Instructor: William Schell, PhD, PE, PEM

Dedicated Office Hours: Roberts Hall 403, M 12 – 1, W 2 – 3, R 11 – 12, or by appointment / open door.

Open Door Policy: Knock first and enter, closed 30 minutes before classes.

Email: wschell@ie.montana.edu | Office: 406.994.5938 | Cell / Text: 406.224.0 eight 57

Getting in contact with me should be easy, I am usually in my office during the day and available until 3 MWF and later on TR, just knock. Although I am often not available between 3 – 7 evenings, I generally see and respond to emails, texts or voicemails (left on my cell phone) after 7:00 Mon – Thur. This semester I have an unusually high number of travel commitments due to ongoing research projects, so I will be away more than normal, if you cannot find me, email or call.

Teaching Assistant: Afsaruzzaman Noor, Office Location and Hours To Be Announced

General Course Information

Website: http://www.montana.edu/wschell/teaching/eind434/index.html

Meeting Time: MWF 11:00 – 11:50 Meeting Location: Roberts 210

Description: Fundamental principles of planning, estimating, budgeting, scheduling, implementing, evaluation, and controlling engineering and research projects. Common engineering management concerns such as labor scheduling, human resources management, and related governmental compliance also explored.

Required Texts:

Etiquette and Attendance: All members of the class are expected to conduct themselves professionally at all times. Key components of professional behavior include arriving on time, engaging in course discussions, and not adding distractions to class. Class attendance is not mandatory, however attendance and participation play a small role in your overall course grade. Class members are expected to be present when attending and are expected to know all course materials regardless of attendance. MSU Student Conduct Guidelines can be found at www.montana.edu/policy/student_conduct/.

This class is fortunate to have the support of a graduate student teaching assistant (GTA) to assist and facilitate with student learning. GTAs have very specific assignments from the course instructor and therefore may not have comprehensive knowledge of all course requirements and content. If questions arise requiring clarification of class content or subject material, please direct them to the course instructor. In their instructional role, the GTA may be responsible for assigning grades. If a student disagrees with the decision made by the GTA, they are to bring that concern directly to the course instructor.

Objectives: Upon completion of this course, students will be able to:

- Explain what project management is and identify key roles in project based organizations.
- Differentiate between successful and unsuccessful project management applications.
- Describe how project management is influenced by an organization.
- Identify the knowledge needed to become a Certified Associate in Project Management®
- Apply fundamental project management tools (e.g. planning and scheduling techniques, cost control, Microsoft Project®, etc.) to successfully solve text based homework exercises.
- Identify key issues in open ended project management problems, discover what tools are needed to solve those problems and utilize needed tools to develop solutions to the problems.
- Compose solutions to case study problems in project management using course concepts.
- Effectively apply the course concepts in oral and written communications.
- Construct a project management plan for a real project, execute that plan, and critique its effectiveness.
Grading and Evaluation

Grading Scale: Grades will be earned based on performance against the following cut offs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>88</td>
</tr>
<tr>
<td>B</td>
<td>82</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>78</td>
</tr>
<tr>
<td>C</td>
<td>72</td>
</tr>
<tr>
<td>C-</td>
<td>70</td>
</tr>
<tr>
<td>D+</td>
<td>68</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Graded Assignments: The final course grade will be earned through performance on:

- Homework and iClicker Participation (10%)
- Group Problems & Case Studies (20%) – regularly assigned items worked in teams
- Individual Course Project (20%)
- Mid-term Exam (20%)
- Comprehensive Final Exam (30%)

1- Except where group work is explicitly assigned, course work should represent individual work only. Working closely with another student or using external resources is not allowed. Any evidence of duplicated work or submissions that lead the instructor to believe that work is not the result of individual effort will result in the filing of an Academic Misconduct Report with the Dean of Students. MSU Student Conduct Guidelines, including specific policies on academic integrity can be found at www.montana.edu/policy/student_conduct/

2- The grading scale presented above represents the guaranteed grade a student will earn if these performance levels are met. Final grades may be curved, or additional opportunities to earn points presented, if determined necessary by the instructor.

3- Each semester I find more and more students with access to the instructor’s manual (it is quite obvious). If at any time during the semester there is evidence of a student cheating on assigned problems in this or any other way, the minimum action taken is that they will earn a 0 on that entire portion of their course grade (i.e. loss of 10% of your course grade for cheating on one homework assignment).

Group Problems: An important component of this course is developing all students’ abilities to effectively apply the concepts from the course to actual project management problems. Part of this is done by working in small groups to confront authentic problems through case studies and working with limited instructor guidance to identify key issues, determine what information and skills are needed to solve the problem, obtain the needed information and skills, and work out and refine a solution. During group problems, class meetings may be working sessions with instructor support, supplemented by material lectures as needed. Groups will be assigned during the second week of class based on input into the CATME system and will remain in place for the full semester.

Late Assignments: Assignments are due at the beginning of the class period (not 11:01). Late work will be accepted until the next class period begins (no later), but will be penalized 20%. Exams must be taken during the scheduled time period. Make up exams are allowed only for unanticipated and approved absences. One exception, the course project will not be accepted late.

Grade Corrections: Adjustments will be made to the score of a graded assignment only when a grading error has been made. If the student believes an error was made in grading, the written request for correction must be made to the course instructor within 24 hours of the assignment being returned and include the original graded material.

Course Communications

The course listserv will be utilized for any reminders, and / or to draw student’s attention to any new materials (e.g. corrections) published to the course page on Brightspace. Brightspace will be utilized to post reading materials, select lecture notes (after course meetings), submit course assignments, etc. iClicker scores will be updated approximately once per week and other course scores will be uploaded as available. As noted above, the instructor is available outside of office hours.