

**COURSE SYLLABUS
SOUTHEAST MISSOURI STATE UNIVERSITY**

Department of Industrial Technology

Course No.: IM 472

Title of Course: **Technical Project Management**

Revision: **Fall 00**

Instructor: Professor Frey
Serena 302 A
Office: (573) 651-2659

I. Catalog Description and Credit Hours of Course:

Description: An interdisciplinary course involving Project Management, Manufacturing Processes, and elements of Facilities Planning. Manufacturing processes and their ancillary requirements will be used to efficiently plan projects.
3 credit hours

II. Prerequisites:

IM211, IM419, MN204 or consent of instructor. Basic Computer Skills are required.

III. Purposes or Objectives of the Course:

Upon the successful completion of the course, the student will be able to:

- A. Use the fundamental manufacturing concepts, terms, tools, and practices of project management.
- B. Theoretically manage various types of projects.
- C. Use various software to handle varying tasks, times, costs, supplies, layout, line balancing, and personnel.
- D. Manage an assigned project in a team environment.

IV. Expectations of Students:

- A. Read all assignments in the textbook and **ATTEND CLASS.**
- B. Complete all assigned exercises **ON TIME.**
- C. Keep an organized portfolio of work.
- D. Graduate Students will complete extra work of an advanced nature.

V. Course Content or Outline:

| Subject | Chapter | Week |
|---|----------------|-------------|
| Introduction | 1 | 1 |
| The Project Management Process | 2 | 1 |
| Advantages of Project Management | 2 | 1,2 |
| Terms and Concepts | 4 | 2 |
| Case Studies in managing projects | 5, 6 | 3 |
| Introduction to Microsoft Project® software | 7, 8 | 4, 5 |
| Organizing and leading the team | 7 | 5 |
| Tasks, resources, and costs | 7 | 6 |

| | | |
|--|----------------|--------|
| Production processes, capacity and utilization | | |
| Materials handling methods and their influence on design | | |
| Assessing the project environment | 10 | 7 |
| Graphical methods used in Project Management | | |
| Managing more complex projects with risk | 17, 18, 19, 20 | 13-End |
| Alternatives and their evaluation | | 13-End |
| Student projects and presentations | | 13-End |

VI. Textbook and Other Required Materials or Equipment:

Textbook: Strategic Project Management, by M. Termini, SME
 Non-required texts on Facilities Planning, Production Operations Management, and General Management will be furnished.
 3 ring binder, flow chart template, Zip Disk

VII. Basis for Student Evaluation:

All work is to be kept, in order, in a notebook for review. Basis for student evaluation

| | |
|--------------------|-----|
| Four Exams | 40% |
| Course Projects | 50% |
| Individual Project | 10% |

Grades are based on the following point system.

A = 90%+ B = 80%+ C = 70%+ D = 60%+

If you are absent, you receive a zero for that day. Grades are posted under a Code Number every three weeks. It is your responsibility to notify me within two weeks of posting if a grade is incorrect. Some assignments are to be completed in class, not at home. **LATE WORK IS NOT ACCEPTED!!!** It is worth zero points.

VIII. Lab Fee

There is a \$10.00 lab fee for this course to cover the cost of paper and consumables.

IX. Exhibits

Selected student work will be displayed, with the student's name, during the semester. This is not optional.

X. ADA

Anyone with a disability needs to see me so that possible accommodations can be made in order to maximize the learning process. In fairness to the other students, I do not extend test times for individuals nor accept late work from individuals since I have doubled the amount of time necessary for the tasks involved for everyone.