INDE 151 Course Outline as of Spring 2008

CATALOG INFORMATION

Dept and Nbr: INDE 151   Title: INDE PROJECT MANAGEMENT
Full Title: Interior Design Project Management
Last Reviewed: 11/26/2007

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	17.5	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00   Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: INDE 88

Catalog Description:
An introduction to the management of design projects integrating personnel and materials resources, events, time and materials for efficient management of work flow to completion. It includes an overview of Computer Assisted Project Management software and manuals as tools for design team management via the project network. Emphasis is placed on design schedule analysis, methods of communication within the design team, design project tools for event and function coordination, and the anticipation of unexpected results.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: An introduction to the management of design projects integrating personnel and materials resources, events, time and materials for efficient management of work flow to completion. It includes an overview of Computer Assisted Project Management software and

manuals as tools for design team management via the project network. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon successful completion of this course the student will be able to:
1. Identify employment opportunities for Project Management in Interior Design.
2. Define the responsibilities and duties of all participants in Project Management.
3. Comprehend, identify and recognize the tools in Microsoft Project to manage resources, needs, functions, and dependencies.
4. Present and demonstrate event scheduling, cost analysis, reporting techniques and work flow analysis using Microsoft Project.

Topics and Scope:

1. Career opportunities will be reviewed for:
    a. Construction project management
    b. Research and Development project management
    c. Business development project management
    d. Emergency services project management
2. Using the three projects (restaurant, residence, and clothing store), client needs will be discussed for:
    a. Goal identification
    b. Objective setting
    c. Strategic planning
    d. Tactical implementation
3. Computer Assisted Management Programs will be reviewed for:
    a. Microsoft Project

    b. Computer Aided Design integration

    c. Graphic presentation application

4. Presentation and reporting techniques will be discussed and compared
   using:

    a. Timeline graphics (GANTT, PERT, Calendar)

    b. Volume charting (bar, pie, track)

    c. Resource charting (persons, equipment, materials)

    d. Working with views, table, and filters

    e. Printing and Presentation Techniques

       i.   Computer Aided Design

       ii. Internet

       iii. Text messaging

       iv. Modeling

5. Using the three projects (restaurant, residence, and clothing store),
   human factors will be defined for:

    a. Assignment of tasks

    b. Task hierarchy

    c. Capability assessment and review

6. Using the three projects (restaurant, residence, and clothing
   store), work flow will be discussed and compared for:

    a. Task hierarchy by time

    b. Event Interactions

    c. Resource variables

       i.   Just-in-time scheduling

       ii. Critical time path

    d. Task hierarchy by material availability

    e. Unexpected events

    f. Progress tracking

    g. Multiple project management

7. Financial management will be analyzed for:

    a. Client expectations

    b. Estimating and change orders

    c. Original budget development

    d. Budget review process

    e. Financial resources

       i.   Client resource

       ii. External funding

       iii. Public funding

    f. Budget adjustment

    g. Dependency management

    h. Identification of interdependencies

    i. Analysis of dependency relationships

    j. Graphical presentation of dependencies

    k. Adjustment of dependencies

Assignment:

1. Three management projects will be used during the complete term:

    a. An Italian restaurant

    b. A hillside vineyard residence

    c. A commercial clothing store

2. Microsoft Project's event establishment tools will be introduced on a

weekly basis using the restaurant project.
3. Microsoft Project's resource tools will be introduced on a weekly basis using the residence project.
4. Microsoft Project's analysis tools will be introduced on a weekly basis using the clothing store project.
5. A midterm test will require the students to create a project graphical presentation for the interior design of a residence.
6. A final test will require the students to create and analyze a project for the interior design of a restaurant.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Lab reports, Computer Problems	Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Lab reports, Computer Lab Exercises	Problem solving 15 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Projects and Computer Lab	Skill Demonstrations 20 - 30%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Quizzes, Exams	Exams 10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and Participation	Other Category 5 - 10%

Representative Textbooks and Materials:
Computer Aided Design Project Management Manual on CD.
Carl Chatfield, PMP, and Timothy Johnson, MCP.
Microsoft Edition 2003, 2006.