



**IET 320 [ITCM 306] – Industrial Project Management
SYLLABUS – SPRING 2008**
Department of Industrial and Engineering Technology
College of Science and Technology
Morehead State University



Catalog Description: (3-0-3); I, II. Prerequisites: IET 110, 120, and ENG 200; or consent of instructor. A study of project management methods for the design and analysis of industrial-level projects. Content includes planning, scheduling, and control of project resources from an industrial perspective. Concepts and activities are integrated according to the Project Management Institute’s Body of Knowledge.

Instructor: Dr. Charles Patrick, Professor, P.E., C.S.I.T.
Office location: 209 LC, Office hours: 9:10-11:30 a.m. MWF1
Phone: 783-2884 (office), 784-4452 (home), 776-2274 (cell, as last resort)

Online Information:

E-mail: c.patrick@moreheadstate.edu Web: <http://www.cpatrick.info/>

- **IMPORTANT:** You **MUST ELECTRONICALLY ENROLL** for the class online at <http://moreheadstate.blackboard.com/>.
- Enrolling on Blackboard for IET 320 is **NOT** optional and **MUST** be completed immediately.
- Login to Blackboard at <http://moreheadstate.blackboard.com/>, find IET 320, and click **Enroll**.
- Once enrolled, access the course online and click **Student Tools**, then **Personal Information**, then **Edit Personal Information** to update your email address and other information.

Tentative Course Outline:

<u>Week</u>	<u>Topic</u>	<u>Textbook Chapter</u>
1	Course Requirements, Introduction to project management	1
2	Managing Projects	2
3	Project Management Organization	----
4	The Network Plan	3
5	Scheduling Logic and Computations	4
6	CPM Analysis, Exam #1	----
7	Scheduling Computer Applications	----
8	Precedence Networking	5
9	Precedence Networking	----
10	Spring Break (No Classes – Mar. 17-21)	----
11	Resource Allocation and Constraints	6
12	Cost Management, Exam #2	----
13	Group Project Work	----
14	Group Project Work	----
15	Group Project Work	----
16	Group Project Presentations	----
17	Final Exam [Tuesday, May 6; 10:15 a.m. - 12:15 p.m.]	----

Textbook, Software, and References:

Text: Patrick, C. (2004). Construction Project Planning and Scheduling. Upper Saddle River, NJ: Prentice Hall, Inc.

Software: Primavera *SureTrak Project Manager*, version 3.0. Instructor will take orders during second week of class. Cost - \$50. *SureTrak* software is available in 215 and 305 LC computer laboratory.



References:

- Kernzer, H. (2003). Project Management: A Systems Approach to Planning, Scheduling, and Controlling. Hoboken, NJ: John Wiley and Sons, Inc.
- Marchman, D. (2000). 2nd edition. Scheduling with SureTrak. Albany, NY: Delmar.
- Moder, J.J., C. Phillips, and E. Davis. (1983). Project Management with CPM, PERT, and Precedence Diagramming. NY: Van Nostrand Reinhold.
- Spinner, P. (1997). Project Management: Principles and Practices. NJ: Prentice-Hall.
- Wiest, J. & F. Levy. (1977). A Management Guide to PERT/CPM. 2nd ed., NJ: Prentice-Hall.
- Wysocki, Robert K. (2003). Effective Project Management. 3rd ed. Indianapolis, IN: Wiley Publishing, Inc.

Course Competencies and Assessment Techniques:

Upon successful course completion, the student will have gained the following competencies:

1. Understand and differentiate the role of project management in the industrial environment **(evaluated in assignments #1 and 2, Exam #1, and Final Exam)**.
2. Discuss meaning and purposes of planning and managing an industrial project **(evaluated in assignments #1 and 2, Exam #1, and Final Exam)**.
3. Demonstrate the ability to write accurate, measurable project requirements **(evaluated in Project Activity assignment)**.
4. Demonstrate decision-making techniques for project work breakdown structures **(evaluated in assignment #2 and 3, Exam #1, and Final Exam)**.
5. Understand and appraise the changing industrial requirements and how changes have impacted project management **(evaluated in Exams #1 and #2)**.
6. Identify and generate project components - activities, diagrams, computations **(evaluated in assignments #3, 4, 5, 7, Exams #1 and #2, Final Exam, Project Activity assignment)**.
7. Communicate project details to various levels of management **(evaluated in assignments #6-8, Exams #1 and 2, and Final Exam)**.
8. Discuss the effect of project delays and constraints on project duration **(evaluated in assignment #8, Exam #2, and Final Exam)**.
9. Apply commercial project scheduling software to replace manual calculations **(evaluated in assignments #6 and 8, Exam #2, and Final Exam)**.

<u>Grading:</u>	Exams (2 @ 80 points each)	160 points
	Final Exam	100 points
	Assignments	100 points
	Project activity/presentation	120 points
	Class and Group Participation	<u>20 points</u>
	Total Points	500 points

Assignments: Students are assigned discussion questions and/or analytical problems individually and in student groups both in and out of class on a weekly or bi-weekly basis. This work should be written or typed legibly on white paper or green engineering pads appropriate for technology courses. Assignments that require drawings should be completed by hand with appropriate drafting instruments or by use of appropriate drawing computer software. All assignments must be submitted on the due date at the beginning of class. No late assignments will be accepted. However, a student can submit any assignment at the next class attended after an absence with a documented excuse for the due date of the assignment.

