

ENGR 451 Introduction to Project Management

Fall 2011

Instructor	Dr. Tracy Christofero, PMP, CIPP/G, SSGB, CSM Office 328 South Charleston campus Phone 304-746-2078 E-mail christofero@marshall.edu
Office hours	Before / after class and by appointment
Date and Time	Mondays 4:00 – 6:20
Location	Weisberg Engineering Lab – RM 101
Prerequisite	ENGR221, co-requisite with ENGR452

Description

This course covers project management fundamentals including project initiation, planning, execution, control, and closing processes. Project objectives and definition, activities, estimating, scheduling, resource allocation, leadership styles and managing effective project teams will be emphasized. NOTE: This is a Writing Intensive (WI) course.

Topics

1. Project Management introduction, concepts and definitions
2. Organizational Structures: Work flow, matrices, staffing, teams, management and leadership
3. Project Planning Methodologies
4. Project Initiation: Project Charter and Scope/Statement of Work definition
5. Project Planning: Work Breakdown Structures and Project Plan development; Costing/Budgeting; Scheduling, PERT networks, and Critical Path definition; Risk Management; Resource, Communication, and Quality planning
6. Project Execution – Hands-on project activities
7. Using project planning tools, e.g., Microsoft Project 2007 & documentation templates
8. Project Control: Quality Preventative and Corrective actions
9. Project Closing: Post-mortem analysis and Lessons Learned documents

Objectives

Upon successful completion of the course, you should be able to apply the methods and tools necessary to effectively initiate, plan, execute, control and close engineering projects. You will also be better prepared to effectively communicate orally and in writing throughout your professional, academic and personal lives.

Learning Outcomes

1. Design, develop, and complete a project to meet desired needs within realistic constraints of time, scope and resources
2. Analyze and interpret data to identify, formulate, and solve engineering problems
3. Identify and assess organizational structures and leadership styles, and leverage each to build effective project teams
4. Actively engage with the subject matter through various forms of low, medium, and high stakes writing
5. Enhance in-class and out-of-class writing skills and strategies to effectively communicate in both oral and written formats
6. Recognize professional and ethical responsibilities of managing projects

Required Text

Pinto, J. (2010). Project management: Achieving competitive advantage (2nd ed.). Upper Saddle River: NJ. Prentice Hall ISBN 13: 978-0-13-606561-6

Recommended Text

American Psychological Association (2009). Publication Manual of the American Psychological Association (6th ed.).

Assignments

Completion of reading and writing assignments is expected before each class session. You are expected to be well prepared for discussion of all assignments.

All assignment submissions are to be sent electronically via email with a Word attachment to christofero@marshall.edu prior to the beginning of the class on the date the assignment is due. Hardcopy assignments will not be accepted unless specifically asked for. Late submissions are subject to a 10% penalty for every day overdue. Submitting after the class has started is considered a day late. If not submitted by the next class, zero points will be assigned. Some assignments will not be accepted late.

The filename and subject line of the email must include the course number, your first initial and last name, and the assignment name. For example, if your name is John or Jane Doe, your first Assignment would be identified as **ENGR451 JDoe Assign1** in the Subject line and file name. If this format is not used, you risk your assignments not being credited as received. Be sure your name is also on your paper!

All assignments must be written in a clear and concise manner with good English grammar, punctuation, and spelling; and without technical jargon or slang. Prior to submitting assignments, a spelling and grammar check must be used and a competent proof-reader engaged. Failure to comply will lower your grade. If you anticipate issues in this area, Marshall resources available to assist you (listed below).

Midterm Exam

Details regarding the Midterm exam will be provided in class.

Final Project

The course Final Project will demonstrate that you can apply the material covered in the course to manage a real-world project. A project plan, written report and oral presentation will be required.

A Project Plan (MS Project or Excel) and detailed status reports on your progress will be presented throughout the semester. You will receive access to MSProject software as a part of this course. Format and duration of your Final Project will be discussed throughout the course.

Formal Oral Presentations will be scheduled the end of the semester. The Final Written Report is due by midnight the last night of class. Grades will be awarded as defined by a Presentation and Written Rubrics worksheets, which will be used to evaluate your work (see attached).

Topic Selection and Approval

Selecting your project topic may be the most difficult part of your project. You will want to select a project that is large enough to have plenty of resources, yet small enough to be adequately covered during the time you have to complete your project and report. You will need to clearly state and submit your project idea in one sentence (aka topic sentence).

Participation

Project managers do not succeed hiding behind closed doors. They actively participate in writing and reviewing professional reports, making business presentations, leading others by example, and facilitating and engaging in business discussions with all levels in an organization. Therefore, your participation grade will be based on your attendance, attentiveness, preparedness, group participation activities, and making *meaningful* contributions. In-class writing and other assignments, group activities, quizzes, etc. will count toward your participation grade.

