**URP 4979**

**Planning Project**

**Spring 2012**

**Instructor:** Lisa Colmenares, AICP

**Email:** mcolmena@fau.edu

**Office Hours:** Per appointment

**Course Location:** HEC 613

**Course Time:** 6:15—9:05pm F

**Credit Hours:** 3

**Course Description**

URP 4979 is a regularly scheduled course designed to assist students in writing their planning projects. The catalog copy of this course reads “synthetic work resulting in: (a) research paper, (b) planning document, film or three-dimensional model.”

The class will be conducted as a seminar/discussion/workshop/presentation course. The instructor will present major approaches to dealing with specific components of a planning project and project management, in general. Other class time will be spent in a seminar and/or workshop format. Participants should always be prepared to discuss their project in front of their peers and to assist peers when possible.

The syllabus contains a set of deadlines, imposed to help timely completion of the planning project. The semester is short and some of the deadlines are very close together. Unfortunately there simply is no more time. If your group meets the deadlines, the instructor will hand you back her comments after the deadline.

Make sure to run spelling and grammar check before you hand in your drafts, number the pages and have a header or footer that shows at least the date and the title of your project. It is crucial you format and edit your papers in an appropriate business manner since this is a high level course.

The class will operate as a Firm, with the Instructor being the President/CEO of the Company. The teams will operate with a project manager and will have a Client which will be the Planning, Development Services, Public Works, or other appropriate Department within the municipality or organization where the project is located. Project Management tools will be used during this class to manage the progress of the Planning Project and the work of each of the members of the team.

**Course Objectives**

Upon completing this course, students should be able to:

* Be able to frame a research proposal for their planning projects
* Be able to distinguish between a problem/issue and a solution to a problem
* Be able to apply project management tools (PMBOK and others in the business world) to manage the project and the team
* Be able to apply research methods to prepare a literature review to support their research proposals
* Be able to apply the planning tools learned throughout their undergraduate studies to provide appropriate solutions to the area issues and that will be satisfactory to the Clients
* Be able to communicate effectively the different deliverables to different organizations (FAU staff, FDOT, municipal clients) following guidelines prepared in advance by the instructor. There will be guest judges for the different presentations
* Come to class prepared to do class workshops based on the class assigned readings for the week. The instructor assumes you are keeping up with the assignments and class homework.

**Portfolio**

FAU and the School of Urban and Regional Planning have instituted a policy requiring each BURP student to maintain a portfolio of completed projects and coursework. You need to keep the original copy of your writing assignments and put them in your portfolio.

**Planning Projects:**

This spring, each group will be working on specific projects concerning planning analysis and design for your identified municipalities/areas. All groups are expected to work on specific sites with varying degree of issues which will pose as a scholarly as well as pragmatic challenge to students. Below are examples of planning projects:

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| --- |
| 1. This project involves a mixed-use project for the Golden Glades Interchange, plus redesign of the Park and Ride Facility and improvement of the access to the Tri-Rail station. It considers the conceptual plan of the previous Greyhound Site which is currently vacant for an incident management site for Florida Highway Patrol. This is a Miami-Gardens/Miami-Dade County project. |
| 1. The development of an affordable mix-use project at Sheridan Station, which considers Transit Oriented Strategies, preserves the existing historic and environmental features of the site, and provides neighborhood improvements in terms of multimodal strategies. |
| 1. The Development of a Master Plan for Fashion Row in the City of Hallandale Beach, FL. The plan will include an economic development study of what uses should be implemented in the area that will be supported considering the existing market and current city plans. The Plan will also include a conceptual master plan and implementation strategies that will aid the City in having a successful plan with short and long term goals. |
| 1. This project involves the development of an “inland” port and the siting of a proposed Intermodal Logistics Center (ILC) in Palm Beach and St. Lucie Counties. As of December 2010, the Florida Department of Transportation is conducting an Interregional Transportation Infrastructure Needs (ITIN) Study within the study area to identify significant impacts from truck traffic and general traffic on the Strategic Intermodal System by the year 2035. This study will analyze two scenarios: with and without the proposed ILC and three seaport operations alternatives. Within the last year, two land use amendments have been submitted for the ILC. The study also considers the development of US 27 as a rail corridor. The study will consider the results of the State Seaport System Plan dated November 1, 2010 prepared by the Florida Department of Transportation. |

**Course Textbook and Readings:**

There are three required textbooks for the course:

Leedy P. D. and Ormrod J. E. (2009) *Practical Research: Planning and Design*, Prentice Hall, 9th Edition.