Grading Assignments/Exams: All written assessment will be graded and returned to students within one week of submission by students. The instructor will provide written feedback to students in the form of completed rubrics or handwritten comments on student assessment items (i.e. papers, assignments, exams). Once an assessment item is returned, students are encouraged to ask for a review of any graded work, if it is felt the grade received was not appropriate or accurate. Within one week of receiving the graded assignment, the work in question must be returned by the student with a written or oral statement of explanation. This statement must be justified and supported by lecture notes, textbook, or other material from class. The final decision for the grade on all student assessment items is the responsibility of the class instructor.

Project Activity and Presentation: Student groups will select and develop an industrial project throughout the semester with the expectation that all students within a group will participate equally. Students groups will select an appropriate project and define measurable project objectives and requirements. A project plan and schedule will be generated as well as resources allocated to accomplish project objectives. A control system will be developed by the students to monitor project progress and identify problems early. Student groups will present this project system to the class at the end of the semester, with each student contributing equally to the presentation. Separate project activity and presentation descriptions and rubrics will be provided to students by the instructor.

Group Project Report Portfolio: Each student must maintain a portfolio of their group project. This portfolio must contain all elements of the group project, including team description (members and workload estimates), initiation (description, scope, objectives, and constraints), planning (WBS and activity durations), scheduling (project schedules), project costs (labor, materials, etc.), and descriptions of monitoring, control, and closeout of the project. This portfolio must be maintained within a 3-ring binder (minimum 1.5" spine width), fronted with a table of contents, and be appropriately divided with tabs to easily identify various sections. The portfolio must be updated throughout the semester and will be graded at the end of the semester.

Class and Group Participation: Each student is expected to remain current and actively participate in classroom and group project work. Students are expected to obtain electronic or print copies of class PowerPoint presentations. These presentations will be posted on Blackboard and students will be notified prior to the applicable class session through email and Blackboard announcements. Students must maintain the class schedule by checking email and Blackboard prior to each class meeting. Students are expected to complete the assigned readings and homework assignments as directed and actively participate in classroom discussions and in-class activities. Students must remain keenly aware of group project activities and consistently contribute to the group project work. Each student is expected to equally share in the group project work. Students are required to provide a written assessment of their own and other group members' work performance near the end of the semester.

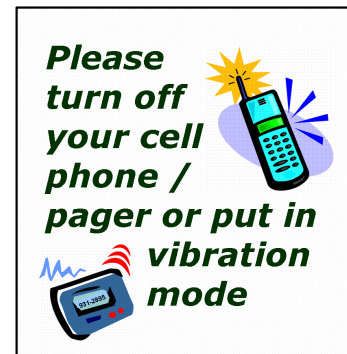
Attendance: Perfect and punctual attendance is expected. A role will be taken at the beginning of each class. Consistent tardiness is unacceptable; three occurrences of a student arriving late for class will equate to one absence. The following attendance bonus/penalty plan will apply to all students:

- NO absences (excused or unexcused) – 10 bonus points added to student’s final course score.
- One absence (excused or unexcused) – 5 bonus points added to student’s final course score.
- Two absences (excused or unexcused) – final course score is unaffected by absences.
- Three absences (excused or unexcused) – 25 points deducted from student’s final score.
- For each subsequent absence greater than three (excused or unexcused), an additional 5 points will be deducted from the student’s final score (i.e. 4 absences = 30 points deducted; 5 absences = 35 points deducted; 6 absences = 40 points deducted; 7 absences = 45 points deducted, etc.).

The instructor retains the option to vary this attendance policy under extenuating circumstances.

In-Class Conduct: According to the [MSU Student Handbook](#), “No student either singly or in concert with others shall abridge the personal rights of another student by willfully disrupting or preventing the peaceful and orderly conduct of classes...” Further, students are expected to respect one another, especially when in class. Disruptive or distracting behavior of any type is not allowed in class. This includes talking (excluding class discussion, of course), reading newspapers, snoring, etc. Students that disrupt the class may be asked to leave. Regarding late arrivals to class, consistent late arrivals are considered a serious disruption to the class. The instructor will maintain a written record of late arriving students. After a student accumulates three (3) late arrivals, the instructor will ask the student to leave the classroom for all other class sessions in which the student arrives late.

Cell Phones and Pagers: The use of cellular phones and pagers is common. However, the operation of a cell phone and pager during a university class is likely to disrupt the class. Therefore, **all cell phones and pagers must either be turned off or set to a silent mode of operation (e.g., vibrating rather than beeping) during class and laboratory.** If you must answer a call, please quietly leave the classroom. Students whose phones disrupt the course will be asked to verbally apologize to the entire class and will be required to leave the class for the remainder of that session. The class instructor may approve an exception for special circumstances, based on a student request prior to class session.



Academic Honesty: Cheating, fabrication, plagiarism or helping others to commit these acts will **not** be tolerated. Academic dishonesty will result in severe disciplinary action including, but not limited to, failure of the student assessment item or course, and/or dismissal from MSU. If you are not sure what constitutes academic dishonesty, read [MSU Student Handbook](#) or ask your instructor.

Policy for Accommodating Students with Disabilities: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. It is the student’s responsibility to inform the instructor of any special needs before the end of the second week of class.

Campus Safety Statement: Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at www.moreheadstate.edu/emergency.