Course title: Construction Project Management
Course number: AET 4243
Units: 3.0 credit hours
Prerequisites: INT 2043, 2253 & 3223
Classroom: KLEHM 4431

Course Description: The course provides an overview and introduction to the techniques and methods of project management, as they pertain to the construction industry in its various forms. This course is intended to familiarize students with: standard industry bidding and proposal practices, feasibility studies, project scheduling, effective management strategies, technical communications, conflict resolution, contract management, marketing and client servicing. Students are expected to have completed blueprint reading, estimating and have acquired significant knowledge of construction processes, materials and methods prior to enrolling in this course. Prerequisites must be completed per EIU catalog to participate in this course. Prior completion of INT 4223 is strongly recommended. Lab fee: $15.00 (subject to change)

Course Objectives: Upon successful completion of this course, the student will be able to:
• Demonstrate a basic knowledge of project management concepts & methodologies,
• Identify, quantify & manage project requirements utilizing process, logistics & Operational-analysis techniques,
• Develop order-of magnitude estimates & project schedules to support emerging project changes or customer demands,
• Set up and organize an effective project management file & tracking system
• Exercise creativity and initiative to achieve project goals,
• Prepare a standard business plan based on SBA models,
• Explain the role and importance of company image, reputation and client relationships with respect to project success,
• Demonstrate an ability to effectively research needed information in order to complete project tasking

Textbooks:
Required Text: Project Management - available at the EIU bookstore.
• Supplementary Text: 2006 National Construction Estimator; Craftsman Book Co.
**Grading**: Grades are based on several factors:

<table>
<thead>
<tr>
<th>Points</th>
<th>Activity</th>
<th>Grading Criteria*</th>
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<tbody>
<tr>
<td>100</td>
<td>Term Projects</td>
<td>90-100% = A  Excellent</td>
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<tr>
<td>200</td>
<td>Interim Exams</td>
<td>80 - 89% = B  Above Average</td>
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<tr>
<td>10</td>
<td>Homework, Quizzes</td>
<td>70 - 79% = C  Average</td>
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<tr>
<td>100</td>
<td>Final Exam</td>
<td>60 - 69% = D  Below Average</td>
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<td>0 - 59% = F  Fail</td>
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*note: College will award F (fail) grade to students whom fail to drop classes on time.

**Class Format**: The course consists of a series of lectures covering important aspects of construction project management & related business fundamentals. Material topics may be drawn from all aspects of industry including: commercial, land development, urban renewal, residential, environmental, institutional, transportation, industrial, government or emergency response (“contingency”) engineering. Lectures may be supplemented by: practical demonstrations, class-problem solving activities, video/visual aids, and/or guest speakers. Active student participation is strongly encouraged and welcome.

Some assignments will require students to conduct independent & team research activities and/or to contact product, equipment or service vendors for specific technical information. Students will be assigned to project teams to work on project activities and for making presentations of selected class projects. Group projects will be group graded.

**Attendance**: Regular and conscientious attendance is considered essential for successful completion of this course, given the pace and volume of material to be covered. Students shall earn 5 points toward their course grade for each full class/lab period attended. A seating chart is generally used, requiring students to occupy their assigned seats at the start of each class period. Handouts distributed during a student’s absence will be the student’s responsibility to obtain from other students.

**Homework**: Students can expect to put in 2 - 4 hours (or more) of reading and/or problem solving for every hour of class time. Homework consists of chapter homework (from text), verbal assignments and handout worksheets provided by instructor. Chapter homework is due at the start of class every Wednesday. Worksheet assignments are generally to be completed by student teams. These assignments are due as announced in class, which is typically the next class period following distribution. Note: In general, late homework will not be accepted (see notes below).

Successful mastery of this course requires students keep pace with instructor lectures. As such, students are strongly encouraged to read in advance of corresponding lectures. Further reading will expand on information provided in class and help clarify technical aspects. Some homework activities may require students to conduct Internet or library searches, make off-site visits or conduct phone interviews. Pop quizzes may be given at any time during the semester and cannot be made up if missed. (See Note 4 below)
**Quizzes:** Students should be prepared for quizzes, which may be administered at any time throughout the semester. Quizzes shall cover key concepts drawn from current reading, previously presented material and those topics considered essential for students to have at their fingertips.

