

CLASS: Introduction to Engineering Project Management

GRAD ASSISTANT:

TIME & DATE: Wednesday 3:00-4:50 p.m.

TEXTBOOK:

Successful Project Management (with Microsoft® Project 2013), 6th + *Management CourseMate* with eBook Printed Access Card 6th Edition
Gido & Clements
ISBN10: 1-285-06837-8
ISBN13: 978-1-285-06837-4

PREREQUISITES

COURSE DESCRIPTION

Project management is more than merely parceling out work assignments to individuals and hoping that they will somehow accomplish a desired result. In fact, projects that could have been successful often fail because of such take-it-for-granted approaches. Individuals need hard information and real skills to work successfully in a project environment and to accomplish project objectives.

The textbook for this course, *Successful Project Management*, was written to equip its users with both—by explaining concepts and techniques and by using numerous examples to show how they can be skillfully applied.

Topics include project management life cycle and process; identifying and selecting projects; developing a project proposal; techniques for planning, scheduling, resource assignment, budgeting, and controlling project performance; project risks; project manager responsibilities and skills; project team development and effectiveness; project communication and documentation; and project management organizational structures. The concepts in the course support the project management knowledge areas of the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

COURSE OBJECTIVES

After successful completion of this course students will be able to:

- Explain the basic foundations of a project management concepts and vocabulary.
- Demonstrate knowledge of selecting, planning, performing, and controlling projects.
- Demonstrate knowledge of project scheduling and budgeting.
- Evaluate project risks and how to monitor and manage the risks.
- Demonstrate knowledge of project management skills, teamwork, and the organizational structures in which project management takes place.
- Exhibit knowledge of applying project management software (MS Project) to a project.

GRADING

Grading for the course is based 50% on individual assignments and 50% on team assignments as indicated below.

- Individual (50%)
 - 10% Part 1 Quiz
 - 10% Part 2 exam
 - 15% Final exam
 - 5% Individual homework assignments
 - 10% Attendance
- Team (50%)
 - 10% Homework
 - 20% Project plan
 - 20% Project Case Studies

PROJECT REQUIREMENTS

Project deliverables are to be submitted as a team. Submissions of the project deliverables will be evaluated by the team and by the other teams. An evaluation of the process followed by the team is to be submitted to the discussion board. The teams are to comment on other team's process.

Deliverable 1: The project team prepares an RFP for a project that will be responded to by another project team. Submit a paragraph explanation of the team's process to develop the RFP. Comment on the other teams' RFP process statements in the discussion board.

Deliverable 2: The project team prepares a proposal for a project described in the RFP developed by another project team. Submit a paragraph explanation of the team's process followed to develop the proposal. Comment on the other teams' proposal process statements in the discussion board.

Deliverable 3: The project team produces the project plan including a work breakdown structure, a responsibility assignment matrix, a detailed list of tasks (20-40 tasks), a network diagram, the project schedule with durations, a Gantt chart, the critical path, a resource utilization report, a report of the total project cumulative budgeted cost, and a risk assessment matrix. Project teams are encouraged to use Microsoft® Project for their plan. The project team will submit weekly project progress reports. With each of the project submissions as shown in the Class Schedule, submit a paragraph explanation of the team's process to develop the project submission to the discussion board. Comment on the other teams' process statements in the discussion board.

Deliverable 4: The project team prepares and presents a final report including ways to reduce the overall project duration, an executive summary of the project, a list of lessons learned, and a PowerPoint presentation that is presented to the class. This may be completed by using video of each member of the team presenting part of the final report. The presentation time is to be 10 - 15 minutes and include all team members.

