

BC 3630: Project Management 1 Syllabus

Summer 2026

School of Building Construction, Georgia Institute of Technology

Course Title:	Project Management 1
Course Number	BC 3630
Location	Online via Teams Link
Class Meeting Times	Tuesdays and Thursdays, 12:30pm – 2:40pm
Instructor	Alex Moutaftchieva (ajm7@gatech.edu)
Office hours	Either on-line or in person meetings by appointment (email for appointment)
Required Textbook	None
Required Software	Bluebeam Revu, Version 20 – *Free edition for students Microsoft Excel Primavera P6 – *Student License information will be provided MS Project – *Student License information will be provided
Course Description	This course will offer construction planning and management techniques for project design and construction with a focus on different scheduling methods and their use.
Student Learning Outcomes	By successfully completing the course, students will be able to: <ol style="list-style-type: none">1) Understand roles of a construction management team.2) Understand the responsibilities of a Project Manager.3) Apply project management tools.4) Create construction project schedule (SLO 5).5) Understand project controls.

Class and Grading Structure

The class will consist of in-person lectures, supported by reading the textbook, guest presentations, and homework/assignments to be completed outside of class. The lectures will prepare students for the assignments; therefore, attendance is required. Many homework assignments will require the use of a computer and free software. Alert instructor immediately if you do not have access to a working computer and the recommended software. The accumulation of assignments will be part of the final project; therefore, assignments will need to be completed to achieve full credit for the final project. Final grade consists of attendance, class participation, homework, quizzes, midterm, final project and final exam, as broken down below:

Criteria	Total Weight
Attendance & Class Participation	10%
Homework & Quizzes	30%
Midterm	20%
Final Project (SLO 5)	20%
Final Exam	20%
Total	100%

Course grading is as follows:

A	B	C	D	F
90% and above	80%-89%	70%-79%	60%-69%	<59%

COURSE POLICIES

In the following policies, 'you' indicates the 'student' and 'instructor' means 'faculty' or 'professor.'

Policies and Expectations: This course will be an intense and sometimes demanding educational experience; it is necessary that you all contribute to its success by following the course policies. You should not only be in class, but also strive to participate in class discussions when appropriate.

Assignment Deadlines: All assignments given are due on the date indicated. All students are expected to complete all assignments given. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). However, the instructor will accept and correct these assignments, in order to provide you with feedback that will be beneficial in the learning process. **NO EXCEPTIONS.**

Class Attendance Policies: Attendance is mandatory for all class lectures, labs, site visits, and exams, unless you are ill or officially excused by the instructor as the result of participation in a university function. In such cases, you are responsible for informing the instructor ahead of class and provide her with a letter from your doctor or university. If you attend fewer than 75% of the scheduled class meetings, you will not receive credit for the course. It is the student's responsibility to be present for roll call, and if a student is late, they shall confirm attendance at the end of class. The instructor is subject to mark the student absent if they are more than 15 minutes late for the class. In the case of unavoidable absences, you are responsible for making up the work done in class. It is not the instructor's responsibility to provide the student with that information outside of class. It is your responsibility to obtain any missed information or handouts given in class from a classmate and you should exchange phone numbers or e-mail addresses with other students in the class to better facilitate note sharing, etc.

Communication: You can ask questions and clarifications by e-mail, Canvas, in class, or by visiting the instructor by appointment. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

Readings, Preparation and Participation: The assignments, problems cases and discussion are an integral element of the course. Students are expected to complete readings and other assigned work prior to each class, to fully participate in the discussion. Learning is approached as a participatory process, which benefits from student/teacher and student/student interaction. Pop quizzes may be given at the beginning of a class on the required reading for the class and previous class lectures.

Laptop/Handheld Computer Use: Laptops, iPads & Tablets may be used in class to work on the assigned project and take notes ONLY, but not for other purposes, such as e-mail, chat, or other personal uses. Students using computers during class for work not related to that class will lose class participation points.

Cell Phones: All communication devices must be turned off in the classroom. The use of cell phones is disruptive and prohibits learning and is therefore prohibited during class. Students using cell phones during class will lose class participation points.

Class Discussions: Your active and productive participation in class discussions is encouraged. Various viewpoints and opinions are encouraged and welcome. Questioning the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise his/her responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

Instructor's Absence or Tardiness: If the instructor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave, or you must follow any written instructions the instructor may give you about an anticipated absence or tardiness.

Plagiarism: Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

Academic Misconduct/Honor Code: Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at: <https://catalog.gatech.edu/policies/honor-code/>. Any student suspected of cheating or plagiarizing will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty.

Disabilities: Any student that may need an accommodation for any sort of disability should contact the Office of Disability Services: <https://disabilityservices.gatech.edu/>. If there is any way you think the instructor may be able to help, please do not hesitate to reach out.

Computer Specifications: For information on computer specifications to meet Georgia Tech standards, visit www.coa.gatech.edu/computing/comp_specs.htm. Internet access is required for this course, as is an e-mail account for communication with the instructor.

Policy Changes: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Modified Operations Policies:

With developments and improvements to digital instruction over the past few years, the Institute has developed policies to leverage digital learning as much as reasonably possible. The policy sets forth requirements, procedures, and responsibilities related to the scheduling of digital instruction and/or make-up classes due to the modification of campus operations, closing of campus, or the necessary closing of instructional spaces for any reason (including but not limited to emergencies, such as inclement weather, power outages, or other infrastructure failures). Students should await communications from their instructors regarding delivery of their classes during that period based upon the Digital Learning Days for Modified Campus Operations Policy. Students should follow guidance and/or directions provided by the Office of the Vice President for Student Engagement and Well-Being regarding student activities, events, programs and services.

Course Management:

Canvas will be used for managing this course-**check daily**. Most communications will be done using this system. Email may also be employed. It is the student's responsibility to review posted materials and have required computer equipment to access course material on Canvas. **Do not report issues to instructor** - should you have technical issues visit the OIT website and FAQs. Most questions can be answered by searching the knowledge base topics, and live support is also available 24 hours a day. Allow **24 hours** for a reply to your forum posting or e-mail message (in some cases I will respond before, but this is not guaranteed). **E-mails that are received after 5:00pm on Friday will be answered on the following Monday.**

Other responsibilities:

- Course Calendar and other relevant handouts are posted on Canvas.
- **The use of cell phones and improper use of computers during class will not be tolerated.** Class participation grades will be affected by the use of cell phones or use of computers for anything other than note-taking and in-class work. Any student that does not comply will be required to leave the class and it is your responsibility to acquire missed information. The classroom environment will be treated the same way as if this was a business meeting.
- Conflicts, problems, and/or issues with this course should be discussed as early as possible with instructor and it will be at instructor's discretion to solve as equitably as possible. Do not delay discussion as sympathy for conflicts or problems diminishes with time. After the fact is not acceptable nor is bringing to instructor's attention towards the end of the semester.