

The University of Findlay
College of Science
Fall Semester 2005

*The Mission of the University is to equip our students
for meaningful lives and productive careers.*

Course Number/Title:	ENVM 625, N1 Project Management and Planning
Credit Hours:	3
Class Time/Place:	Tuesdays, 7 to 9 pm
Prerequisites:	Determined by the SEEM at the time of registration
Instructor:	Dr. Timothy J. Murphy, Assistant Professor The University of Findlay 1000 North Main Street, Brewer 112 Findlay, Ohio 45840 Phone: 419/434-4588; Fax: 419/434-4387 email: murphy@mail.findlay.edu
Office Hours:	Monday, and Friday 8:30 am to Noon By Appointment
Course Description	This course covers the elements of effective project management through strategic planning, forecasting, project implementation, and cost control. The student will be able to communicate environmental, safety and health projects to management in a business format through understanding of cost, budget, and return on investment considerations.
Relationship to the Conceptual Framework	Since 1986 the University of Findlay has been actively involved in the development of integrated educational programs to assist industry and communities in the management of environmental, safety and health programs. This course is part of a series of courses designed to develop environmental professionals for both industry and the public sector

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Course Objectives Upon successful completion of the course, the student should be able to:

1. Define the characteristics of a project
2. Understand the constraints imposed on projects and programs
3. Plan a project based on scope, schedule, and budget
4. Determine projects type of life cycle and it's impact on managing a project
5. Communicate environmental, health and safety projects to management in a business format through an understanding of the triple constraint of project management
6. Manage a project through acceptable monitoring
7. Wrap up a project through acceptable techniques
8. Understand basic use of Microsoft Project management software

Required Textbooks and other materials Mantel, S. J., J. R. Meredith, S. M. Shafer, M. M. Sutton, *Core Concepts, Project Management in practice, 2nd Edition*, John Wiley & Sons, New York NY, ISBN 0-471-22965-2

Knowledge Base A variety of case studies and articles will be used to increase the students understanding of the subject matter.

Instructional Strategies

Case Analysis	X	Library and Internet Research	X
Debate	X	Practice/drill	
Discovery/Independent Research	X	Problem solving	X
Discussion/Questioning/Interviewing	X	Reading assignments	X
Experiential Learning		Role playing/simulation games	
Field Experience		Service Learning	
Group Presentation		Video/Audio Review and Critique	X
Laboratory Experiences		Other	
Lecture	X		

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Methods of Assessment

Abstracts		Participation	X
Attendance	X	Peer Evaluation	
Capstone Project		Portfolio	
Case Study	X	Portfolio Lab Performance	
Exams	X	Presentations	
Group Projects		Professional Evaluation	
Homework Assignments	X	Quizzes	
Internet Research	X	Research project	
Journaling		Other	
Lab Performance			
Oral/written review of literature			

Grading The students total points earned in the course divided by the total points possible will determine the course grade

Grading Scale/Distribution Exam 100 points
Class participation 10 points
Homework assignments 5 at 20 points each

Grade cut offs are as follows: A= >92%, B= >84%, C= >76%, D= >66% and F= <66%

Honor Code *I will not knowingly engage in any dishonorable behavior, cheat, steal, lie or commit any act of plagiarism during my academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, in my discretion, report it to the appropriate personnel.*

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Course Policies and Practices

Note that the text is a guide and the class sessions and homework will contain the tools. Assignments will be based upon the readings in the text book and case studies, while the exams will be based upon the text, and our discussions and your synthesizing of what you already know and what we will learn.

- Attendance is mandatory, if you are to be absent notify the instructor in advance
- All assignments are to be turned in a type written format, all assignments that require the student to create and submit a Microsoft project file are to be imbedded into a word file and submitted in word format
- Extra credit is **not available** in this course
- All assignments are to be submitted via the assignment tool in the course blackboard website
- Students should come prepared to discuss all assigned readings in class. The best learning occurs from thoroughly preparing in advance of discussion. Remember, a portion of your grade is based on participation in class
- Participants may only submit original work products, copying portions of material from texts, other papers etc. is considered plagiarism and will be dealt with in the most severe manner allowable by the University. Students are encouraged to exchange ideas and study together, *BUT the assignments, case studies, reports, papers and exams are individual work products, and must be done on an individual basis. Any assignment, case study, report, paper or exam prepared in whole or part by anyone other than the student submitting the work will cause that work to receive a grade of ZERO. Copying large (more than a few lines) from another and then citing a reference is still considered plagiarism.*
- **If you have any questions regarding what is plagiarism please see the Course Information in blackboard**
- All tests, quizzes, case studies reports, research papers, become the property of the instructor
- ANY assignments, case study or exam **NOT submitted on time will receive a full letter grade** deduction

Final Exam Date

Last day of class (NOTE: subject to change)

Special Services

If you are a student with a disability, it is your responsibility to register with the Office of Disability Service and notify your instructor one week prior to any needed service so that reasonable accommodations can be made for you.

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Course and Instructor Evaluation Written Evaluations on University approved forms on the blackboard course web site

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Additional Information None

Tentative Course Outline (Course outline is subject to change throughout the semester)

See the separate class schedule

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