COURSE SYLLABUS

PROJECT MANAGEMENT
SPRING 2018
COURSE NUMBER: PLA6280
1.5 CREDITS

WEDNESDAYS, 6:00 - 8:00 PM
ROOM: 200 SOUTH FAYERWEATHER

Instructor: Leeza Springer, PMP
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I. COURSE DESCRIPTION
The tools and techniques of project management are taught with respect to the overarching management of development projects including during the phases of envisioning, planning approvals, design, construction documentation, building, and delivery of the completed project on time and within budget. Taking into account the disparate objectives of the many constituents in the process, a rigorous method for optimizing decision-making and resolving challenges is learnt. The general theory and methods of project management are tailored to the complex area of real estate such that the developer retains control and management of the process to achieve the most successful outcome.

II. COURSE REQUIREMENTS AND ASSIGNMENTS
Students are expected to take detailed notes during all lectures. If absent, students are responsible for obtaining class notes from fellow classmates. The distributed Powerpoint presentations will not be enough to obtain a full understanding of the information presented during class. Students will also be required to ask questions and participate in in-class discussions. Completion of short readings, assignments and a final project is required.

III. COURSE GRADING CRITERIA
Course grading criteria are as follows:
- Attendance and In-class Participation: 20%
- Completion of Readings & Assignments: 40%
- Final Project: 40%

IV. READINGS
There is no one text describing the project management process as it pertains specifically to real estate development projects. The material presented in this course will be based on the best practices as outlined in The Project Management Body of Knowledge (PMBOK), issued by the Project Management Institute (PMI) and how these relate to real estate development projects.
Students will not be required to read the PMBoK. Instead the collection of required and recommended readings below will attempt to supplement the information taught in this course. Students will be expected to complete required readings in advance of class. Please note that while recommended texts are not required readings they will help students get the most out of this course.

**Required text(s) / reading(s):**
- “Real Estate Development Project Management” Course Pack
  (to be provided via Google Drive)

**Recommended text(s) / reading(s):**
- “Real Estate Development Project Management” Course Pack
  (to be provided via Google Drive)

V. COURSE OUTLINE

**Class 1: 03.07.2018 : Introduction to Project Management**
Students will be introduced to the project management process and how it relates to the various kinds of real estate development projects they may undertake / encounter in their careers (i.e. acquisitions, change of use / repositioning efforts, interior renovations, ground-up developments, etc).

**In-Class Exercise:** A Project Charter, including Statement of Work, will be distributed and reviewed in class. An in-class discussion will be held to develop questions that will help clarify the Project’s Scope of Work.

**Required Readings due 03.21.2018:**
Recommended Readings due 03.21.2018:


**Class 2: 03.21.2018 : Scope Management**

The importance of scope management will be discussed. Students will be taught the tools and techniques necessary to define and manage the scope for any development project. Responses to the questions submitted at the end of Class #1 will be reviewed in class to clarify the Statement of Work.

**Guest Speaker:** Agosh Gaur, PMP, EIT, LEED GA | Project Manager, Batska Consulting Group

**In-Class Exercise:**

1. Students will be asked to form groups for completion of the Final Project.
2. Groups will be asked to prepare a Project Organization Chart to further their understanding of the project team.
3. Groups will be asked to begin to outline their “Work Breakdown Structure (WBS)” based on the clarified project scope to further their understanding of the steps required to complete the project.

**Required Readings due 03.28.2018:**


**Class 3: 03.28.2018 : Time Management**

The importance of time management will be discussed. Students will be taught the tools and techniques necessary to define and manage the project schedule for any development project.

**Guest Speaker:** Jason Boutin, RA | Principal, CWB Architects

**In-Class Exercise:**

1. Groups will be asked to use their WBS to begin a preliminary project schedule in Gantt Chart format using the guidelines provided in class.

**Required Readings due 04.04.2018:**


**Recommended Readings due 04.04.2018:**

**Assignment No.1 due 04.04.2018:**
“*Project WBS*” - Prepare a Work Breakdown Structure (WBS) using the guidelines provided in class. This must be submitted in written form by Wednesday 04.04.2018.

**Class 4: 04.04.2018 : Cost Management**
The importance of cost management will be discussed. Students will be taught the tools and techniques necessary to define and manage a project budget for any development project.

**Guest Speaker:** Rufus Hammond | Expeditor / Project Management Department Manager, CODE, LLC

**In-Class Exercise:**
1. Groups will be asked to start a project budget in Excel using the WBS (Assignment No.1) and Project Schedule (Assignment No.2) they previously prepared.

**Required Readings due 04.11.2018:**

**Recommended Readings due 04.11.2018:**

**Assignment No. 2 due 04.11.2018:**
“*Project Schedule*” - Use the WBS (Assignment No.1) to generate a preliminary project schedule in Gannt Chart format using the guidelines provided in class. This must be submitted in written form by Wednesday 04.11.2018.
Class 5: 04.11.2018: HR and Communication Management
The keys to successful people management will be discussed. Students will be taught how to achieve employee satisfaction and foster growth as well as understand patterns of team formation and how to guide team development. These concepts will then be related to the tools and techniques necessary to develop a project-specific Human Resource Plan. Students will also be taught how to establish and maintain clear communication lines and produce clear, proactive and appropriate forms of documentation so that they may successfully manage the project and its stakeholders.
Project Status Updates will be distributed and reviewed for use in preparation of the Final Project.

Guest Speaker: Ralph Florio | HR Business Partner, Pandora

In-Class Exercise:
1. Groups will be permitted to work on the Final Project in class.

Required Readings due 04.18.2018:

Recommended Readings due 04.18.2018:

Assignment No. 3 due 04.18.2018:
“Project Budget” - Use the WBS (Assignment No.1) and Project Schedule (Assignment No.2) to generate a preliminary project budget in Excel using the guidelines provided in class. This must be submitted in written form by Wednesday 04.18.2018.

Class 6: 04.18.2018: Stakeholder and Risk Management
The importance of identifying all internal and external project stakeholders will be discussed along with how to identify their needs and manage their expectations throughout the project to keep their involvement in the project aligned with its successful completion.
Students will be taught how to anticipate and identify areas of risk, how to quantify and qualify those risks, and how to plan for them.

Guest Speaker: Julie Maddox, PE, LEED AP | Sr. Project Engineer, Atkinson-Noland Associates
In-Class Exercise:
1. Groups will be permitted to work on the Final Project in class.

Final Project due 04.25.2018
See “Final Project” Description below.

Class 7: 04.25.2018: Quality and Procurement Management
The importance of quality management will be discussed. Students will be taught the tools and techniques necessary to define quality parameters for any development project and manage them as the project scope evolves in order to bring the project to completion within scope, on time, within budget and at the agreed upon quality.
Students will also be taught how to procure products and services that may be necessary as part of a real estate development project. They will be introduced to the types of services typically required, what to expect of those service providers and how to contract with them.

Guest Speaker: Fayyaz Khan P.E. LEED AP | Senior Engineer, Rodkin Cardinale PC

VI. FINAL PROJECT
Students will be assigned a sample development project. The project’s Statement of Work will be provided. Using this document they will be asked to generate an Organizational Chart, Work Breakdown Structure (WBS), Schedule and Budget. Once these items are generated they will be provided with a series of project status updates, which they will need to use to make and track changes to the initial documents they have prepared. A narrative accompanying the revised Project Deliverables (WBS, Schedule and Budget) describing the “iterative” process carried out to realign the project in response to the project updates provided will be required to illustrate the decision-making processes that were used to respond to changes in the project’s scope. More detailed Assignment Descriptions will be provided.