Class Syllabus
BCT 486 Project Controls
Section X080- (Fall 2009)

SOAR Schedule: Asynchronous

2008-2009 Catalog Data: BCT 486: Project Controls. 2 hrs. Prerequisites: BCT 455. Corequisite: BCT486L, 1hr. The study of financial and document control of construction projects. Project Management duties and responsibilities of a construction manager.

Instructor:
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Office Hours:
-Tuesdays, Hattiesburg Office 1:00-5:00pm
-Thursdays, Hattiesburg Office 3:00-5:00pm
-Fridays, Hattiesburg Office 1:30-4:30pm

Drop Date: The last day to drop this course without financial penalty: Friday 09/01/2009. See this semester's Academic Calendar (on the USM website) for other important dates: http://www.usm.edu/registrar/calendars/fall_2009/index.php

Prerequisites By Topic: Estimating skills, PC skills, basic spreadsheet familiarity, scheduling knowledge.

Course Overview: This course is designed for you to attain skills and knowledge of construction project management and controls. To successfully complete construction projects in today's industry, the skills of resource allocation/management, cost and schedule control, and trend analysis are required. The intention is to influence events before the costs occur in order to maximize financial return or minimize losses. The lectures and readings will give you a body of knowledge upon which to base active-learning exercises in the lab and outside of class. These exercises are intended to teach you the skill sets required to run projects in a proactive manner. The course is delivered in a process-oriented format called the Total Cost Management (TCM) Framework. The content density is significant, but if you apply yourself to the lectures and lab exercises, you will leave with the tools (and confidence) necessary to accept the responsibilities which will be given to you by future employers.

Learning Outcome: To acquire the skills and knowledge of construction project management and control.

Course Objectives: Students will acquire knowledge of a systematic framework approach to Process Management Principles in the following domains:

1. Project Scope & Execution Strategy Development
2. Schedule Planning and Development
3. Cost Estimating and Budgeting
4. Resource Planning
5. Procurement Planning
6. Project Control Plan Implementation
7. Project Cost Accounting
8. Progress and Performance Measurement
9. Project Performance Assessment
10. Forecasting
11. Change Management
12. Interpret professional association Cannon of Ethics.

Course Communication: The main mode of one-to-one communication will be through the combination of physical contact hours and the course website/(WebCT/Blackboard).

Required Text(s): Hollmann, J. K. (2006). Total Cost Management Framework (First Edition ed.). Morgantown, WV: AACE International.
(Available for no charge after registration at this link: http://www.aacei.org/tcm/)

References:

i. QuantumPM, LLC. (2007). *Special Edition Using Microsoft Office Project 2007*. USA: Que Publishing. ISBN 0-7897-3652-7

ii. Hendrickson, C. (2000). Project Management for Construction. Pittsburgh, PA. http://pmbook.ce.cmu.edu/

Library Resources: The USM Library can be accessed online at: http://www.lib.usm.edu/

Class Procedures And Requirements: To succeed in this course you will need to do the following:

- H and G Sections: Read the assigned material before coming to class as designated in the reading schedule and ask questions regarding material which you do not comprehend or in which you need clarification.
- H and G Sections: Attend all sessions of lecture and lab. The amount of content and pace of delivery are such that consistent absenteeism has proven to be detrimental to grades.
- X Sections: Read the assigned material sufficiently in advance of the designated assessment time windows as shown in the reading schedule and ask questions regarding material which you do not comprehend or in which you need clarification via email or discussion tools (preferred) in the shell.
- All Sections: Do your own work. This class, because it involves electronic media and requires time discipline, affords opportunities to cheat. Think very seriously about this as the ramifications could be an F in the course. Read the Academic Honesty portion of this document.
- All Sections: Be as proactive as you can possibly be in the development of your assignments. If you procrastinate or under-estimate the time required to produce the deliverables, you will not get them finished. Such situations can tempt the mind for an easy fix…read the above bullet again.

Your comprehension of the reading and lecture material will be assessed via tests and quizzes. Your application of the theory portion of the course will be assessed in the associated (co-requisite) Lab Section.

Computer Competencies:

Students are expected to have basic experience with the generic applications. At the end of the course they will be proficient with the course-specific applications. The instructor will 'guide', not 'train' students in the use of software applications, therefore, significant time and effort are required to learn these systems:

Software	*Application*	*Course Objectives*
Spreadsheet (Microsoft Excel)	Code, WBS, Budget creation	1-11
Word processor (Microsoft Word)	Report, summary, document creation	1-11
Slide presentation (Microsoft PowerPoint)	Report communication	1-11
Email Client	Course business, administration, submittals	1-11
Microsoft Project 2007	Budget, CPM Schedule, Work Plan creation	1-11
Web Browser (Microsoft Explorer v7)	Access to course shell in WebCT/Blackboard	1-11
Adobe Reader	Access to administrative and assessment documents	1-11

Evaluation Criteria (Assessment Methods):

1. Quizzes 10%
2. Exam-1 25%
3. Exam-2 25%
4. Comprehensive Final Exam 40%

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ADA Compliance: If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232 Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233.

Attendance: Attendance is not a part of course grading assessment. It is better to be tardy than to miss a session. It is best to do neither. Should you be absent for a lecture or lab, it is your responsibility to attain the information, skills, handouts, etc. It is not the responsibility of the instructor to teach lectures which you have missed during instructor office hours, which are reserved for all students. I do not consider it my responsibility to provide you with information outside of the course WebCT/Blackboard shell when you have missed class, for any reason(s). I can tell you from experience, that most students which attain 'A' grades attend class. The choice is yours if you are not in an online section. Finally, know that I want you in class for your participation and the benefit of the entire group.

