New Jersey Institute of Technology
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Fall 2019

EM 636-103: Project Management

Thomas Brodowski

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Instructor: Professor Thomas Brodowski
Email: tab23@njit.edu   Office hours – 5PM to 6PM prior to class session
Course Description: Project Management (3 Credits)   or after class

This course will utilize project management concepts and techniques for planning and controlling of resources to accomplish specific project goals. While the focus is on technically oriented projects, the principles discussed are applicable to the management of any project. Topics include scope of work, time, cost considerations, cash flow forecasting, financial and performance control, documentation, team concepts, project development/controls, communication and presentation skills.

Course Material:

Project Management - A Systems Approach to Planning, Scheduling, and Controlling
11ᵗʰ or 12ᵗʰ Edition by Harold Kerzner, Ph.D.

Course Grading:

Class/Group Participation	10 Points	
Homework Assignments	20 Points	
Mid Term Exam	10 Points	
Term Paper	30 Points	
Final Exam -Project CER/Presentation	30 Points	
Total:	**100 Points**	

Attendance Policy:

Attendance will be taken for every class. Non-excused absences may result in a Class Participation grade adjustment.

Computer Resources:

Some knowledge of MS office (Word, Excel, Project, & PowerPoint). We will also gain an understanding of Microsoft Project and Visio. Internet access for utilization of Moodle and selected projects. Laptops are not required but use is recommended. We try to keep this course Green as possible.

Homework Assignments:

All assignments shall include the following information:

1. Course name (EM-636) and section number
2. Team name or number
3. Student names
4. Date
5. Assignment title

The assignments are to be stapled at the top left-hand corner before handing them in. **No cover folders.**
All meeting minutes and assignment should be turned in electronically.

Course Schedule:

All reading assignments are to be completed prior to attending class for the week they are assigned. Homework assignments are due at the beginning of the class for which they are assigned.

Section 103   SCHEDULE   **INTRODUCTION**

Class 1(Onsite)   **Reading Assignment:**
09/06   Chapter 1 & 6– Overview-Project Teams – Communication Management

Class 2 (Onsite)   **Reading Assignment:**
09/13   Chapter 2 – Project Management Growth

Class 3 (Moodle / Team meeting)   **Reading Assignment:**
09/20   Chapters 3 & 4 – Organizational Structures and Staffing
                                                 Assignment #1 due

Class 4 (Moodle / Team meeting)   **Reading Assignment:**
09/27   Chapters 5 – Management Functions

Class 5(Onsite)   **Reading Assignment:**
10/04   Chapter 21 - Modern Development and Project Office
                                                 Assignment #2 due

Class 6 (Moodle / Team meeting)   **Reading Assignment:**
10/11   Chapter 11 – Planning

Class 7 (Onsite)   **Reading Assignment:**
10/18   Chapter 11 – Planning (continued)

Class 8 (Moodle / Team meeting)   **Reading Assignment:**
10/25   Chapters 12 – Network Scheduling Techniques and Critical Chain

Class 9 (Onsite)   **Reading Assignment:**
11/01   Chapters 13, 14, 15 & 19 – Graphics & Estimating - Cost Control,
                                                 Contracts & Procurement
                                                 MID TERM EXAM

Class 10 (Moodle / Team meeting)   **Reading Assignment:**
11/08   Chapter 16 – Trade-off Analysis

Class 11 (Onsite)   **Reading Assignment:**
11/15   Chapters 7 & 8 – Conflicts and Special topics
                                                 Assignment #3 due

Class 12 (Onsite)   **Reading Assignment:**
11/22   Chapters 9 & 10 – Success and Working with Executives
                                                 Assignment #4 due

11/28 – 12/01   **Thanksgiving Recess – No Class Scheduled**

Class 13   **Reading Assignment:**
12/06 **(Moodle / Team meeting)**   Chapters 17, 18 & 20 – Quality/Risk Management, Learning Curves &
                                                 Projects Post Mortems

Class 14 (Onsite)   **Term Paper due**
12/13 **Presentations**   **Final Exam - Project Presentations**

FINAL EXAM - GROUP PROJECT / PRESENTATION (30% of Final Grade)

Teams will be made up with five or more members and each student is responsible for full team participation and sharing all work equally!

The **Team Presentation** is graded on the CER submission and your individual performances when presenting to the class, the creativity shown by the group in what and how the concepts are presented, the understanding of the class concepts illustrated as shown in the presentation and your peers' analysis of your presentation.
Each team must:
• Form and tell the class who is on the team and pick a team name.
• Agree on a project (see below) to present to the Capital approval board members (other teams)
• Report Team's status to the instructor periodically
• Give presentation during final exam period
• Provide feedback and questions to the group after presentation.

Teams choose their topic based on the experience, interests and knowledge of the group members.

The Team project will be to develop a capital expenditure request (CER) for a specific project of your choosing. You should consider the makeup of your group in selecting the type of project. Along with the CER, you will be required to present the project (on Power-point) to the instructor and class for review and approval.

Topics should be chosen as soon as possible.

Each Presentation should include an introduction that will explain the issue or problem your team chose to present and reflect an organized approach to the project. Creativity is very important and will make your experience more enjoyable. Have fun with this Team Project!

TERM PAPER (30% of Final Grade) - at least 8 type written pages, 1.5 spaced, 12pt, Times New Roman
Note: Must be submitted in Microsoft word format & referenced properly.

Term paper topic will be handed out in class.