

CALIFORNIA STATE UNIVERSITY, CHICO
College of Engineering Computer Science, and Construction Management
Department of Mechanical and Mechatronic Engineering and Sustainable Manufacturing

SMFG 458, Project Management, Section 01, Fall 2019

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| Instructor: | Harold A. Koehler |
| Office location: | OCNL 425 |
| E-mail: | hkoehler@csuchico.edu |
| Office hours: | M, W 9:00am to 11:00am and by Appointment (Please email for scheduling) |
| Class days and times: | M,W,F 8-8:50am |
| Classroom: | OCNL 254 |
| Prerequisites: | Senior Standing |

Course Usage of Blackboard Learn

Copies of the course syllabus and major assignments may be found on Blackboard Learn. You are responsible for regularly checking the online resources, which is accessed through the Chico State Portal at <http://portal.csuchico.edu>. Support materials for the course will be provided via the portal and it is expected that you will either have hardcopies or electronic access to the materials during in-class activities.

Course Description and Goals

This course familiarizes students with techniques for managing technical projects while they design, plan, and implement a manufacturing project through the mock-up stage. Students 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. Discussion includes global project management and supply chain responsibility. Emphasis is placed on group dynamics in communication and problem solving

Student Learning Objectives

- A. To provide experience in using the concepts, techniques, and decision tools available to manage projects.
- B. To expand the student's basic understanding of the importance of work breakdown structures and networks to planning, scheduling, and controlling projects.
- C. To create an awareness of the importance of social capital and the need to manage project stakeholders.
- D. To provide an opportunity to practice effective project management.

Course Content Learning Outcomes

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

- A. Construct a project scope statement and assess the priorities of a project
- B. Create a work breakdown structure and responsibility matrix
- C. Develop a network schedule for a project
- D. Create a project network
- E. Identify the critical path of project schedule
- F. Resolve the impact resource constraints has on a project plan
- G. Develop strategies for expediting project completion
- H. Initiate action to manage project stakeholders
- I. Interpret project performance indices
- J. Manage the project close-out phase

Required Texts/Readings (note where available)

Textbook

Gray, C. F., & Larson, E. W. Project management: The managerial process. (6th Edition)
ISBN 9780078096594

Classroom Protocol

It is expected that students are in-class prior to each class, as the class will start promptly at the scheduled time.

Students will be assigned groups for in-class activities. It is critical that all group members attend class. There is no practical way to make-up group activities and therefore no credit is possible for individuals that miss a class activity. Any students missing, or not participating, in three group activities with-out prior approval (including quizzes) will have their final grade reduced by 10%.

The use of technology is encouraged for in-class coursework and activities, however extra-curricular activities (phone calls, texting, email, web surfing, etc.,) are not allowed during class. Students violating this policy will be asked to leave as they are potentially distracting to their colleagues who are engaged in learning.

Communication

If you need to meet or contact me outside of class hours please attend office hours or email debowles@csuchico.edu. In the event that I need to contact the class members for matters between class meetings (schedule, assignment, or class changes, etc.,) it will be done via your university email account linked to the Portal. University policy requires students to monitor campus email accounts and it is suggested that you set up email forwarding if you have another preferred email account.

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

Assignments are due according to the class schedule and are subject to change depending on course progress through the semester. Changes to the schedule will be announced during class or via the communication protocol described above.

Any homework class assignments are due at the start of the class and must be submitted in person. Late work is not accepted.

Course Grade Breakdown:

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| Individual Work (70%) | |
| Unit Exams | 40% |
| Homework | 15% |
| Contribution to Group | 10% |
| Discussion | 5% |
| Group Work (30%) | |
| In-Class Activities | 15% |
| Team Project Presentation | 10% |
| Team Quizzes | 5% |
| Total | <hr/> 100% |

Students are allowed to have 1 index card (Front and Back) of notes for use on any exam. Make-up work or exams are not allowed unless there is acknowledged agreement before the occurrence or documented proof after.

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/integrity.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.

IT Support Services

Computer labs for student use are located on the first and fourth floor of the Meriam Library, Room 116 and 450, Tehama Hall Room 131, and the Bell Memorial Union (BMU) basement. You can get help using your computer from IT Support Services; contact them through their website, <http://www.csuchico.edu/itss>. Additional labs may be available to students in your department or college.

Student Services

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/current-students>.

Americans with Disabilities Act

If you need course adaptations or accommodations because of a disability or chronic illness, 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. Please also contact Accessibility Resource Center (ARC) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. ARC will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.

Accessibility Resource Center

<http://www.csuchico.edu/arc>

530-898-5959

Student Services Center 170

arcdept@csuchico.edu

Confidentiality and Mandatory Reporting

As an instructor in the California State University system, one of my responsibilities is to help create a safe learning environment on our campus. Please be aware that the CSU has designated all faculty members as “Mandated Reporters” who must relay any knowledge of sexual assault, intimate partner violence or stalking to their campus Title IX officer. A student who wishes to speak to someone in confidence should contact the Counseling and Wellness Center (898-6345) or Safe Place (898-3030). Information on campus reporting obligations and other Title IX related resources are available here: www.csuchico.edu/title-ix.

Student Learning Center

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>. The University Writing Center has been combined with the Student Learning Center.