Project Management Institute, *Project Management Handbook,* 3rd Edition, Library of Congress Catalog. (Available on the Class Blackboard)

American Psychological Association (2010) *Publication Manual of the American Psychological Association*, 6th Edition.

Textbooks that apply to your particular planning project are required. Students are expected to visit the library and research planning books and materials.

Reading newspapers, applicable web sites, and academic journal articles on current planning implementation efforts is required.

**Grading**

The course includes a combination of lectures by the primary instructor, class discussions, exercises and guest speaker lectures. All written assignments must be submitted as a hard copy in the beginning of the class that they are due. The following grading system will be used to determine the final grade:

Background Paper (Draft) 15 in total

Final Presentation 15

Project Management Tools (PM Book Application) 15

Final Posters 20

Final Paper 20

Class Blackboard/Workshops 15

**Total 100**

If you are a planning major, you need to get a minimum grade of C to pass this course. Final grades will be assigned as follows:

A 96-100 points

1. 90-95 points

B+ 87-89 points

B 84-86 points

1. 80-83 points

C+ 77-79 points

C 74-76 points

C- 70-73 points

D+ 67- 69 points

D 64-66 points

D- 60-63 points

Fail < 60 points

Grades that fall in between letter grade assignments will be rounded according to the following criteria: Grades that end with .50 or above will be rounded up and grades that end with any value below .50 will be rounded down. For example 93.50 will be rounded to 94, which is A. 93.47 will be rounded to 93, which is A-.

**Course Webpage and Communication**

A course website is available at FAU Blackboard (<http://blackboard.fau.edu/>) Course syllabus and necessary materials will be posted there. All course updates will be added on blackboard as an announcement. The instructor will use your FAU address to communicate with you. Check your FAU email regularly. This is very important.

**Work Rules**

All work must be submitted by the due date. Work not submitted on time (written) work will automatically be downgraded one full letter. Blackboard Discussions will only be available for the week they are due and will then be closed. Anything handed in more than a week late will result in an F for that part of the course. Late works will be accepted as normal only if you are experiencing a major emergency (medical, death in the immediate family, etc.). In this case, you have to notify the instructor before the assignment due date. For medical emergencies, you need to provide a document from the doctor.

Academic misconduct of any kind, including plagiarism, cheating, falsification, or fabrication, *will not be tolerated*. First of these offenses will result in the zero grade for the assignment. Second time will result in the failing of the course. In this course, you will consult outside sources while doing your assignments. Be very careful how you cite the sources. *Do not copy from any source or give direct quote without giving credit*. *Submitted papers will be included as source documents in the SafeAssign.com reference database solely for the purpose of detecting plagiarism of such papers.*

As a student, it is your responsibility to be familiar with and follow the academic policies and honor code. Please review the recommended student guidelines on ethics and academic integrity, available at:

<http://www.fau.edu/caupa/pdf/ethics_student_guidelines.pdf>

**Cellular Phones and Laptop Computers**

During the class period, turn off your cellular phones, I-pads and laptops. Email, chat, and surfing on the web are strictly prohibited during the class period.

