CM 4660 – Advanced Scheduling & Project Mgmt
College of Architecture & Construction Management
Term: FALL 2017

Prerequisite: CM 4510, 4560
Class Meeting time: Tues/Thurs 6:30-7:50
Course Website: http://d2l.kennesaw.edu

Class Location:
Class instruction methodology: 3-0-3 100% Classroom
Instructor: Professor Weidner
Office Location & Hours: Mon/Wed 3:00-5:00 Tues/Thurs 2:00-4:00 Friday by appointment
Course Communications:
Preferred method of contact: Course D2L email or during office hours

Required Text/ISBN Number: N/A

COURSE SYLLABUS
Construction Management Faculty are involved in the development of knowledge, understanding, and application in an environment where we monitor, manage, and facilitate the learning process. Instructor strives to provide a rich learning environment that allows for a range of individual learning styles. The following syllabus provides specific topics for the course through various forms of teaching and discovery based on a selection of reading materials and other resources.

Course Catalog Description:
Course focuses on Communication, Industry Software, Target Value Design and other best Practices as they pertain to Project Management, Erosion Control Supervisor, and Work Zone Traffic Control Certification requirements are examined. Skills generally required for sound project management in a variety of management settings are studied in addition to specific management issues typically associated with construction companies.

Purpose of Course: To supply the Student with the Skills necessary to manage today’s complex Construction Projects.

Course Goals, Objectives & Expectations: Skills generally required for sound project management in a variety of management settings are studied in addition to specific management issues typically associated with construction companies.

Course Learning Outcomes (CLO):
1. Understanding of proposal requirements and preparation
2. Create project organizational and administrative management tools.
COURSE POLICIES

NO CELL PHONE USE DURING CLASS!
You do not have to turn them off but they must be on silent and put away. If any student is on their cell phone during class, instructor will leave the classroom.

The classroom environment will be treated the same way as if this was a corporate meeting in a large conference room in which your boss was delivering a presentation. He/she would not tolerate cell phone use – it is distracting to instructor and classmates and frankly – rude.

Attendance Policy: Attendance is mandatory in order to participate fully. You are expected to arrive on time. You are allowed 2 absences – any additional will affect your grade. The only acceptable excused absences are: illness (with documentation) or your participation in a University sponsored event which instructor must have prior notice of. Work related conflicts are not excused absences.

Conflicts, problems and/or issues with this course should be discussed as early as possible with instructor and it will be at instructor’s discretion to solve as equitably as possible. Do not delay discussion as sympathy for conflicts or problems diminishes with time.

Quiz / Exam Policy / Make-up Policy: No make-up work (so don’t ask) NO EXCEPTIONS.

It is YOUR RESPONSIBILITY to obtain information/notes/assignments from missed classes. DO NOT ask instructor to provide for you.

Assignment Policy: Incomplete or late assignments will not be accepted. NO EXCEPTIONS.

Course Technology Requirements: N/A

Evaluation & Grading

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<tr>
<th>Assessment</th>
<th>CLO 1</th>
<th>CLO 2</th>
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<tbody>
<tr>
<td>Workshop Exercise 1-2</td>
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<td>Workshop Exercise 3-10</td>
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<tr>
<th>Assessment</th>
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<td>SLO 9</td>
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This outline is intended to represent the general format of the class. The instructor reserves the right to make changes.

Grading:

Participation & Workshops 100%

A = 90-100  B = 80-89  C = 70-79  D = 60-69  F = Below 60
UNIVERSITY POLICIES:
Statement of Student Rights and Responsibilities
KSU Student Code of Conduct

Plagiarism and Cheating:
No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the KSU Student Academic Integrity Policy at http://kennesaw.edu/handbooks/faculty/section2_13.php

University Policy on Accommodating Students with Disabilities:
Students requesting accommodation for disabilities must first register with the Office of Disabled Student Support Services at http://www.kennesaw.edu/stu_dev/dsss/dsss.html. The Office of Disabled Student Support Services will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.**
http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

Electronic Recording & Social Media Policy

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall electronically record any class discussion without the written permission of the instructor. No person shall publish online or elsewhere any electronic recording of a class discussion without the written permission of the instructor and any other persons who were recorded. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor and any other persons who were/will be recorded. Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the DisAbled Student Support Services available at: http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml

GETTING HELP

For issues with technical difficulties, please contact the Student Helpdesk:
1. Fill out a service form http://uits.kennesaw.edu/support/formselect.php?s=tech
2. Email: studenthelpdesk@kennesaw.edu
3. Call: 770-499-3555

Getting Started With Technology Services http://uits.kennesaw.edu/
Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from ITS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources
1. Student Service Desk and Help Center  studenthelpdesk@kennesaw.edu
3. USG Desire2Learn Help Center  https://d2lhelp.view.usg.edu/
4. D2L Training Options & Resources for Students  https://web.kennesaw.edu/acs/pages/desire2learn/student-resources-d2l
5. Computertrain Online Courses  http://www.kennesaw.edu/dlc/FacultyResources/
6. ITS Documentation Center  http://uits.kennesaw.edu/docs/netaccess/guides/windows7_wifi_instructions.pdf
7. Check Service Outages  http://status.usg.edu/
8. Maintenance Schedule  https://usg.desire2learn.com

Academic Resources
1. Academic Tutoring Services  http://www.kennesaw.edu/stu_dev/alp/academic.shtml
2. Disability Resources  http://www.kennesaw.edu/stu_dev/dsss/dsss.html
4. Library  http://www.kennesaw.edu/library/
7. Math Lab  http://mathlab.kennesaw.edu/

Student Support and Wellness Resources
1. Career Services Center  https://careerctr.kennesaw.edu/
2. Counseling and Psychological Services  http://sss.kennesaw.edu/cps/
3. Center for Health, Promotion and Wellness  http://www.kennesaw.edu/col_hhs/wellness/
4. Student Health Clinic  http://studenthealth.kennesawstateauxiliary.com/

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The Complaints and Appeals Page was developed to assist current and prospective students in submitting complaints and appeals and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address related student complaint.  http://www.kennesaw.edu/complaints_appeals.shtml

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two way Video conference site in place of a meeting on the KSU campus.
CM 4660 will be in the format of seminar/workshop that will provide valuable topics that will benefit a construction management career. Reading material and resources will be posted on D2L.

**Specific schedule of topics and information will be posted on D2L calendar and are subject to change with notice.**

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<tr>
<th>Week</th>
<th>TOPIC</th>
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<tr>
<td>1</td>
<td>RFP’s / Effective Proposals &amp; Workshop (1 &amp; 2)</td>
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<td>2</td>
<td>Conceptual Estimating / Schedule of Values &amp; Workshop (3)</td>
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<td>3</td>
<td>Value Analysis / Value Engineering &amp; Workshop (4)</td>
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<td>4</td>
<td>Project Buy-out</td>
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<td>5</td>
<td>Preconstruction</td>
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<td>6</td>
<td>Site Logistics / Mobilization &amp; Workshop (5)</td>
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<td>7</td>
<td>Cost Management</td>
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<td>8</td>
<td>Oral / Written Communication &amp; Workshop (6)</td>
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<td>9</td>
<td>Scope Change Analysis &amp; Workshop (7)</td>
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<td>10</td>
<td>Project Close-out &amp; Workshop (8)</td>
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<td>12</td>
<td>Productivity Analysis &amp; Improvement</td>
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<td>13</td>
<td>Project Submittals &amp; Workshop (9)</td>
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<td>14</td>
<td>Business Development / Marketing &amp; Workshop (10)</td>
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<tr>
<td>15</td>
<td>Construction Project Management Technologies</td>
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