.wikibooks.org/wiki/Introducció_al_programari_lliure/](http://ca.wikibooks.org/wiki/Introducci%C3%B3_al_programari_lliure/)

- Examples of **ethical codes** in the area of computer science:

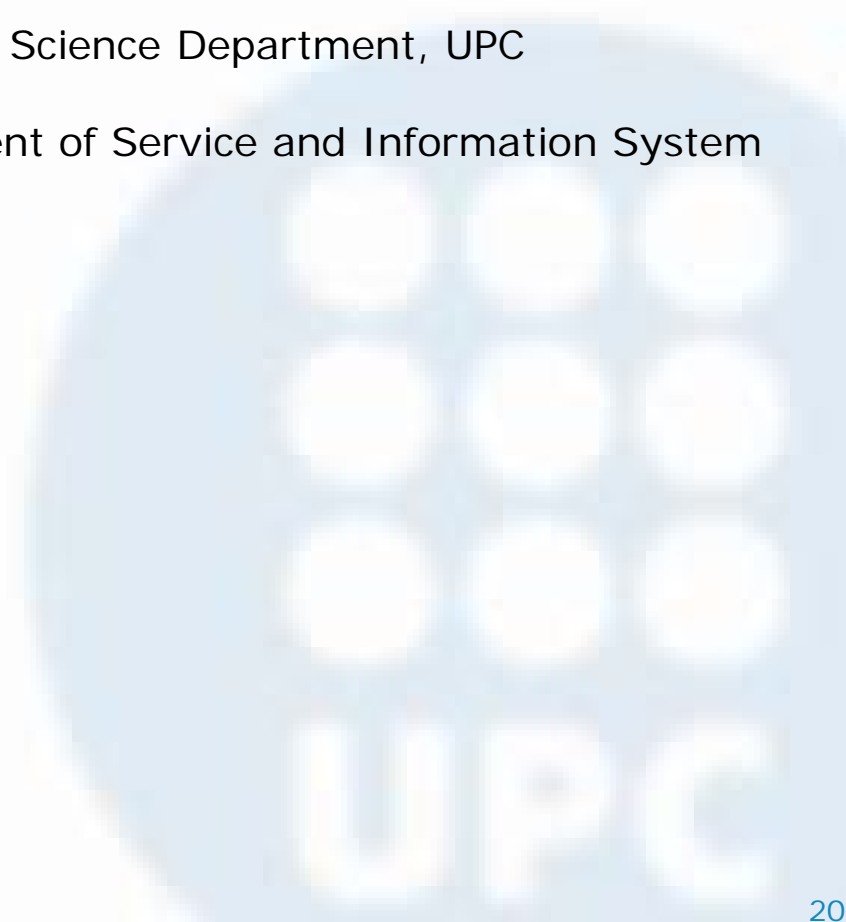
- <http://courses.cs.vt.edu/~cs3604/lib/WorldCodes/WorldCodes.html>
- http://dmoz.org/Computers/Ethics/Codes_of_Ethics/



Material

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- CEPAL, Serie Manuales



References

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- Goleman, D.; Boyatzis, R. & Mc Kee, A. (2002). *El líder resonante crea más. El poder de la inteligencia emocional*. Ed. Plaza y Janés.
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