

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: PROJECT MANAGEMENT
Code No.: ARC 215
Program: ARCHITECTURAL TECHNICIAN (DRAFTING)
Semester: IV
Date: JUNE, 1983
Author: G. FRECH

New: _____ Revision: X

APPROVED:

J.P. Crozitto
Chairperson

Date

PROJECT MANAGEMENT
Course Name

ARC 215
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PHILOSOPHY/GOALS:

To give the student insight to the scope of project management from running the job to dealing with all departments and trade. Upon completion he should be able to conduct meetings and have a basic knowledge to act in a supervisory role after gaining experience.

METHOD OF ASSESSMENT (GRADING METHOD):

Final grades will be based on the following:

- Seminar presentation
- Visual aids and handouts
- Final report
- Class participation

The grading system is as follows:

- A - 86-100%
- B - 70-85%
- C - 55-69%
- x - work to be upgraded
- R - repeat

- Reports will be typed and placed in plastic folders
- Reports to be handed in no later than 2 weeks after seminar presentation

TEXTBOOK(S):

References - Sault College Resource Center

PROJECT MANAGEMENT

ARC 215

<u>TOPIC NO.</u>	<u>PERIODS</u>	<u>TOPIC DESCRIPTION</u>	<u>REFERENCES</u>
1.	3	Project Management	
2.	3	Before the Job Starts	
3.	3	Starting the Job	
4.	3	Running the Job	
5.	3	Finishing the Job	
6.	3	Cleanliness and Safety	
7.	3	Dealing with Sub Trades	
8.	3	Mechanical and Electrical	
9.	3	Field Engineering	
10.	3	Planning and scheduling	
11.	3	Meetings	
13.	3	Owner and Architect	
14.	3	Contract Documents - Owner, Architect, City and Departments	
15.	3	Legal and Costs	
16.	3	Administration	

PROJECT MANAGEMENT

ARC 215

OBJECTIVES:

1. Project Management
 - supervisor's position
 - functions
 - planning
2. Before the Job Starts
 - preliminary planning
 - drawing and specifications
 - site inspection and tests
3. Starting the Job
 - demolition and temporary facilities
 - excavation and backfill
 - formwork and concrete and testing
 - reinforcing
 - engineering work
4. Running the Job
 - leadership and responsibilities
 - communication
 - structural and masonry
5. Finishing the Job
 - approaching the finish
 - deficient work and inspections
 - final schedule
 - final acceptance by owner
6. Cleanliness and Safety
 - safety
 - storage
 - clean-up
 - responsibility for
7. Dealing with Sub Trades
 - responsibility and administration
 - subs requirements
 - types of sub trades
 - rights of contractor and subs
8. Mechanical and Electrical
 - responsibilities
 - services
 - requirements for working schedule
 - equipment and service - supply of

Objectives Continued ...

9. Field Engineering
 - responsibilities
 - survey and layout
 - General
 - duties of project engineer
10. Equipment
 - planning use of
 - maintenance
 - renting - owning - leasing
11. Planning and Scheduling
 - planning techniques
 - sequence
 - basic rules
 - types of schedules
12. Meetings
 - site
 - types
 - running a meeting
 - topics
13. Owner and Architect
 - position of both
 - payment
 - drawings
 - administration and payments
14. Contract Documents - Owner - Architect - City
 - types
 - general
 - subs
 - specifications
 - permits
15. Legal and Costs
 - responsibilities
 - safety
 - control
 - estimates
 - overheads
16. Administration
 - duties
 - site office
 - engineering office
 - reports
 - departments under administration