

# **Course Policy, Procedures, and Syllabus**

*School of Building Construction, Georgia Institute of Technology*

**Course Title:** Project Management II

**Course No:** BC 4600

**Prerequisites:** per course requirements

**Semester/Year:** Spring, 2011

**Days/Times:** Tuesdays and Thursdays lecture, 8:05 a.m. to 9:25 a.m.,

**Classroom:** 309, architecture east

**Instructor:** Professor Thomas M. Keel, M.B.A., M.Sc.

**Instructor's Office:** Room 119, BC Annex

**Instructor's Office Phone:** (404) 894-4875 **Office FAX:** (404) 894-1641

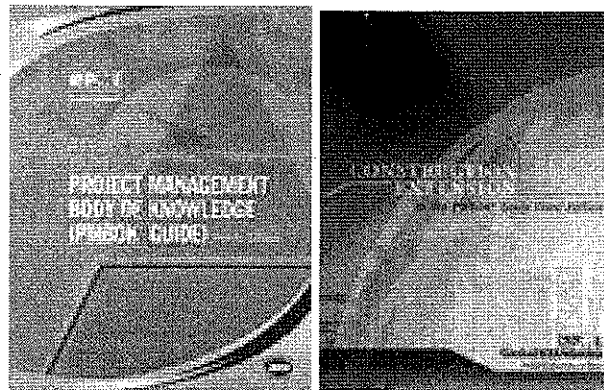
**Instructor's Email Address:** *thomas.keel@coa.gatech.edu*

**Instructor's Office Hours:** By Appointment

**Required Textbooks:** Title: A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fourth Edition , Author: Project Management Institute  
ISBN: 9781933890517, and

Title: Construction Extension to the PMBOK® Guide Third Edition

Author: Project Management Institute, ISBN: 9781930699526



**Course Description, Goal, and Objectives:** Projects, of all sizes, are more complex. The execution of a project requires the management of scarce resources: labor, materials, money, and equipment must be managed throughout the life of the project – from conception to completion. Proactive management sets a plan and makes it happen. The Project Management Institute (PMI) global standards are the foundation of the profession.

A project management system consists of a set of relevant processes, tools, techniques, methodologies, resources, and procedures used to manage a project. This course presents a framework for organizing the project management system.

Project management is a dynamic profession and a strong project management foundation is the key to your success.

**Assignment and Evaluation:**

Final grades will be based on an aggregate point total for exams, homework, papers, quizzes, classroom participation, and/or projects. **Grades WILL NOT be curved to provide intellectual challenge and academic reward.** Course grading is as follows:

A	B	C	D	F
90% and above	80%-89%	70%-79%	60%-69%	<60%

**Points:** The following table summarizes the points for this course. If included, group presentations will be graded for the entire group, and evaluation of individual team members will become part of the final grade. Make-up exams/presentations are not allowed for any reason. All homework, projects, tests and exam grades will become final one week after they are returned in class. Class participation (discussion and quizzes) will contribute to the final grade. The final exam and project presentation/report are comprehensive.

	Points	Percent
Attendance	100	10
Assignments	200	20
Quiz 1	100	10
Mid-Term Exam	150	15
Quiz 2	100	10
Course Project	200	20
Final Exam	150	15
<b>TOTAL</b>	<b>1,000</b>	<b>100%</b>

## COURSE POLICIES

In the following policies, 'you' indicates the 'student' and 'instructor' means 'faculty' or 'professor.'

**Policies and Expectations:** This course will be an intense and sometimes frustrating educational experience; it is necessary that we all contribute to its success by following the course policies. You should not only be in class, but also strive to participate in class discussions when appropriate.

**Assignment Deadlines:** All assignments given are due on the date indicated. All students are expected to complete any and all assignments given. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). However, the instructor will accept and correct these assignments, in order to provide you with feedback that will be beneficial in the learning process.

**NO EXCEPTIONS.**

**Class Attendance Policies:** Attendance is mandatory for all class lectures, labs, site visits, and exams, unless you are ill or officially excused by the instructor as the result of participation in a university function. There are no "free cuts" permitted and there will be a penalty (as decided by the instructor) for not attending the class. If you attend fewer than 75% of the scheduled class meetings, you will not receive credit for the course. Any student arriving late for class or leaving early from class will be counted as absent from that class period. This policy is in your best

interest, since attendance is essential for understanding some of the complex reasoning processes covered in this course which is critical for doing well in this class. In the case of unavoidable absences, you are responsible for making up the work done in class. It is not the instructor's responsibility to provide the student with that information outside of class. It is your responsibility to obtain any missed information or handouts given in class from a classmate and you should exchange phone numbers or e-mail addresses with other students in the class to better facilitate note sharing, etc. No companions, friends, family, or pets are permitted in class.

**Methods of Communicating:** You can submit all written work to the instructor in class, in hard copy or by e-mail, if allowed by the instructor (the assignment must be received by the deadline given). You can also ask questions and ask for clarification by e-mail, in class, or by visiting the instructor by appointment at his/her office. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

**Method of Instruction:** The course may consist of a combination of lectures, discussion, guest speakers, site visits, videos, presentations by industry professionals, labs, and teamwork.

