COURSE SYLLABUS

Instructor
• Dr. Tulio Sulbaran
• Office Address: TEC 250A, Bobby Chain Technology Building, Hattiesburg
• Office Number: 601-266-6419
• Fax Number: 601-266-5717 (Main SOC Office)
• Email: Tulio.Sulbaran@usm.edu

Office Hours
• Office Hours: T & TH 8:00-11:00am CST, F 8:00-12:00am CST
• Or by Appointment

Drop Date
• January 20-Last day to drop full semester classes and receive 100% financial refund
• January 20-Last day to drop full-semester classes without academic penalty

Please see Academic Calendar: http://www.usm.edu/registrar/spring-2015-full-term-academic-calendar

Prerequisites
• BCT 336
• ENT 120

Corequisites:
• BCT 458

Credit Hours
• One (1) credit hour

Course Description-Current USM Bulletin:
BCT 458L: Construction Planning and Scheduling. Critical Path Method (CPM) as a project planning, scheduling, and monitoring technique.

Course Overview
This course is designed for you to attain basic knowledge and concepts of construction planning and scheduling. To successfully complete construction projects in today’s industry, the skills of work plan development and communication of scheduling and planning output is one of the foundations of our
The lectures and readings will give you a body of knowledge upon which to base active-learning exercises in the lab and outside of class. These exercises are intended to teach you the skill sets required for project management and control. The course is delivered in a process-oriented format called the Total Cost Management (TCM) Framework. The content density is significant, but if you apply yourself to the lectures and lab exercises, you will leave with the tools (and confidence) necessary to accept the responsibilities which will be given to you by future employers.

**Course Outcome(s)**
The goals of this course are to: 1. Provide students with the fundamental knowledge of a systematic framework approach to prepare construction schedule documents and to 2. Prepare the students to understand the bases to a develop construction schedule documents using a commercially available application (Microsoft Project Professional 2013)

**Student Learning Outcomes**
At the completion of this course the students will be able to:

1. Describe the Graphic User Interface of a commercially available schedule application (Microsoft Project Professional 2013)
2. Compile activities using the WBS in Microsoft Project
3. Calculate Activity Durations in Microsoft Project
4. Appraise the relationship between activities to implement the Critical Path Method in Microsoft Project
5. Define Resource in Microsoft Project
6. Allocate Resources in Microsoft Project
7. Prepare Schedule Reports in Microsoft Project

**Course Communication**
- Course Material will be delivered through the Blackboard 9.1 Shell.
- Email will be received and sent through the Blackboard 9.1 Shell
- Email Protocol: All course email will have in the subject header 'BCT458_' prior to the stated subject topic.
- All Assessments and quizzes will be submitted within the course shell.
- Help sessions will be conducted with either the Blackboard IM, Collaborate Classroom or WebEx.

**Required Text(s) and Readings**
(1) MS Project Tutorials:

**Video: Schedule your Work in MS Project 2013**
With a few clicks, you can tap the power of Project 2013 to convert your to-do list into a full-fledged project for you to manage and share with your team and stakeholders.
Available online at: The Blackboard Course Shell

**Video: Create a Timeline in MS Project 2013**
A Project 2013 timeline is a professional–looking snapshot of key tasks and milestones that’s good to go in any status meeting.

**Video: Report on Progress in MS Project 2013**
With Project 2013, you can create reports of whatever project data you want. Use charts and tables to tell your project’s story clearly and effectively, without having to rely on any other software.

**Video: Collaborate with Your Team**
Project 2013 can help you set up a SharePoint tasks list that syncs with your project. Your team
members can view the schedule and update their work in SharePoint, and you’ll see the changes in Project. And vice-versa.

Video: Assigning Resources in Project
This video shows the basics of how to add resources to activities/tasks and use the Resource Sheet to track all of the resources in your project.

Video: Tracking Progress in MS Project
This video shows how to mark tasks complete, and run some reports that give an idea of what's on time and what's not.

Optional Text (s) and Readings

Technology Requirements
- **Computer with Windows 7**: To be able to install Microsoft Project 2013
- **Microsoft Project 2013**: To be provided by the university
- **Report Creation in Microsoft Word 2007/2010**: My instructions will utilize Microsoft Office with the Ribbon navigation introduced in the 2007 version. The main requirement is that report exercises will be required to be submitted with .doc or .docx file extensions. You do not necessarily have to purchase a version of Microsoft Word for this course: OpenOffice.org is a free office suite which has a word processor, 'Writer', which saves files in the .doc format. The suite is available for download at www.openoffice.org. Keep in mind that I will not ‘train’ you to use any word processor in this course--that is your responsibility, in context of the requirements I specify.

