

# East Tennessee State University

## ENTC 4060 • Project Scheduling

### Course Syllabus • Summer 2005

<b>Instructor</b>	Mr. William (Bill) Hemphill
<b>Room</b>	109-C Wilson-Wallis Hall
<b>E-mail</b>	hemphill@mail.etsu.edu <i>or</i> etsuhemp@earthlink.net
<b>Phone</b>	(423) 439-4184 ETSU Voice (no voice mail) (423) 439-7550 ETSU Fax (423) 926-7820 Home (but <i>never after 9 p.m.</i> ) (423) 767-5254 Cell (short & sweet conversations)
<b>Class Time</b>	Tues. & Thurs: 4:00 — 7:45 p.m.
<b>Office Hours</b>	Tues. & Thurs: 3:15 — 3:50 p.m. Other hours by appointment
<b>Homepage</b>	<a href="http://faculty.etsu.edu/hemphill">http://faculty.etsu.edu/hemphill</a>

---

**Class Homepage** <http://faculty.etsu.edu/hemphill/entc4060>

---

#### Course Description(s)

##### ENTC 4060 Project Scheduling (3 Credits)

A detailed study in planning, organizing, and controlling projects. Computer software is used to schedule projects. Emphasis is placed on time, resources, and capital considerations for the project. Lecture, team exercises, extensive laboratory, and presentations. **Prerequisite:** Instructor approval.

#### Objectives

At the conclusion of the class, the successful student will be able to:

1. Understand the principles of project management and computerized project scheduling;
2. Demonstrate proficiency in one or more project scheduling software applications;
3. Demonstrate the ability to develop and defend an aggressive schedule for accomplishing project objectives;
4. Define project management scheduling terms;
5. Establish precedence relationships;
6. Track, manage, update, and evaluate a schedule;
7. Manipulate computerized Gantt charts, PERT networks/diagrams, task entry forms, calendars, and time scales;
8. Establish and manage budgets and subprojects;
9. Import and export data;
10. Convey a schedule through reports, plots, & prints;
11. Evaluate work breakdown structures;
12. Use Internet technology to conduct project reviews at a distance.

## Required Textbooks & Materials

Kerzner, H. (2003) *Project management : A systems approach to planning, scheduling, and controlling* (8th Ed.). New York: Van Nostrand Reinhold. ISBN: 0-471-22577-0 (hardback)

ETSU College of Business & Technology (2001). *Language Skills Handbook*, (On-line Ed.). Johnson City: Author. URL: <http://www.etsu.edu/scitech/langskil>

At least two (2) forms of removal storage media (e.g., 1.4Mb 3½" floppy diskettes, USB storage device (e.g., Cruzer-mini by SanDisk, Thumb Drive, etc.), &/or a blank CD-R/RW disc for saving larger files. (Note: a PC-formatted 100Mb or 250Mb ZIP disks are no longer adequately supported in departmental/campus computer labs.).

## Recommended Materials:

Online Training Solutions & Frye, C (2003). Microsoft® Office System Step by Step—2003 Edition Redmond: Microsoft Press. ISBN: 0-7356-1520-9

## Assignments & Evaluation

It is expected that the *STUDENT* will accept the primary responsibility for achieving the course objectives and will *through self-initiative complete all assignments on time*.

### Attendance

Attendance will be taken at some time during the class meeting. The Summer term Tuesday/Thursday sections will meet only ten (10) times; each meeting represents ten percent of the available instruction time. *Your presence and participation is important*. As an integral member of a project team, you will be expected to be present for all team meetings during class periods dedicated to design labs.

Three or more unexcused absences may result in reducing your grade; i.e., an A becomes an A-, an A- becomes a B+, and so on. If you know you are going to be absent from class for an authorized University activity or business commitment, please let one of the instructors know before hand. If unique problems arise, consult with an instructor ASAP.

**Class Cancellations:** Classes are seldom canceled; cancellation announcements will be made using local television or radio media. The University radio station is WETS, 89.5 FM.