### Special Needs

It is the university policy to provide necessary accommodations for students who have disabilities that might affect their ability to meet course requirements. Please let me know by third week of class if you qualify for an accommodation related to disability. In order to qualify for a special accommodation, you must consult with the Office of Students with Disabilities (OSD) and follow their procedures. The website for the OSD:

[http://www.osd.fau.edu/](http://www.osd.fau.edu/Scholarships.htm)

**Course Schedule**

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| **Week** | **Date** | **Topic** | **Reading** | **Homework due** |
| **1** | 13-Jan | * Introduction and Course Overview * Discussion of Course Assignments and Evaluation Criteria * How to Frame the Research Problem | Instructor Lecture |  |
| **2** | 20-Jan | * **Project Management.** * **Class Workshop Assignment** | **PM Handbook**  **Project Management for Planners** | **Guest Speaker,**  **Maurizio Caputo, PM** |
| **3** | 27-Jan | * Chapter 1: Introduction * Project Management Tools | Leedy and Ormrod | Research Proposals Due, Problem Statement Due |
| **4** | 3-Feb | Chapter 2: Substantive Approach  Chapter 3 Planning Context   * Tools of Research * The Review of the Related Literature | Leedy and Ormrod.  Appropriate Readings pursuant tailored to your research | Chapter 1: Introduction  A minimum 10-page paper reviewing the subject of your planning project (intellectual heritage, classic books/articles, prevailing, methodologies, and major findings). |
| **5** | 10-Feb | Chapter 4 Problem Statement and Research Methodology   * The Problem: The Heart of the Research Process * Qualitative Research * Historical Research * Descriptive Research | **Guest Speaker: Lester Leavitt: The Tacolcy Center, Liberty City** | Chapter 2 Substantive Approach  A minimum of 10-page paper describing and explaining the essence of existing studies, reports, legislation, articles, papers, books etc. |
| **6** | 17-Feb | Chapter 5 Analysis and Findings   * Experimental and Causal-Comparative Designs * Statistical Techniques for Analyzing Quantitative Data |  | **Group Presentation on Methods** |
| **7** | 24-Feb | Chapter 5 – Planning Your Research Design  Chapter 6 – Writing you Research Proposal   * Technical Details: Style, Format, and Organization of the Research Report |  | Major revisions to Research Proposal, Chapters 1 and 2, and Outline for Chapters 3 and 4  **Class Workshop** |
| **8** | 3-Mar | Chapter 6 The Plan   * Writing you Research Proposal * Technical Details: Style, Format, and Organization of the Research Report | Leedy and Ormrod | Chapter 3 Planning Context  A minimum of 10-page paper reviewing the planning context of the place assigned to plan for (status of plans, special studies, identification of needs, etc.), complete with figures, charts, tables and maps)  Chapter 4: Problem Statement and Research Methodology  Analysis Methodology.  Detailed work program.  Presentation Methods.  **Group Workshop** |
| **9** | 9-Mar | * Spring Break | NO CLASS | No Class |
| **10** | 16-Mar | * Group Workshop |  | Chapter 5 Analysis and Findings  A minimum of 5 pages that states:  The analyses you are going to do  How will you interpret your analyses,  Detailed work program  How you are going to present your results  **Group Presentation** |
| **11** | 23-Mar | * Class Workshop |  | Chapter 6 The Plan  A minimum 10-page paper that contains your plan. The plan will be based on your analyses of studying the subject in your place.  **Group Presentation** |
| **12** | 30-Mar | * Class Workshop |  | Due: The final draft of the document, all revised chapters, the introduction, acknowledgements, appendices, list of figures and tables etc. **(BACKGROUND PAPER – 15% of GRADE)**  Project Management Tools, Work with your Teams (self-evaluations and Team Evaluations) - **Cyberclass** |
| **13** | 6-Apr | * Group Presentation of PM Tools |  | Comments back from Instructor on paper and PM Tools-  **A 15-minute formal presentation (15% of Grade)** |
| **14** | 13-Apr | * Class Workshop |  | **Comments back from Instructor, Final Comments - Cyberclass** |
| **15** | 20-Apr | * Final Papers Due |  | **Final Project Due (20% of GRADE - Printed, Coil Bind, No late projects will be graded)** |
| **16** | 27-Apr | * Final Presentations |  | **Final Posters Due (15% of Grade)**  **A 20-minute formal presentation (20% of Grade)** |