- **Blackboard Shell Access**: It is your responsibility to enable your computer and web browser for access to and usability with Blackboard 9.1. Please take the time to learn how and what browsers and java versions are required. I have several browsers and java version installed on my personal computer for these reasons. For example, the following browsers are most compliant in my experience (in order of success):
  ~Windows Internet Explorer 9

- **Viewing Video**: The ability to view instructional videos in this course is critical and **mandatory**, as it is a primary mode of communication. Regan created video in mp4 and m4v formats which is viewable in most browsers and media players. The responsibility is yours to ensure that you can view the multimedia in this course. Media player codecs can get complicated, but Regan created multimedia which should require no add-on codecs. As a backup, students may want to download VLC Media Player at this URL: [http://www.videolan.org/vlc/](http://www.videolan.org/vlc/)

- **Submission of assignments and taking assessments**: You are also responsible for ensuring that your assessments and assignments properly submit within the course shell. I will take a very limited number of submissions via email. For this reason, and the fact that technology is typically problematic, I will set up a section within the shell for you to test submissions so that problems can be mitigated early in the course.
Class Procedures and Requirements

- **Hands-On Assignments**: At the end of each unit (on Thursday approximately every two weeks unless otherwise instructed), there will be a hands-on assignment on Microsoft Project that would approximately parallel to the fundamental reading materials in the lecture.
- **Quizzes**: There might be quizzes during the semester to complement the Hands-on Assignments.
  *All quizzes and Assignments will be due by Midnight CST on Thursday unless otherwise instructed.*
  *All quizzes and Assignments will be taken/submitted within the course shell (no external email).*

Class Participation Policy

- Students are expected to stay current with the readings assignments and to complete assessments by the required due dates.
- This course is a self-study course in the sense that I want to force original thought and questioning, therefore collaboration between students is not allowed. The instructor will take questions through the Discussion Board.

Evaluation Criteria

Course:

1. Mid Term Exam 30% – Due Thu Feb 19th, 2015
2. Quizzes/Assignments 40%
3. Final Exam (Comprehensive) 30% – May 4th – May 7th, 2015

Grading Scale

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

Proctored Exams

- There are no proctored exams or quizzes.

Late Assignments or Projects

- Late work will not be accepted. Exceptions must be documented and at the discretion of the instructor.

Academic Honesty

The following is from the USM Undergraduate Bulletin:

“When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.”
**Required:** Students must send the instructor an e-mail using course shell-exterior e-mail stating that they:

- Understand USM’s academic honesty policy and also understand that if they do not uphold the standards of academic honesty, the instructor will enforce all applicable punishment.
- Understand their responsibility under the ‘Technology Requirements’ section.
- Understand that work in this course is not to be collaborative, and that sharing electronic documents or course information between students is prohibited and considered cheating.

Your cooperation is required in this course for learning or 'academic' integrity. Normally I encourage students to collaborate on projects and assignments. This course is different in that I want you to do your own original thinking regarding resource requirements, constructability, etc. I feel it is important in this course to learn to take responsibility for your own thoughts and ideas. I realize that most of you do not have experience in construction of these building systems, and I will take that into consideration. You may have to do some supplemental research to feel confident of your answers (examples would be jobsite visits, websites with construction data, supplemental materials posted by the instructor, etc.). In any case it is always good to document your assumptions in the assignments. This will result in very unique submissions and if I feel that several of the assignments have been shared or collaborated upon, I will act and then investigate. **If two or more assignments are duplicated, I will fail all parties involved, so please do not share your work with others prior to the submission.**

**ADA Policy:** If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

**Address:**

The University of Southern Mississippi, Office for Disability Accommodations
118 College Drive # 8586, Hattiesburg, MS 39406-0001

**Voice Telephone:** (601) 266-5024 or (228) 214-3232  **Fax:** (601) 266-6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.
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<tr>
<th>Week</th>
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<th>Unit</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 12th – Jan 16th, 2015</td>
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<td>Introduction to Commercial Schedule Applications</td>
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<td>4</td>
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<td>Feb 7th – Feb 13th, 2015</td>
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<td>WBS in Microsoft Project</td>
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<td>Feb 14th – Feb 20th, 2015</td>
<td>3</td>
<td>WBS in Microsoft Project</td>
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<td>7</td>
<td>Feb 21st – Feb 27th, 2015</td>
<td>4</td>
<td>Activity and Project Durations in Microsoft Project</td>
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<td>8</td>
<td>Feb 28th – Mar 06th, 2015</td>
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<td>Activity and Project Durations in Microsoft Project</td>
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<td>Mar 14th – Mar 20th, 2015</td>
<td>5</td>
<td>Critical Path Method in Microsoft Project</td>
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<td>10</td>
<td>Mar 21st - Mar 27th, 2015</td>
<td>5</td>
<td>Critical Path Method in Microsoft Project</td>
<td>Hw 05 – Due Thu Mar 26th</td>
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<td>11</td>
<td>Mar 28th – Apr 3rd, 2015</td>
<td>6</td>
<td>Resource Definition in Microsoft Project</td>
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<td>12</td>
<td>Apr 4th - Apr 10th, 2015</td>
<td>6</td>
<td>Resource Definition in Microsoft Project</td>
<td>Hw 06 – Due Thu April 09th</td>
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<td>13</td>
<td>Apr 11th - Apr 17th, 2015</td>
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<td>Resource Allocation in Microsoft Project and Schedule Reports in Microsoft Project</td>
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<td>14</td>
<td>Apr 18th - Apr 24th, 2015</td>
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<td>Apr 25th - May 1st, 2015</td>
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<td>Final Exams</td>
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<td>Final Exam (Comprehensive)</td>
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* This syllabus may be revised by the faculty at his own discretion. If Syllabus revision are made the students will be notified.