

Asset and quality management, procurement and contracts

Master's degree in: Project Management

Subject: Project work planning

Credits: 6 ECTS

Program: Master in Project Management

Modality: On-campus Full-Time

Semester: First

Type: Mandatory

Language of instruction: English

Academic year: 2025/2026

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1. Presentation

Asset and quality management is essential in any organization as it ensures that physical and financial resources are used efficiently and effectively. Proper asset management ensures that the company has the necessary resources to operate optimally, while quality management aims to ensure that products and services meet customer standards and expectations.

Procurement and contracts are key components of asset and quality management, as they guarantee the timely supply of resources necessary for company operations. Effective contract and procurement management enables the organization to obtain materials, equipment, and services from reliable suppliers at competitive prices, ensuring operational continuity.

Both asset and quality management, along with procurement and contracts, seek to optimize resource use and minimize associated costs. This involves implementing efficient processes for acquiring, maintaining, and disposing of assets, as well as negotiating and managing contracts that secure favorable conditions for the organization.

Integrating asset and quality management with procurement and contracts enables the organization to drive continuous improvement and competitiveness. This is achieved by acquiring high-quality assets and resources, optimizing the supply chain, and negotiating contracts that meet the company's long-term needs.

Asset and quality management, procurement, and contracts also aim to mitigate risks and ensure regulatory compliance. This involves evaluating and managing risks associated with the acquisition and maintenance of assets, as well as negotiating contracts that comply with legal, ethical, and quality standards.

2. Program's learning outcomes

The subject-related learning outcomes are distributed as follows:

2.1. Knowledge

- | | |
|-------|--|
| RAT 1 | The graduate will be able to describe the projects needed to implement an strategic plan in a company, by means of real cases study. |
| RAT 2 | The graduate will be able to identify the implementation of a quality system in a business project through simulation-based learning. |
| RAT 3 | The graduate will be able to describe the relevance of quality control in a business project's processes and results, through learning based on challenges and case simulations. |

- RAT 5 The graduate will be able to identify correctly the hiring strategies suitable to the needs of each type of project and business environment, through cooperative learning and/or research.
- RAT 6 The graduate will know how to organize the team appropriately for the correct accomplishment of the different phases of each type of project and business environment.

2.2. Skills

- RAT 7 The graduate will be able to provide clear and precise explanations of any knowledge/information, both orally and in writing, in Catalan, Spanish and a third language, particularly English.
- RAT 8 The graduate will be able to apply digital technologies (at the right time) in his/her field of expertise.
- RAT 10 The graduate will be able to design a proper sales process for each type of project.
- RAT 11 The graduate will be able to assess the economic feasibility and budgetary control of a project by means of simulated situations.
- RAT 12 The graduate will be able to organize a work team in an adequate way in order to ensure the success of the project and the satisfaction of the people involved.
- RAT 13 The graduate will be able to modify the communication strategy taking into account the different communication policies that a project may require at any particular moment.
- RAT 15 The graduate will be able to apply in an effective way the quality and technological innovation management principles and techniques in projects.

2.3. Competences

- RAT 18 The graduate will be able to provide innovative, creative and entrepreneurial solutions in professional situations.
- RAT 19 The graduate will be able to evaluate the sustainability and social impact of the proposals presented, with ethical, environmental and professional responsibility.
- RAT 20 The graduate will be able to apply the gender perspective in the professional tasks.
- RAT 23 The graduate will be able to make a correct plan for the comprehensive management of the economic, material and personal resources invested in the implementation and development of a project in order to optimize them.

3. Subject's learning outcomes

The subject-based learning outcomes for this course are as follows:

- RAM 1 The graduate will be able to clearly organize the strategic management of companies and its relationship with project management through the analysis of real cases.
- RAM 2 The graduate will be able to effectively use tools that enable investment valuation and selection methods through simulations based on real cases.
- RAM 3 The graduate will be able to effectively adapt project financing mechanisms through comparative analysis of different companies and sectors.
- RAM 4 The graduate will be able to evaluate projects based on complex financing structures.
- RAM 5 The graduate will be able to accurately identify risks related to project investment and implement strategies for their minimization by preparing a report on a real company case.
- RAM 6 The graduate will be able to accurately apply the practical aspects of project planning.
- RAM 7 The graduate will be able to appropriately analyze the practical aspects of managing program and project portfolio planning.
- RAM 8 The graduate will be able to appropriately apply the most suitable tools and techniques for the collection, analysis, and documentation of project requirements.

