

# ATSM-2520: PROJECT MANAGEMENT

---

## Cuyahoga Community College

**Viewing: ATSM-2520 : Project Management**

**Board of Trustees:**

2012-05-24

**Academic Term:**

Fall 2018

**Subject Code**

ATSM - Applied Ind Tech- Sheetmetal

**Course Number:**

2520

**Title:**

Project Management

**Catalog Description:**

Covers the leadership and motivational aspects of roject management including contract administration, project organization and site supervision.

**Credit Hour(s):**

2

**Lecture Hour(s):**

2

## Requisites

**Prerequisite and Corequisite**

Departmental approval: admission to Sheet Metal Worker's Apprenticeship Program.

## Outcomes

**Course Outcome(s):**

Identify the trains of leadership and motivation.

**Objective(s):**

1. Differentiate between the respective trades hierarchies.
2. Define and discuss the motivation theory.
3. Give examples of leadership and motivation.
4. Describe the benefits of having a positive attitude and the consequences of having a poor attitude.

---

**Course Outcome(s):**

Recognize the importance of good communication skills including the factors that affect communication.

**Objective(s):**

1. Define working communication.
2. List the factors that can affect communication.
3. Interpret the components of good listening including body language and feedback.
4. Verify communication accuracy.

---

**Course Outcome(s):**

Explain how contract documents are administered and discuss the various components of the contract.

**Objective(s):**

1. Describe the job expectations components of a construction project.
  2. List the different types of contracts.
  3. Classify the contents of contract documents with respect to standard construction projects.
  4. Examine the use of specifications and their function in the administration of the contract.
  5. Describe how construction contracts can be amended.
- 

**Course Outcome(s):**

Summarize the components of project administration and supervision.

**Objective(s):**

1. Employ planning and scheduling techniques that are required for administrative policy.
  2. Compose daily and weekly progress charts to achieve performance goals.
  3. Document respective labor reporting and the legal aspect of accurate recordkeeping.
  4. Describe work change orders and the documentation accuracy.
  5. Develop additional work change orders.
  6. Compose written communications in the form of "requests for information" (RFI's) with respect to job discrepancies.
- 

**Methods of Evaluation:**

1. Shop projects
2. Quizzes
3. Final test

**Course Content Outline:**

1. Leadership and motivation
  - a. Traits
    - i. Organization
    - ii. Incentives
    - iii. People skills
  - b. Trade hierarchy
    - i. Apprentice
    - ii. Journeyman
    - iii. Foreman
    - iv. Superintendant
  - c. Motivation theory
    - i. Identification of personal traits
    - ii. Incentives
  - d. Attitude
    - i. Positive
      1. Confidence
      2. Security
    - ii. Negative
      1. Poor performance
      2. Low self esteem
2. Communication
  - a. Skills
    - i. Verbal
    - ii. Written
    - iii. Body language
  - b. Communication factors
    - i. Listening
    - ii. Feedback
    - iii. Comprehension
  - c. Components of good listening
  - d. Communication accuracy

- e. Cross cultural communication
  - i. Eye contact
  - ii. Terminology
  - iii. Methodology
- 3. Contract documents
  - a. Contract administration
    - i. Construction working drawings
    - ii. Specifications
    - iii. Legal considerations
  - b. Contract types
    - i. Firm bid
    - ii. Negotiated
    - iii. Time and material
  - c. Contents of documents
    - i. Bid bond
    - ii. Insurance
    - iii. Permits
    - iv. Certifications
    - v. Licenses
  - d. Specifications
    - i. Purpose
    - ii. Contents
    - iii. Scope of work
    - iv. Submittals
  - e. Revisions
    - i. Drawings
    - ii. Contract
    - iii. Approvals
      - 1. Verbal
      - 2. Written
- 4. Project administration
  - a. Supervision
    - i. Professional
    - ii. Labor
  - b. Planning and scheduling
    - i. Gantt charts
    - ii. Trades coordination
    - iii. Utilities
    - iv. Mechanical
    - v. Deliveries
  - c. Reports
    - i. Progress chart
    - ii. Weather conditions
    - iii. Daily labor
  - d. Request for information
    - i. Clarification of drawings
    - ii. Trade interferences
    - iii. Drawing omissions
  - e. Work change orders
    - i. Documentation
    - ii. Material substitutions and additions
    - iii. Labor requirements

## Resources

Sheet Metal International Training Institute. *Supervisory Training Program*. 1st. Alexandria, Va, 2008.

---

International Training Institute. *Lean Construction Training Curriculum*. First Edition. Alexandria, Va., 2009.

---

International Training Institute. *Core Curriculum*. Second Edition. Alexandria, Va., 2004.

---

International Training Institute. *ITI Foreman Training*. First Edition. Alexandria, Va., 2006.

---

International Training Institute. *Project Management*. 1st. Alexandria, Va., 2000.

---

**Resources Other**

[www.hq.nasa.gov/office/hqlibrary/ppm/ppm1.htm](http://www.hq.nasa.gov/office/hqlibrary/ppm/ppm1.htm) (<http://www.hq.nasa.gov/office/hqlibrary/ppm/ppm1.htm>)

[www.icmrindia.org/courseware/](http://www.icmrindia.org/courseware/) (<http://www.icmrindia.org/courseware/Project%20Management/Project%20Management.htm>)**Project%20Management/Project%20Management.htm**

[search.barnesandnoble.com/Successful-Project-Management-Text-Only/Jack-Gido/e/...](http://search.barnesandnoble.com/Successful-Project-Management-Text-Only/Jack-Gido/e/...)

Top of page

Key: 711