### Academic Misconduct: ETSU Policy No. 3.13, October 1, 1979

“All students in attendance at East Tennessee State University are expected to be honorable.

“Academic misconduct will be subject to disciplinary action. Any act of dishonesty in academic work constitutes academic misconduct. This includes plagiarism, the changing or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of “F” on the work in question, a grade of “F” for the course, reprimand, probation, suspension, and expulsion. For a second academic offense, the penalty is permanent expulsion.

**Evaluation Criteria**

- 1. Attendance and participation ..... 20 %
- 2. Midterm exam ..... 25 %
- 3. Writing assignments (issues statements, summaries, etc.) ..... 10 %
- 4. Individual and class (group) laboratory projects (including plots of schedule(s), status reports & presentations)..... 40 %

All out of class communications should be by E-mail. As a registered student, you have an automatic E-mail account with the University’s E-mail server. Contact the ETSU OIT Help desk (423-439-4648) for more information. Copies of all class-related E-mails should be CC’ed to instructors’ accounts.

**Grading (on a percentage basis)**

	100 - 92 = A	>92 - 89 = A-
>89 - 87 = B+	>87 - 82 = B	>82 - 80 = B-
>79 - 77 = C+	>77 - 72 = C	>72 - 70 = C-
>69 - 67 = D+	>67 - 62 = D	>62 = F

Students with documented needs for note taking, test taking, or other classroom accommodations should make arrangements with the instructors early in the term. Contact ETSU Student Support Services, 3<sup>rd</sup> floor D.P. Culp Center  
 Voice: (423) 439-5396 URL: <http://www.etsu.edu/sss>

**Access to Departmental and University Facilities**

The Rules & Guidelines for Technology Department Rooms & Computer Labs are available at the following URL: <http://www.etsu.edu/scitech/entc/guidelines.htm>

Departmental computer labs are generally available only with permission of appropriate faculty and should be used only when other classes are not in session.

If required, work permission cards must be obtained from an instructor if you desire to work in departmental PC labs, especially after hours. Certain labs may require special permission from another instructor or systems administrator.

As access to the various departmental computer labs—including the CADD lab—may be limited, it is suggested that you consider using the various University PC labs on campus, especially the large PC lab in the D. P. Culp center for all computer work not requiring direct access to the software application used in this class (e.g., MS Project).

For information on location and operating hours of other ETSU computer labs on the main campus, the University’s syllabus supplement is available on-line at the following URL: <http://www.etsu.edu/reg/syllabus.htm>

## Topics

- Introduction and overview;
- Scheduling skills, definitions, & concepts;
- Introduction to PM&S software;
- Precedence relationships;
- Work breakdown structures;
- Risk management and mitigation planning;
- Establishing and managing budgets;
- Mastering applications:
- Gantt charts and PERT networks;
- Conveying and presenting schedules: reports, plots, & prints.

## Selected Bibliography

- Chatfield, C.S., and Johnson, T.D., (2000). *Microsoft Project 2000: Step by step*. Redmond, WA: Microsoft Press.
- Crume, J., (2000). *Inside Internet security: What hackers don't want you to know*. Harlow, Great Britain: Pearson Education Ltd. (Addison Wesley).
- Fisk, E. R., (2000). *Construction project administration* (6<sup>th</sup> Ed.). Upper Saddle River, NJ: Prentice-Hall.
- Hutchings, J. F., (1996). *CPM construction scheduler's manual*. New York: McGraw-Hill
- Kliem, R. L. & Ludin, I. S. (1993) *The noah project: The secrets of practical project management*. Brookfield, VT: Gower.
- Lewis, J. P. (2000). *The project manager's desk reference* (2<sup>nd</sup> Ed.) Boston: McGraw-Hill. ISBN 0-07-134750-X
- Liebing, R.W., (2001). *The construction industry: Processes, players, and practices*. Upper Saddle River, NJ: Prentice-Hall.
- Starfield, A.M., Smith, K.A., & Bleloch, A.L., (1994). *How to model it: Problem solving in the computer age*. Edina, MN: Burgess International Group.