Course Syllabus

ENCE 625 PROJECT ADMINISTRATION

COURSE DESCRIPTION

ENCE 625 Project Administration (3) Majors only, or department permission. This course examines the principals of project administration procedures from the viewpoint of a resident project manager or project engineer on a construction or engineering project. The course specifically addresses the project administration responsibilities of the project manager or project engineer in the engineering, design, or construction industries. Students with a background in the private sector or the government sector will benefit. The course takes a project team approach for improved job efficiency, outlining a project team operation in which the office project administrator delegates to the greatest possible extent all those project administrative functions that can be done more efficiently in the field. The class also addresses the responsibilities and risks that a project administrative manager is likely to encounter. The course is suitable for students, engineering and design professionals, project managers, experienced contract administrators, and owners interested in the special administrative problems of engineering or construction.

Students of construction management, on-site representatives, engineers, and inspectors will be provided with a ready source of information in preparing for the responsibilities they could expect to confront on modern construction and engineering projects, and aid management decision making.

Project administration personnel who work with or exercise control over the on-site project representatives have special problems that will also be addressed within the project team concept. Together the office and field personnel involved in project administration will be provided with a workable system for operating as an effective construction or engineering team.

The course also includes the concept of developing the project team approach in project administration, with the added consideration of claims avoidance methods to reduce claims losses. Students will examine the responsibilities of each member of the project team to assure that they are intimately familiar with and practicing the principals of project administration. Upon completion of the course, students will have a complete understanding of the particular needs of the project team in today’s changing engineering and construction environment in the project administration field.
CLASS FORMAT

The class is a graduate level class designed to develop the student’s understanding of project administration in an engineering or construction organization. The class will be case oriented. Material will be presented in lecture, discussions, and assigned readings, to be applied in case assignments. The cases will serve as a focal point for discussion.

COURSE OBJECTIVE

The objectives of this course concerning the administration of projects are to develop an understanding of the following items:

1. Information technology tools which are positively impacting project administration.
2. Latest techniques in the field to reinforce the material’s relevance.
3. Expertise in computer applications for procurement and project administration. Electronic project administration.
4. Improve communication on the job and avoid the risk of claims. Project documentation including records and reports.
5. Coverage of design-build laws for Federal and public projects, including but not limited to building, environmental, and transportation projects.
6. Processing documentation forms recommended for project administration. Students will gain real-world examples of day-to-day activities on the job.
7. Project administration case law examples – includes established cases based on judicial decisions. Meetings and negotiations.
8. Discussion of liquidated assets with examples. Methods to improve upon the owner or contracting agencies option to protect projects and businesses from financial harm with proper project administration. Helps futures managers avoid costly litigation.
9. Familiarization with the latest federal, state, DOT, and local standards specs and applications for city and county projects.
REQUIREMENTS

Approximately 3 Case Study assignments –

Approximately 2 tests (mid-term and final), and several quizzes -

a. Group Case studies @ 35%

b. Quizzes/Tests @ 55%

c. Class participation, attendance, and peer evaluations @ 10%

INSTRUCTOR

Professor Neil R. Schulman; e-mail nrs@umd.edu (24/7)
Office hours: Call to discuss issues and to set up an appointment if necessary.

COURSE MATERIALS

The following text will be required for the class:

Construction Project Administration, 10/e, by Edward R. Fisk and Wayne D. Reynolds, Published by Prentice Hall

Class handouts will be distributed.

GRADING

Final grades will be assigned according to the grading scale below:

A+ = 97% and above; A = 94-97; A- = 90-94
B+ = 87-90%; B = 84-87; B- = 80-84
C+ = 77-80%; C = 74-77; C- = 70-74
D+ = 67-70%; D = 64-67; D- = 60-64
F = 59% and below

A final numerical grade will be determined at the end of the semester. You will receive, at a minimum, the letter grade assigned to the numerical grade as shown above. In the event that the instructor deems it necessary to adjust the scale, you may receive a higher letter grade. In no instance will you receive a lower letter grade. Final grades will be posted by the Registrar’s Office after the final examination period.
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<tr>
<th>DATE</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>Class 1</td>
<td>The Project Delivery System; Project Administration Responsibility and Authority</td>
<td>Chapters 1 &amp; 2</td>
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<tr>
<td>Class 2</td>
<td>Resident Project Representative Administrative Office Responsibilities; Documentation: Records and Reports</td>
<td>Chapters 3 &amp; 4</td>
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<td>Class 3</td>
<td>Electronic Project Administration; Specifications and Drawings</td>
<td>Chapters 5 &amp; 6</td>
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<td>Class 4</td>
<td>Using the Specifications in Contract Administration; Construction Laws and Labor Relations.</td>
<td>Chapters 7 &amp; 8</td>
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<td>Class 5</td>
<td>Construction Safety; Project Meetings and Negotiations; Case No. 1 due*</td>
<td>Chapters 9 &amp; 10</td>
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<td>Class 6</td>
<td>Risk Allocation and Liability Sharing; Preconstruction, Design, and Engineering Operations</td>
<td>Chapters 11 &amp; 12</td>
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<td>Test No. 1 (Through Chapter 12).</td>
<td>Chapters 1 - 12</td>
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<td>Class 7</td>
<td>Planning for Construction; CPM Scheduling for Construction, Design, and Engineering. Mini-Case. Guest speaker-TBA</td>
<td>Chapters 13, 14 &amp; Handouts</td>
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<td>Class 8</td>
<td>Tentative Construction Site Visit; Case No. 2 due*</td>
<td>TBA</td>
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<tr>
<td>Class 8</td>
<td>Construction Operations; Value Engineering;</td>
<td>Chapters 15 &amp; 16</td>
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<td>Class 9</td>
<td>Measurement and Payment; Construction Materials and Workmanship</td>
<td>Chapters 17 &amp; 18</td>
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<td>Class 10</td>
<td>Changes and Extra Work; Claims and Disputes</td>
<td>Chapters 19 &amp; 20</td>
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<td>Class 11</td>
<td>Project Closeout Final Acceptance of the Work. Case No. 3 due*</td>
<td>Chapter 21</td>
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<td>Class 12</td>
<td>Test No. 2. (Comprehensive) Class conclusion and final exam review.</td>
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The Schedule is subject to change.