4. Contents

- **Topic 1:** Project Manager vs. Contract Manager
 - The role of the Project Manager
 - The role of the Contract Manager
- **Topic 2:** Role of the Project Manager in Procurement Management
 - Planning and executing procurements
 - Supplier selection
 - Contract negotiation
 - Cost control

- **Topic 3: Overview, Management Processes, and Workflow Diagram**
 - General overview of procurement planning
 - Management processes in procurement planning
 - Workflow diagram for procurement planning
 - Templates and formats for procurement planning

- **Topic 4: Types of Contracts**
 - Advantages and disadvantages
 - Suitability of contract for financial risk

- **Topic 5: Make or Buy**
 - Strategic decisions
 - Cost-benefit analysis
 - Internal capabilities
 - Strategic factors
 - Partial outsourcing

- **Topic 6: Contract Statement of Work**
 - Detailed description
 - Scope of work
 - Schedule and deadlines
 - Responsibilities and obligations
 - Payment terms
 - Terms and conditions

- **Topic 7: Acquisition Process Documents**
 - Request for proposals
 - Request for quotations
 - Procurement contract
 - Purchase order
 - Proposal and/or quotation evaluation
 - Supplier evaluation report
 - Acceptance and receipt certificate

- **Topic 8: The Contract**
 - Definition of contract
 - Basic elements of a contract
 - Terms and conditions
 - Contract management

- **Topic 9: Procurement Relationships**

- Objectives
- Topics
- Protocol
- Negotiation tactics
- Change Control System

- **Topic 10: Knowledge Management**
 - Identification and capture of knowledge
 - Storage and organization
 - Dissemination and sharing
 - Application of knowledge
 - Continuous evaluation and improvement

- **Topic 11: Quality Management - Principles and Concepts**
 - Origins of quality management
 - The eight principles
 - Key concepts

- **Topic 12: Quality Management Applied to Projects**
 - Planning, execution, and M&C (monitoring and control) of deliverable requirements/specifications compliance
 - Planning, execution, and M&C of project management service quality
 - Planning, execution, and M&C of project improvement and the management methodology of our organization (Lean Project Management)

- **Topic 13: Models, Methods, and Artifacts in Project Application**
 - Quality models applicable to project management: quality standards and excellence models
 - Methods: techniques and tools for quality assurance, control, and improvement applied to project management
 - Quality artifacts applied to project management

5. Methodology

The methodology applied to this subject, framed within the educational model of EAE Business School, LifEd, is detailed in the following table:

Block 2 will consist of:

- Participation and oral presentations – 20%.

Block 3 will consist of:

- An exam - 40%.

The final grade for the course will be obtained by weighting the three blocks. The minimum weighted grade required to pass is 5.0.

If the student fails Block 1 or Block 3 (or both) with a grade lower than 5.0, they may retake that block or blocks. This grade will average with the other blocks, and the maximum final grade the student can receive is 5.0.

If the student is unable to attend the initial evaluation, and can provide a justified reason (see regulations of the University of Lleida), they may take the exam on the date set for recovery.

Students who do not attend evaluative activities with a weight exceeding 50% will receive a general course grade of “Not presented.”

Alternative Evaluation

The single evaluation consists of a single exam that accounts for 100% of the course. The exam, and therefore the course, is passed with a grade of 5 out of 10 in this final test. If a grade lower than 5.0 is obtained, the student has the right to a recovery exam.

To opt for the single evaluation, it is necessary to send a written request to the coordination during the first 15 business days of the course. The procedure to follow to opt for this single evaluation is established in the specific rules of EAE.

Plagiarism is a fraudulent activity that can lead to severe penalties, both academic and legal. Academic honesty is one of the pillars of the educational commitment of the School, and the members of its teaching community are especially aware and prepared to detect such actions. Given the difficulty often involved in conceptualizing plagiarism, it has been deemed appropriate to clearly define its content and scope in these regulations and policies.

Plagiarism is understood as the appropriation of works or other people's work by passing them off as one's own; that is, without explicitly crediting their origin. Plagiarism can consist of the unauthorized total or partial copying of someone else's work, or presenting the copy as an original work, impersonating the true author. Some examples of plagiarism are:

- Submitting someone else's work as if it were your own, regardless of whether the copy is total or partial.
- Paraphrasing a text by rephrasing it with other words, but making small changes in the language to disguise it and without citing sources.
- Buying or obtaining a work and presenting it as one's own.
- Relying on an idea or phrase from another person to write a new paper without citing the author of the work.

As established in Article 10 of the Academic Code of Conduct for Students at EAE Barcelona, without prejudice to the academic sanctions resulting from its application, the Academic Commission will

promote the legal actions that correspond in case plagiarism could violate applicable regulations regarding intellectual property.

7. Bibliography

- Deming, W.E. (2013). "Out of the Crisis: Quality, Productivity, and Competitiveness.". MIT Press
- Deming, W. E. (2013). "The Essential Deming: Leadership Principles from the Father of Quality." McGraw-Hill.
- Juran, J. (1999) "Juran's Quality Control Handbook," 5th Edition". McGraw Hill.
- Project Management Institute (2021). "A Guide to the Project Management Body of Knowledge (PMBOK® Guide)," 7th Edition. Project Management Institute (PMI).