Attendance

Attendance of both your mental and physical self is expected and appreciated. In-class assignments may be given and cannot be made up if you are not in attendance. In the event that you are unable to attend class because of a work or personal emergency, you must send an email well BEFORE class advising that you will not be in attendance. If you arrive late or must leave early, please do so with minimal disruption to those around you. Excessive absences, excused or unexcused, excessive tardiness, and/or early departures may result in a lower grade. You are responsible for understanding course materials whether or not you are present for class.

Cell phones must be put on silent or turned to vibrate. Texting during class is not permitted.

Grading

Participation		50	
Assignments		200	
Midterm		100	
Final Project		150	
Presentation	75 points		
Report	75 points		
			<hr/>
			500

To calculate your grade, divide your points by 5

90 – 100	= A
80 – 89	= B
70 – 79	= C
60 – 69	= D
<60	= F

Academic Dishonesty

Academic dishonesty will not be tolerated! This warrants repeating... Academic dishonesty will not be tolerated! If you are not familiar with the University's policy, please read it carefully (<http://www.marshall.edu/muonline/plagiarism.asp>). At minimum, academic dishonesty in this course will result in Failure for that assignment. Depending upon the severity of the offense, additional punitive actions are possible! (Note: your submissions may be electronically checked.)

Resources

MU Writing Center and Resources

<http://www.marshall.edu/english/writingcenter/owc/>

<http://www.marshall.edu/english/writingcenter/writingresources.html>

Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

ENGR 451 Oral Report Rubrics Fall '10

Presenter _____ Reviewer _____

Presentation _____

	1	2	3	4	Total
Organization	Audience cannot understand presentation because there is no sequence of information.	Audience has difficulty following presentation because student jumps around.	Student presents information in logical sequence which audience can follow.	Student presents information in logical, interesting sequence which audience can follow.	
Subject Knowledge	Student does not have grasp of information; student cannot answer questions about subject.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student is at ease with expected answers to all questions, but fails to elaborate.	Student demonstrates full knowledge (more than required) by answering all class questions with explanations and elaboration.	
Graphics	Student uses superfluous graphics or no graphics	Student occasionally uses graphics that rarely support text and presentation.	Student's graphics relate to text and presentation.	Student's graphics explain and reinforce screen text and presentation.	
Mechanics	Student's presentation has four or more spelling errors and/or grammatical errors.	Presentation has three misspellings and/or grammatical errors.	Presentation has no more than two misspellings and/or grammatical errors.	Presentation has no misspellings or grammatical errors.	
Elocution	Student mumbles, incorrectly pronounces terms, and speaks too quietly for students in the back of class to hear.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	
Eye Contact	Student reads all of report with no eye contact.	Student occasionally uses eye contact, but still reads most of report.	Student maintains eye contact most of the time but often returns to notes.	Student maintains eye contact with audience, seldom returning to notes.	
				Points	
Based on Assignment Points				Multiplier	
				GRADE POINTS	

Comments:

ENGR 451 Written Report Rubrics Fall '10

Author _____ Assignment _____

	1	2	3	4	Total
Organization	The document is not visually appealing. There is no apparent ordering of paragraphs, and no progressive flow of ideas.	Small errors are present. The order in which ideas are presented is occasionally confusing.	The document is organized. Use of white space, headings, fonts, and typography help the reader navigate the document, although the layout could be more effective.	The document is visually appealing and easily navigated. Appropriate typography and usage of white space, headings, and fonts are used to separate blocks of text and add emphasis.	
Mechanics	Errors in sentence structure and grammar frequently distract the reader and interfere with meaning. There is unnecessary repetition of the same words and phrases. There is an overuse of jargon and technical terms without definition. There are many misspelled words.	A few errors in sentence structure and grammar distract the reader and interfere with meaning. Word choices could be improved. Technical jargon is used without definition. There are a few misspelled words.	For the most part, sentences are complete and grammatically correct. Any errors are minor and do not distract the reader. There may be one or two misspelled words. Repetition of words and phrases is generally avoided.	Sentences are complete and grammatically correct. Words are chosen for their precise meaning. No misspelled words are present, and correct verb tenses are used.	
Research	Connection between references and what is written is not clear. Little investigation has been done.	A literature review has been conducted from only a few or similar sources. Discussion and documentation is overly generalized.	An investigation of literature from multiple sources has been conducted and documented, however it lacks depth or breadth. Additional discussion may be warranted in places.	A thorough investigation of relevant literature from multiple sources has been conducted and well documented.	
References	References were not cited in-text and/or in the Reference section and was clearly not in APA format.	Some references were not cited in-text and/or in the Reference section, or little attempt was made to use APA.	References are cited in-text and in the Reference section with minor errors in APA format.	References are appropriately cited in-text and in the Reference section per APA.	
Comments:				Points	
				Total Points	
Based on Assignment Points				Multiplier	
				TOTAL POINTS	