

Syllabus

TEC D 205 – Engineering Tech Project Planning

Olympic College – Bremerton, WA

Credits: 4

Instructor: Peter Sanchez
 Office: BUS 207
 OC Phone: (360) 475-6552
 OC Fax: (360) 475-7365
 E-mail: psanchez@olympic.edu
 Professors Online Webpage: <http://faculty.olympic.edu/>

Course Description:

An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning/Management. Microsoft Office Project will be used as a vehicle to outline the planning process and is intended for those seeking to be engineering technicians who want to enhance their ability to communicate with engineers. This course is not intended to teach software, but rather, to teach the engineering approach to project planning and project management as opposed to planning tools used in typical business settings.

Prerequisite:

Permission of instructor

Required Text:

projectmanagement – the managerial process (5th edition)

Authors: Erik W. Larson & Clifford F. Gray

ISBN: 978-0-07-340334-2

Publisher: McGraw-Hill Irwin.

Book Type: Hardback

Course Requirements:

Final course grade will be based on:

<i>Mid-Term Submittal on “Chosen Topic”</i>	100 pts. (Mid-Term Research Packet)
<i>Pop Quizzes on “Lectures”</i>	100 pts. (4 total at 25 pts. each)
<i>Final Project Submittal</i>	300 pts. (3-Ring Binder Submittal)
<i>Total</i>	500 pts. (Total points earned)

Grading procedure

The final grade is calculated by dividing your total points by the total possible points. The percentage result is then multiplied by 4.00 to determine your decimal grade.

Example: 600 total points possible 350 points earned by student

$$350 / 600 = .583 \quad .583 \times 4.00 = \underline{\underline{2.3 \text{ G.P.A.}}}$$

(Note: See Olympic College Catalog for Decimal to Letter Grade comparison)

Attendance and Participation

Because of the extensive amount of information required to complete the Project Objective, regular attendance in class will be expected.

Participation will play an essential role in getting through this class. Participation is interpreted by the student's undivided attention during the lecture, understanding of course material when called upon, interest, and enthusiasm.

Class meets 20 times this term; 5 points per class.

Mid-Term Submittal on "Chosen Topic"

This course will require students to do extensive research on the "Chosen Topic". The student must understand the project fully in order to execute an effective plan. To do this, the student must assemble as much information about the project and/or similar projects using whatever resources are available to them, such as the yellow pages, the internet, classified ads, etc...

Chosen Topics: Project Objective (Elaborate...tell me as much as possible)

Example 1: To construct a custom home or apt. bldg. within 6 months...

Example 2: To construct a custom welded buggy within 9 months...

Example 3: To install a mechanical system in a commercial building within 12 months...

Items to consider: (Examples below)

- a. Project Information – All relevant information about the project – Client, address, etc.
- b. Deliverables – What standard of quality are you delivering to the client? High End?
- c. Milestones – What are the critical Dates/Timelines that must be met in order to stay on schedule?
- d. Technical Requirements – What are the codes or guidelines that must be implemented in order to meet all safety requirements?
- e. Limits and Exclusions – What are the limits of the scope of work or what items will be excluded as a part of the final product?
- f. Cost/Availability of Materials – What are the cost of materials and its availability?
- g. Cost/Availability of Labor – What are the costs for labor and its availability?
- h. Owner/Customer Review.

*****NOTE: Instructor will conduct a Mid-Term Review on the student's Research at Week 5 – Points will be deducted from the Total points if student is not prepared*****

Final Project Submittal:

The Final Submittal will consist of submitting a 3-ring binder with the following information:

1. An overall Description of the project. (Tell me what your project is about...elaborate on your Project Objective from the Mid-Term)
2. Completed Spread Sheet / Time line for the Project Objective. (Per Microsoft Office Project)
3. All research material divided into tabs:

Example: Project Information, Deliverables, Milestones, Technical Requirements, Limits and Exclusions, Cost/Availability of Materials and Labor, Customer Review, Miscellaneous.

Classroom Policies:

Cell Phones:

Classroom use is prohibited. Either turn off completely or set mode to vibrate. Do not use cell phone during active lecture or demonstration time. Break times will be provided and phones can be used during that time period.

Cheating

Cheating in any form is grounds to fail the course and will be reported to Olympic College Administration.

Resources:**American Disabilities Act Statement:**

Any student who feels he/she may need an accommodations based on the impact of a disability should contact the office of Access Services located in Humanities 114, or call (360) 475-7540 for information or an appointment.