CLASS SCHEDULE

Lesson	Topics	Assignments
1	Project management life cycle and process	Chapter 1, Initiating a Project

Lesson	Topics	Assignments
2	Identifying and selecting projects	Chapter 2, Identifying and Selecting Projects Create a project RFP for the team project.
3	Developing a project proposal	Chapter 3, Developing Project Proposals Create a project proposal for the team project.
	Part 1 Quiz last 10 min of class 1-3	Select teams Homework due: Chapter 2 – Question 1-13
4	Techniques for planning a project	Chapter 4, Defining Scope, Quality, Responsibility, and Activity Sequence Create a work breakdown structure, a responsibility assignment matrix, a detailed list of tasks (20-40 tasks), and a network diagram for team project. Appendix Microsoft Project3 Homework due: Chapter 3 – Case Study 1 Q 1-4 Case Study 2 Q 1-4
5	Techniques for scheduling a project	Chapter 5, Developing the Schedule Produce a schedule showing the duration, earliest start and finish times, latest start and finish times, and total slack for each task; a Gantt chart, and the critical path for the team project. Homework due: Chapter 4 Case Study 1 Q 1-5 Case Study 2 Q 1-5
6	Techniques for resource assignment a project	Chapter 6, Resource Utilization Assign resources and work times, manage over allocations, and produce a resource utilization report for the team project.
7	Techniques for budgeting a project	Chapter 7, Determining Costs, Budget, and Earned Value Enter project costs and produce a graph for the total project cumulative budgeted costs for the team project.
8	Techniques for assessing and managing project risks for a project	Chapter 8, Managing Risk Develop a risk assessment matrix for the team project.
9	Techniques for controlling project performance	Chapter 9, Closing the Project Identify lessons learned for the project.

Lesson	Topics	Assignments
10	Project manager responsibilities and skills	Chapter 10, The Project Manager Determine the roles and responsibilities of the project manager in the team project. Exam
11	Project team development and effectiveness	Chapter 11, The Project Team Evaluate the effectiveness of the team and the team meetings for the team project.
12	Project communication and documentation	Chapter 12, Project Communication and Documentation Evaluate the project communications for the team project.
13	Project management organizational structures	Chapter 13, Project Management Organizational Structures
14	Final Review and Exam	Project Presentation Final exam

COURSE POLICIES

Accommodating Disabilities

We welcome students with disabilities into the educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the instructor.

In order to receive consideration for course accommodations, you must contact Disability Services, and provide documentation (see the documentation guidelines). Disability Services will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact Disability Services and request academic adjustment letters at the beginning of each semester.

Attendance

Attendance is critical to the success of the individual student. Each student will be allowed 2 excused absence before deductions are made from your grade. On the 3rd absence one grade deduction will be taken.

Participation in the class discussions will be evaluated for quality and quantity. Quizzes and exams will be a contributing factor to final grades.

Participation in the class presentation for the project team is mandatory.

The only allowed excused absences are for:

- Participation in a documented official university function that does not permit the participant to attend a class meeting (e.g., participation on athletic team, field trip, etc.)
- Severe illness (this does not include scheduled medical appointment or driving others to the doctor), a hospital stay, or a doctor's excuse stating that it is impossible for participant to attend class meeting
- Death in immediate family (parent, grandparent, sibling, or child)
- Required appearance in court
- Personal situations that are approved by the instructor in advance of the time the participant will be absent

The instructor must be informed in advance of all such above absences and will make the final decision if the absence is excused.

Cheating, Plagiarism, and Dishonesty

A participant found cheating, plagiarizing, or acting dishonestly will receive a zero grade for each assignment associated with the incident, and may receive an "F" grade for the course and be dismissed from the course.

Cheating is giving or receiving help from unauthorized persons or materials for assignments.

Plagiarizing involves taking ideas, writings, or other materials from another and passing them off as one's own. It includes the use of any source to complete course assignments without proper acknowledgement of the source.

Some examples of academic misconduct are:

- Copying portions of others' assignments
- Collaborating with others on assignments other than the course team project
- Using others' words or ideas without proper citations
- Having someone else complete a portion of your assignment
- Having a reviewer make revisions to an assignment