**Tests:** Two to three comprehensive interim exams will be given during the semester to measure each student’s grasp of the subject matter presented and often requires demonstration of various techniques presented in class on practical exercises. Exams may include a variety of different formats including: essay, process description, matching, T/F, illustrations, graphing, numerical problem solving and multiple choice. Make up tests, when approved, are the students responsibility to schedule and complete (See Note 4 below). Calculators will be required for all exams.

**Term Projects:** Various projects will be required throughout the semester, each intended to provide practical experience and to develop a fundamental mastery of skills considered essential to successful project management. Specific requirements for each project will be delineated as it is assigned. All project assignments will require student teams to collaborate outside of normal class hours to complete their respective project tasking.

Students shall complete two sequential capstone projects based on a “real world” scenario selected by the instructor. The capstone projects will require: a preliminary investigation, file development, data gathering & analysis, preparation of graphics (AUTOCAD), summary assessment (including an estimate & schedule) and recommended actions. Final “deliverables” will be in the form of a complete feasibility study, project proposal or selected pre-construction project submittals. In addition, smaller projects will also be tackled to illustrate individual project management skills.

Student groups will be issued copies of the National Construction Estimator, along with its companion software CD for use in developing estimates. Additionally, students will be required to become familiar with and utilize Microsoft Project to generate project schedules for the capstone projects and other assignments. Results of project work will be presented in class & peer evaluated on dates specified by the instructor.

**Final Exam:** The Final will be comprehensive and include information drawn from lectures, guest presentations, reading assignments, handouts and/or any supplemental materials covered during the semester.

**Important warning:**

1. **General Disclaimer:** Please be aware that some aspects of the course outline and/or syllabus may be subject to change or adjustment during the semester. Elements of course content, sequence of activities and/or specific assignments may be revised to accommodate weather,
availability of guest speakers, course continuity, funding issues, class
field trips or equipment issues.

2. **Student with Disabilities:** If you have a documented disability and wish
to discuss options for suitable academic accommodations, please notify
the instructor. It is EIU policy that students wishing special
accommodations contact the Office of Disability (581-6583), who shall
confirm specific requirements and authorize any relevant
accommodations.

3. **Instructor’s Lecture Notes:** As a general courtesy, the instructor may
provide or make available to students; copies of course lecture notes
and other materials to assist students with their study efforts for the
course. However, students are reminded of their exclusive
responsibility for taking notes covering lectures, video presentations,
guest speakers, field trips and other instructional experiences. Failure to
receive materials from the instructor shall in no way relieve students of
their obligation to exercise appropriate personal initiative to seek out
sources of information necessary to complete the course.

4. **Missed Tests & Key Assignments:** Every semester, some students miss
scheduled class activities and subsequently request make-up or extra
credit opportunities. Predictably, these occurrences tend to coincide
with dates of major exams or assignment due dates.

Under exceptional circumstances, students may be afforded an
opportunity to make up tests or turn in late assignments, where the
instructor feels such an accommodation is warranted. Not knowing
which cases are valid and which are not, students will be asked to
provide documentary evidence to support their request. In general,
consideration shall be restricted to: hospitalization, serious illness,
personal life crisis, military commitments, and EIU-sanctioned
sports or special program participation. Inappropriate justification
includes: merely not feeling well, conflicts with other class activities
(including field trips), family reunions, work conflicts, vacation trips,
and assorted “personal issues.”

For medical issues, students have the option to visit the campus Health
Office to provide relevant paperwork that pertains. To protect your
confidentiality, I don't need (or want) to know the details, just that the
situation is confirmed. While this process runs its course, you may be
permitted to participate in a rescheduled exam or turn in a late
assignment, as applicable. However, no grade will be recorded until
some sort of documentation confirming the situation has been tendered.
For those involved in EIU officially sanctioned activities, you will need
to provide advance notification of the event, followed by official
correspondence from your EIU organization. Similarly, military personnel shall be required to submit a copy of their official orders for the period under consideration.

**Note:** Missed quizzes & group activities are not subject to make up.

5. **Extra Credit:** Occasionally, students may be offered “extra credit” for undertaking work, or participating in an event or activity the instructor considers beneficial, but beyond the normal scope of the course. In contrast, extra credit for the exclusive purpose of offsetting missed assignments or poor performance on regularly scheduled exams is not considered constructive or appropriate. In general, requests for extra credit of this nature will not be entertained.