California State University, Chico
Department of Mechanical Engineering and Manufacturing
MFGT458 Project Management, 3517-01 and 3518-02
Fall 2010

Instructor: John Dahlgren
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Office hours: WED 1:00PM to 2:30PM and by appointment
Class days/time: MON and WED 12:00PM to 12:50PM
THU 12:00PM to 1:50PM
Classroom: MON and WED Glenn Hall Room 225
THU Langdon Hall Room 105
Prerequisites: SENIOR Standing (MFGT or CIMT major)

Contact and Connection

There are many ways to contact me but because I am adjunct faculty and have limited time on campus, the best way to connect with me is by e-mail but e-mail comes in two types: Blackboard Vista and CSU Chico. For all class-related communication including assignment questions, grades, due dates, and Blackboard Vista questions please use the Blackboard Vista email system. For personal matters and non-class related issues, please contact me at jdahlgren@csuchico.edu.

I also believe in the telephone and do not mind providing you with my cell phone number when all else fails – I do have voice mail and if I don’t take your call, please leave me a voice mail with your number and I will call you back. My number is: (530) 518-7421.

Course Usage of Blackboard Vista

Copies of the course syllabus and major assignments may be found on Blackboard Vista. Students are responsible for regularly checking the online resources, which is accessed through the CSU Chico portal at http://portal.csuchico.edu.

Course Description and Goals

MFGT 458 Project Management familiarizes the Manufacturing Technology and the Concrete Industry Management student with techniques for managing technical projects while they design, plan, and implement a project through the mock-up stage. Students will work in groups on projects of mutual interest to gain experience in planning and updating schedules. Students learn to define requirements, estimate and manage resources, and structure decisions and trade-offs. Emphasis is placed on group dynamics in communication and problem solving.
Student Learning Objectives/Course Goals

1. Gain industry-valued knowledge and experience in using the concepts, techniques, and decision tools in the field of project management.

2. Gain industry-valued knowledge and experience as members and leaders of project teams throughout the course.

3. Become familiar with and gain in knowledge and experience in the use of contemporary project management software applications used to support project management activities.

Required Texts/Readings (note where available)

Textbook


Other readings

Other readings will be assigned from the textbook and supplement information via Blackboard Vista or handouts.

Project Management Group Project (Teams of 3-4 students)

PURPOSE: The purpose of the student project is to provide student teams the opportunity to apply their knowledge gained during classroom discussions and individual study.

PROJECT DESCRIPTION: Projects will be selected by individual project teams and submitted to the professor for final approval by announced due date.

Candidate projects should attempt to satisfy the following criteria:

- Must represent a shared passion or desire by all majority of team members
- Must be able to be completed by end of this semester—do not make the project scope too large
- Require creation of some tangible product, preferably hardware, but reports or software may be considered if appropriate
- Require work be performed by all team members

Possible project ideas:

- World of Concrete, SME Westec, or similar engineering projects
- Projects due for other classes
- Design/product development projects
- Individual team member project that entire team buys into and can help with—e.g. modifying a car, motorcycle or boat or inventing a device or designing an electrical circuit or mechatronic device

PROCESS: Students will work in teams to develop and apply all of the project management skills and tools learned in class. These include developing project objectives, key deliverables, Work Breakdown Structure (WBS), schedule, budget, role & responsibility matrices and similar project controls. Teams will be required to hold regular status meetings and management reviews to
monitor and report progress. Ultimately a mockup of the project should be available by the end of the course.

Classroom Protocol

Although this course will make extensive use of Blackboard Vista, students are expected to attend scheduled lecture and activity periods regularly. Students are expected to keep the instructor informed as to their absence from class via Blackboard Vista. Students are expected to manage their time in preparing for and completing all assignments, quizzes and examinations to the expected due date. This course will be subject to adjustments in schedule and students are expected to understand and adjust accordingly. Additionally, this course may offer field visits to local industrial and/or construction settings. If a student is unable to attend a field visit, he or she is expected to contact the instructor for alternative instructions. Use of laptop computers in class is encouraged but not required. Students are asked to limit the interaction with cell/smart phones during lectures to limit disruption or distraction and if a student must take a phone call, they are asked to leave the room to take the call.

Dropping and Adding

You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found http://www.csuchico.edu/catalog/. You should be aware of the new deadlines and penalties for adding and dropping classes.

Assignments and Grading Policy

<table>
<thead>
<tr>
<th>Method of Evaluation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/Class Participation/Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Group Project</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm exam (1)</td>
<td>25%</td>
</tr>
<tr>
<td>Final exam (1)</td>
<td>25%</td>
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<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
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Notes on Grading Policy:
A. Homework is due according to the schedule and will not be accepted beyond its due date without special permission from the instructor.
B. Quizzes and tests can have one page or card of notes.
C. Make-up exams and quizzes are closed book and notes unless prior arrangements are made.
D. Late assignments will not be accepted. No make up work is permitted.
E. Exams will be given on scheduled dates in our regular lecture room. Make-up exams will only be given for documented emergencies.

University Policies and Campus Resources

Academic integrity

Students are expected to be familiar with the University’s Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found at: http://www.csuchico.edu/sjd/sja.shtml
Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Students with disabilities requesting accommodations must register with the DSS Office (Disability Support Services) to establish a record of their disability.

Special accommodations for exams require ample notice to the testing office and must be submitted to the instructor well in advance of the exam date.

Student Computing (Optional)

Computer labs for student use are available [http://www.csuchico.edu/stcp](http://www.csuchico.edu/stcp) located on the 1st floor of the Merriam Library Rm 116 and 450, Tehama Hall Rm.131 and the BMU Rm 301. Additional labs may be available to students in your department/college.

Student Services (Optional)

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found at: [http://www.csuchico.edu/5.-studentservices.html](http://www.csuchico.edu/5.-studentservices.html).

Disability Services

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please also contact the Disability Support Services office to coordinate reasonable accommodations for students with documented disabilities. Disabilities Support Services online: [http://www.csuchico.edu/dss/studentServices/](http://www.csuchico.edu/dss/studentServices/).

Student Learning Center (Optional)

The mission of the Student Learning Center (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs. The SLC facilitates the academic transition and retention of students from high schools and community colleges by providing study strategy information, content subject tutoring, and supplemental instruction. The SLC is online at [http://www.csuchico.edu/slc/](http://www.csuchico.edu/slc/).

MFGT 458 Project Management Course Schedule

A master schedule will be made available in Blackboard Vista and changes or adjustments will be made and communicated in Blackboard Vista accordingly. Please be sure to stay up to date via Blackboard Vista.