**Readings, Preparation and Participation:** The reading assignments, problems cases and discussion forums are an integral element of the course. Students are expected to complete readings and other assigned work prior to each class, in order to fully participate in the discussion. Learning is approached as a participatory process, which benefits from student/teacher and student/student interaction. The lectures may not explicitly follow the assigned book reading, but are designed to bring together diverse information from various sources.

**Field Trips:** (If part of the course) Field trips visits are mandatory and are meant as an enrichment experience. Field trip locations will be announced prior to the scheduled visit. It is the student's responsibility to wear hard-toed shoes, hard hats, protective eye cover (on certain sites) and long trousers/slacks during the field trip. Students are required to fill out and sign the Georgia Tech's "Release and Waiver of Liability" form, as well as any other forms required by the company whose site is being visited.

**Laptop/Handheld Computer Use:** Laptop/handheld computers may be used in class to take notes ONLY, but not for other purposes, such as e-mail, Web site searches, chat, or other personal uses. Students using computers during class for work not related to that class must leave the classroom for the remainder of the class period. Abuse of this policy will result in the prohibition of laptop use by this student.

**Cell Phones:** All communication devices must be turned off in the classroom. The use of cell phones, beepers, or other communication devices is disruptive, and is therefore prohibited during class. No personal listening devices or personal transportation devices are permitted.

**Make-up Exams:** There will be no make-up exams under any circumstances, except medical reasons. Provide your instructor with a letter from your medical doctor to schedule a make-up exam.

**Food and Drink in the Classroom:** Students are not allowed to bring food or drinks into classroom unless approved by the instructor.

**Class Discussions:** Your active and productive participation in class discussions is encouraged. Various viewpoints and opinions are encouraged and welcome. Questioning the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise his/her responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

**Instructor's Absence or Tardiness:** If the instructor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions the instructor may give you about an anticipated absence or tardiness.

**Plagiarism:** Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

**Academic Misconduct/Honor Code:** Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at: [www.honor.gatech.edu](http://www.honor.gatech.edu).

**Disabilities:** Any student that may need an accommodation for any sort of disability should contact the ADAPTS Office: Assistant Dean/Coordinator for Students with Disabilities, Smithgall Students Services Building, Suite 221. The phone number is (404) 894-2564.

**Computer Specifications:** For information on computer specifications to meet Georgia Tech standards, visit [www.coa.gatech.edu/computing/comp\\_specs.htm](http://www.coa.gatech.edu/computing/comp_specs.htm). Internet access is required for this course, as is an e-mail account for communication with the instructor.

**Policy Changes:** Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

**Supplemental Policies:**

The following supplemental policies (if any) will supersede the previous policies listed above, at the discretion of the instructor.

# BC 4600 Project Management II Course Syllabus

Class	Date	Subject	Reading (tentative)	Speaker
1	1/11	Course Intro - What is Project Management	PMBOK 1/ Construction Extension 1	Prof Keel
2	1/13	Project Management skills	PMBOK 1/ Construction Extension 1	Prof Keel
3	1/18		PMBOK 2/ Construction Extension	Prof Keel
4	1/20		PMBOK 2/ Construction Extension	Prof Keel
5	1/25		PMBOK 3/ Construction Extension	Prof Keel
6	1/27		PMBOK 3/ Construction Extension	Prof Keel
7	2/1		PMBOK 4/ Construction Extension	Prof Keel
8	2/3		PMBOK 4/ Construction Extension	Prof Keel
9	2/8	Quiz #1 plus a full class	PMBOK 5/ Construction Extension	Prof Keel
10	2/10		PMBOK 5/ Construction Extension	Prof Keel
10	2/15		PMBOK 6/ Construction Extension	Prof Keel
12	2/17	Project Management from GC perspective	Brasfield Gorrie	Jason Lee
13	2/22		PMBOK 7/ Construction Extension	Prof Keel
14	2/24		PMBOK 7/ Construction Extension	Prof Keel
15	3/1		PMBOK 7/ Construction Extension	Prof Keel
16	3/3	Mid-Term		Prof Keel
17	3/8		PMBOK 8/ Construction Extension	Prof Keel
18	3/10		PMBOK 8/ Construction Extension	Prof Keel
19	3/15	Cost Management and EVM	Gleeds	Brett Haynie
20	3/17		PMBOK 9/ Construction Extension	Prof Keel
21	3/22	Spring Break		
22	3/24	Spring Break		
23	3/29		PMBOK 10/ Construction Extension	Prof Keel
24	3/31	Prolog	Meridian/HardHat Technologies	Jerry Helms
25	4/5	Primavera Contract Manager	Sonya Stewart	Sonya Stewart
26	4/7	Quiz #2 plus a full class	PMBOK 11/ Construction Extension	Prof Keel
27	4/12		PMBOK 12/ Construction Extension	Prof Keel
28	4/14	Communication	Sawhorse	Jerome Quinn,
29	4/19		Construction Extension 16	Prof Keel
30	4/21		Construction Extension 16	Prof Keel
31	4/26	Dead Week- No Class -Work on Final Project		
32	4/28	Dead Week- No Class -Work on Final Project		
33	5/3	Final Exam-Comprehensive	8:00 a.m.-10:50 a.m.	Prof Keel