

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact	raperkins@alaska.edu	Faculty Contact	Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course		New Course	X
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	F660B	No. of Credits	1
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Justify upper/lower division status & number of credits:

Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. PROPOSED COURSE TITLE:	Project Management Boot Camp
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4. To be CROSS LISTED? YES/NO	No	If yes, Dept:		Course #	
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)					

5. To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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6. FREQUENCY OF OFFERING:	As demand warrants
	Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	As demand warrants
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**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.					
Mode of delivery (specify lecture, field trips, labs, etc)	Lectures					

9. CONTACT HOURS PER WEEK:	4.5	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	N/A
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10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title and credits (50 words or less, if possible):

**CE F660B, Project Management Boot Camp, 1 credit**

This course provides "basic training" in project management fundamentals, with emphasis on the management of engineering and construction projects. For experienced project managers, the course is intended to organize, clarify and extend your project management knowledge. For those with little or no project management experience, you will learn applications-oriented principles and techniques that are immediately applicable in the workplace.

Much of the discussion is centered on the "triple constraint" of cost, schedule, and quality/scope. Topics include project characteristics; the project life cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of the triple constraint; and project termination and phase-out. Planning issues include the project charter and scope statement, the work breakdown structure, and both network- and non-network-based scheduling techniques.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities	<input type="checkbox"/>	S = Social Sciences	<input type="checkbox"/>
Will this course be used to fulfill a requirement for the baccalaureate core?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, check which core requirements it could be used to fulfill:			
O = Oral Intensive, Format 6	<input type="checkbox"/>	W = Writing Intensive, Format 7	<input type="checkbox"/>
		Natural Science, Format 8	<input type="checkbox"/>

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	Course follows different topics each time	
How many times may the course be repeated for credit?	<input type="text"/>	TIMES
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS

13. **GRADING SYSTEM:** Specify only one.

LETTER: <input checked="" type="checkbox"/>	PASS/FAIL: <input type="checkbox"/>
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**RESTRICTIONS ON ENROLLMENT (if any)**

14. **PREREQUISITES**

These will be required before the student is allowed to enroll in the course.

**RECOMMENDED**

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?	Yes/No
<input type="text" value="No"/>	

If yes, give semester, year,

course #, etc.:

**18. ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

**19. LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

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Yes

No library involvement

**20. IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

**21. POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

**APPROVALS:**

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			
		Date	
Signature of Provost (if applicable)			
Offerings above the level of approved programs must be approved in advance by the Provost.			

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

		Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee			

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

Course Syllabus – CE 660B Project Management Boot Camp  
February and March 2010

1. Course Information

(There will be two nearly identical offerings of the course - One in late February and the other in Early March.)

Project Management Boot Camp. CEE 660B. 1 credit. Prerequisites (recommended): BS in engineering, science, or any college degree with construction experience. Location: Video Conference Room, 2<sup>nd</sup> floor, UAF Center for Distance Education, corner University Avenue and Davis Road, Fairbanks and remote locations in Anchorage, Juneau, Sitka, and Ketchikan. Meeting times: 3:00 to 5:15 PM, Wednesdays & Mondays, February 3, 8, 10, 17, 22, & 24, 2010 (6 meetings @ 135 minutes) (no class Monday, February 15 – holiday). The second offering of the class will be March 1, 3, 8, 10, 15, and 17.

2. Instructor

Dr. F. Lawrence Bennett, P.E. Office: Duckering 233 Office hours: arranged with instructor  
907-479-5118 [benco@alaska.net](mailto:benco@alaska.net)

3. Course readings/materials

Selected papers from the professional literature will be assigned.

An overwhelming number of project management books is available. The UAF library collection contains 469 Project Management titles. Two classics in this field are

Kerzner, Harold. *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*. 10<sup>th</sup> ed. John Wiley & Sons, Inc., 2009, ISBN: 978047050218, 1122 p.

Meredith, Jack R. and Samuel J. Mantel, Samuel J. Jr. *Project Management: A Managerial Approach*, 7<sup>th</sup> ed. John Wiley & Sons, Inc., 2008, ISBN: 9780470226216, 608 p.

4. Course description

The course is part of the construction management graduate certificate program. The course was developed as a result of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors. The catalog description is as follows:

CE 660B. Project Management Boot Camp. No ordinary boot camp, this course provides “basic training” in project management fundamentals, with emphasis on the management of engineering and construction projects. For experienced project managers, the course is intended to organize, clarify and extend your project management knowledge. For those with little or no project management experience, you will learn applications-oriented principles and techniques that are immediately applicable in the workplace.

Much of the discussion is centered on the “triple constraint” of cost, schedule, and quality/scope. Topics include project characteristics; the project life cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of the triple constraint; and project termination and phase-out. Planning issues include the project charter and scope statement, the work breakdown structure, and both network- and non-network-based scheduling techniques.

Reading assignments, written reports, student presentations, no final exam.

5. Course Goals (General):

- Provide practical basic training in project management fundamentals for use by engineering and construction managers and other project professionals

Student Learning Outcomes (More specific):

- Recognize the characteristics that make projects unique
- Understand how projects are organized and led, how teams are developed, and how project risk can be managed
- Become familiar with some of the tools available for planning, monitoring and controlling project schedules, costs and quality
- Recognize the importance of planning and executing the project phase-out and termination phase

6. Instructional Methods

The course will utilize a combination of lecture, discussion, and student reports. For various classes, lectures will originate in Fairbanks (or Anchorage) and Juneau, Sitka, and Ketchikan, with live, interactive video transmission between the two sites.

7. Course Calendar

Class No. 1 -- Wednesday, February 3, 2010 (or Monday 1 March)

Course Introduction: goals, schedule, assignments

Introducing Project Management: A Challenging Hypothetical Project

Triple Constraint

Project Characteristics

Class No. 2 --Monday, February 8, 2010 (or 3 March)

Project Organizations

Project Life Cycle

Class No. 3 --Wednesday, February 10, 2010 (or 8 March)

Project Leadership

Project Team Development

Managing Project Risk

Class No. 4 -- Wednesday, February 17, 2010 (or 10 March)

Project Planning

Class No. 5 -- Monday, Monday, February 22, 2010 (or 15 March)

Project Monitoring and Control

Class No. 6 -- Wednesday, February 24, 2010 (or 17 March)

Project Phase-out and Termination

Presentations of Final Reports  
Class Summary

8. Course Policies

Plagiarism will not be tolerated. Attendance is expected and will be considered in determining the final grade.

9. Evaluation

The final grade will be determined on the following basis:

Assignment No. 1	10%
Assignment No. 2	10%
Assignment No. 3	10%
Assignment No. 4	20%
Assignment No. 5	45%
Class Participation	5%

10. Support Services

No special support services will be required except for live, interactive video.

11. Disability Services

We will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.

Bennett  
5 January 2010