Tardiness will not be tolerated as it disrupts the instructor and students who are prompt. Three late arrivals to class recorded by the instructor will result in the loss of one letter grade. Tardiness is considered any arrival after the posted SOAR scheduled start according to my 3G Network phone time..

Late Assignments or Projects: In order to emulate the nature of the industrial building environment, late work will not be accepted regardless of the amount of effort expended in the assignment or project. The only exceptions are documented 'acts of God', death or illness in the family, or personal illness.

Academic Honesty: Students are expected to do their own work on all graded course assignments including quizzes, tests, etc. except when the professor indicates that collaboration is permitted. Faculty reserves the right to impose the appropriate sanctions in the event that a student cheats or refuses to sign an honesty statement on graded material.

The following is from the USM 2008-2009 Graduate/Undergraduate Bulletin:

"When cheating is discovered, the faculty member may give the student an "F" on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the dean of students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct, as published in the *Student Handbook* and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi."

Students must send the instructor an e-mail stating that they understand USM's academic honesty policy and understand that if they do not uphold the standards of academic honesty, the instructor will enforce all applicable punishment.

Please make sure that you understand the difference between collaboration and performing your own work. Collaboration involves communicating with others regarding techniques, methods, and ideas and is acceptable. It does not involve dividing work between a group of individuals which should be accomplished separately. Be very careful with the electronic spreadsheets and assignments, as all portions of each assignment should be accomplished by the INDIVIDUAL.

Professionalism: Is expected at all times. I will conduct myself and the relationship with you based upon what is standard protocol in the construction industry. Do not sleep during my lectures or guest lecturers (stand up or excuse yourself politely if you cannot remain awake). Do not conduct computing sessions during my lectures. Do not, with the exception of extenuating circumstances, use mobile phones or pagers during my lectures.

Computer usage: Spreadsheets, Estimating Applications, Scheduling Applications, Word Processor, Slide Presentation, Web Browser, Adobe Reader. See 'Computer Competencies' above.

Course Schedule:

HRS		Date	Lecture Topic
1.92	1	8/25/2009	Introduction/Orientation/Certification
1.92	2	9/1/2009	Total Cost Management (TCM)
1.92	3	9/8/2009	Project Scope & Execution Strategy Development
1.92	4	9/15/2009	Schedule Planning and Development
1.92	5	9/22/2009	Schedule Planning and Development
1.92	6	9/29/2009	Cost Estimating and Budgeting
1.92	7	10/6/2009	Resource Planning
1.92	8	10/13/2009	Procurement Planning
1.92	9	10/20/2009	Project Control Plan Implementation
1.92	10	10/27/2009	Project Cost Accounting
1.92	11	11/3/2009	Progress and Performance Measurement
1.92	12	11/10/2009	Project Performance Assessment
1.92	13	11/17/2009	Forecasting/Cannon of Ethics
1.92	14	11/24/2009	Change Management
1.92	15	12/1/2009	Final Exam 6:30-9:15pm

I reserve the right to make fair and equitable adjustments to this syllabus by way of addendum.
I will also keep the Calendar Tool updated in the WebCT/Blackboard shell with quiz and assignment due dates.

Learning Outcome-
Assessment Matrix:

Date	Lecture Topic	Course Objective												Assessment			
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
8/25/2009	Introduction/Orientation/Certification	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
9/1/2009	Total Cost Management (TCM)	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
9/8/2009	Project Scope & Execution Strategy Development	•												•	•		
9/15/2009	Schedule Planning and Development		•											•	•		
9/22/2009	Schedule Planning and Development			•										•	•		
9/29/2009	Cost Estimating and Budgeting				•									•	•		
10/6/2009	Resource Planning					•								•		•	
10/13/2009	Procurement Planning						•							•		•	
10/20/2009	Project Control Plan Implementation							•						•		•	
10/27/2009	Project Cost Accounting								•					•		•	
11/3/2009	Progress and Performance Measurement									•				•		•	
11/10/2009	Project Performance Assessment										•			•		•	
11/17/2009	Forecasting/Cannon of Ethics											•		•		•	
11/24/2009	Change Management												•	•		•	
12/1/2009	Final Exam 6:30-9:15pm	•	•	•	•	•	•	•	•	•	•	•	•				•

Lecture Topic	TAC-ABET PROGRAM CRITERION											TAC-ABET CRITERION						ACCE Core Subject
	a	b	c	d	e	f	g	h	i	j	k	a	b	c	d	e	f	
Introduction/Orientation/Certification	•	•						•			•		•			•		5.61
Total Cost Management (TCM)	•	•						•			•		•			•		5.63
Project Scope & Execution Strategy Development	•	•									•		•			•		5.21
Schedule Planning and Development	•	•									•		•			•		5.21
Schedule Planning and Development	•	•									•		•			•		5.21
Cost Estimating and Budgeting	•	•									•		•			•		5.13, 5.31, 5.32, 5.34
Resource Planning	•	•									•		•			•		5.24
Procurement Planning	•	•									•		•			•		5.24
Project Control Plan Implementation	•	•									•		•			•		5.64
Project Cost Accounting	•	•									•		•			•		5.31, 5.64
Progress and Performance Measurement	•	•									•		•			•		5.63, 5.64
Project Performance Assessment	•	•									•		•			•		5.34
Forecasting/Cannon of Ethics	•	•							•		•		•		•	•		5.36
Change Management	•	•									•		•			•		5.25, 5.64, 5.65
Final Exam 6:30-9:15pm	•	•									•		•			•		All Inclusive