



MODELO PROYECTO PRODUCTIVO CETPRO

I. DATOS INFORMATIVOS:

- 1.1 **DRE** : Tacna
2.1 **NOMBRE DEL PROYECTO** : Elaboración de Documentos de Gestión
3.1 **CICLO** : Básico
4.1 **MÓDULO** : Ofimática
5.1 **DURACIÓN** : 21 - 03 - 2022 al 19 - 05 - 2022
6.1 **EST. RESPONSABLE** : Tomás Quispe Arredondo.
7.1 **DOCENTE** : María Violeta Salcedo Ignacio

II. DESCRIPCIÓN DEL PROYECTO

Este proyecto se ejecuta como parte de la aplicación de la elaboración de documentación aprendido en el Módulo de Ofimática y consiste en la redacción y presentación de diversas documentaciones que se elaboran como: solicitud, oficios, memorándums, informes, directivas, resoluciones, carta poder, memorial entre otros. En las diferentes instituciones, estos documentos son de vital importancia por lo que su correcta elaboración es importante para agilizar el proceso de atención de dichos documentos.

III. JUSTIFICACIÓN

Debido a los tiempos que estamos pasando por la pandemia la gran mayoría de instituciones realizan trabajo remoto. La crisis del COVID-19 ha estimulado en crecimiento de trabajo online siendo de importancia el uso de las herramientas de ofimática que permitirá gestionar mejor los recursos de información archivista

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**Venezuela. Ministerio de Obras
Públicas. Dirección de Edificios**



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Manual Oficial Cinelerra CV Cinelerra CV Team, *Manual para la Dirección de Proyectos* Antonio Nieto-Rodríguez, 2023-04-01 En *Manual para la Dirección de Proyectos* analizamos como cada día va en aumento la cantidad de nuevos proyectos por lo que las habilidades de gestión de ellos se han vuelto esenciales para todos los líderes y directivos. No obstante el fracaso de estas iniciativas sigue siendo extremadamente alto. Por qué? Los líderes supervisan demasiados proyectos y tienen muy poca visibilidad sobre ellos. Los directivos trasladan su conocimiento técnico a la alta dirección. El resultado? La mayoría de proyectos valiosos carecen de tiempo y recursos y además no generan beneficios mientras que demasiada inversión se destina a proyectos equivocados. Para competir en la gestión de proyectos se debe cerrar esta brecha. *Manual para la dirección de proyectos* muestra cómo hacerlo a partir de una taxonomía definitiva de los tipos de proyectos desde el lanzamiento de productos hasta las transformaciones digitales. Una hoja de ruta para convertirse en un líder de proyecto y un eficaz director ejecutivo. Un marco de trabajo nuevo sencillo y universal: el Lienzo de Proyectos que desglosa cualquier proyecto en bloques esenciales de fácil comprensión. Conceptos originales y estudios de casos exclusivos de organizaciones del sector público y privado de todo el mundo. Cuando utilizar métodos tradicionales o híbridos en sus proyectos. Los doce principios de los proyectos exitosos incluyendo el propósito, la agilidad y el enfoque en los resultados. Cómo los proyectos actuales ayudan a abordar algunas de las tendencias globales más apremiantes como la automatización, la sostenibilidad, la diversidad y la gestión de crisis. Estudios de casos de diferentes sectores a nivel mundial. **Fapro**

Programa de Formulación y Análisis de Proyectos Agropecuarios (versión 2.0) Manual del Usuario, **Manual para la dirección integrada de proyectos y obras** Faustino Merchán Gabaldón, 2015-03-13 Cumpliendo un mandato comunitario de la Unión Europea es actualmente indispensable este documento denominado certificado energético firmado por el técnico competente especialmente ingenieros para la venta y alquiler de edificios locales y viviendas. Cuyo objetivo es informar y garantizar las condiciones de aislamiento y requerimientos energéticos de estas construcciones así como las recomendaciones de uso y obras o soluciones adecuadas para un mejor aprovechamiento energético o corregir los defectos constructivos susceptibles de solución económica que conduzcan a una óptima eficiencia energética según las designaciones desde la A a la G. **Manual de evaluación técnico-económica de proyectos mineros de inversión** Instituto Tecnológico Geominero de España, 1997-09 **Manual de proyectos de inversión** Sebastián López Agudelo, 1985

Manual de normas y criterios para proyectos de instalaciones eléctricas Venezuela. Ministerio de Obras Públicas. Dirección de Edificios, 1968 *Manual de proyectos de desarrollo económico*, 1982 **Manual de registro del estado civil de las personas** L. A. Peyret, 1889 *Manual de seguimiento ambiental de proyectos*, 2002 **Manual de Producción Radiofónica** Lynne S. Gross, 1997 **Manual para uso de los fundadores y administradores de las cooperativas en México ...** Confederación Nacional de las Cooperativas Mexicanas, 1926 **Manual de proyectos**

especiales Pan American Institute of Geography and History, 1976 Manual para la formulación y evaluación de proyectos agroindustriales Balbino Sebastián Cañas Martínez, 1988 *Modelos y técnicas de sistemas aplicados a la administración de proyectos* Instituto Centroamericano de Administración Pública, 1979 *Manual de policía urbana* Fermín Abella y Blave, 1887 **Manual del educador**, 1980 **Manual de legislación de primera enseñanza para uso de los ayuntamientos, juntas locales y maestros** Consultor de los Ayuntamientos y de los Juzgados, 1874 *Manual práctico del registro del estado civil* Luis Cincinato Bollo, 1894 Manual de derecho administrativo, civil penal de España y ultramar para uso del clero parroquial Antonio Elías de Molins, 1889

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