

BC 3630 Syllabus

Project Management 1, 3 Credits

Fall 2026

Instructor Information

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General Course Information

Description

This course aims for students to understand and implement the principles and practices of construction project management, focusing on the transition from preconstruction into active project execution. Emphasis is placed on job setup, document control, project management software and tools (e.g., Procore), and coordination among project teams. A central focus is understanding and developing a construction schedule (SLO 5), including activity relationships, critical path method, baseline schedule development and maintenance, and scheduling software (MS Project, Primavera P6, etc.).

Course Learning Outcomes

- Explain the roles of a project manager and construction management team, starting with the transition from preconstruction to active execution
- Apply project management software (e.g., Procore) to organize project information, manage permission levels, and support team coordination
- Develop a construction project schedule and update it throughout the project lifecycle (ACCE SLO 5 – Scheduling)
- Identify the role and components of submittals and RFIs within construction project documentation and controls

Required Course Materials

- Laptop capable of running required software
- Procore Access

- MS Project – Student License information will be provided

Grading Policy

Grades will be posted on Canvas throughout the semester so students can track their progress.

- Attendance & Class Participation — 10%
- Assignments (including homework, quizzes) — 30%
- Midterm Exam — 20%
- Final Exam — 20%
- Final Project (SLO 5 – Scheduling) — 20%

Final letter grades will be assigned according to the following scale: A = 90–100%, B = 80–89%, C = 70–79%, D = 60–69%, F = Below 60%.

Description of Graded Components

Active participation is an important part of this course. Students are encouraged to ask questions, share insights from their own experiences, and work collaboratively with classmates during coordination exercises. Graded assignments will take a variety of forms, including in-class exercises, group or partner assignments, homework, and quizzes, which may be administered either during or outside of class time. Some assignments will build toward components of the final project. Exams will be given in class and are closed-book. A detailed rubric will be provided in advance of the final project.

Many assignments in this course will require the use of a computer and specific free software. If you do not have reliable access to a working computer or the recommended software, please let the instructor know as soon as possible so we can work together to find a solution.

Course Policies

Attendance and/or Participation

Regular attendance and active participation are essential to getting the most out of this course. Collaboration and the open exchange of ideas are central to how the AEC industry operates, and this course is designed to reflect that same collaborative environment. Attendance is mandatory for all lectures and exams.

Roll will be taken at the start of each class, and students arriving more than 15 minutes late may be marked absent; late students are responsible for confirming their attendance with the instructor at the end of class.

Absences will be excused only for illness or participation in an approved university function. In either case, students should notify the instructor in advance of the missed class and provide supporting documentation (e.g., a note from a physician or the sponsoring university office). Students are responsible for all material and announcements missed during an absence; while the instructor is happy to help point you in the right direction, it is not the instructor's obligation to individually re-cover missed content outside of class. Exchanging contact information with classmates early in the semester is strongly encouraged, as it makes sharing notes and handouts much easier if you're ever unable to attend.

Please also review the Institute's expectations and restrictions related to attendance, including further information about excused absences.

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review [Georgia Tech's Honor Code](#) and the student [Code of Conduct](#).

Any student suspected of cheating or plagiarism on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Student-Faculty Expectations Agreement

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. [The Student-Faculty Expectations](#) articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions

will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

Extensions, Late Assignments, & Re-Scheduled/Missed Exams

Assignments submitted after the due date will be penalized 10% per day late, for up to 3 calendar days, after which no credit will be given. Extensions may be granted in limited circumstances and must be requested prior to the assignment's due date. Requests made after an assignment is already due will not be considered. If an unavoidable circumstance prevents a student from sitting for an exam as scheduled, the student must notify the instructor immediately and arrange a separate time to complete the exam.

Consistent with Georgia Tech policy, exceptions to these policies will be made for approved Institute activities (e.g., field trips, athletic events) and religious observances; students should review the Institute's expectations and restrictions related to attendance for more detail.

Inclement Weather and Digital Learning Days

If severe weather or another disruption affects normal campus operations, Georgia Tech may declare a Digital Learning Day rather than canceling class outright. On such days, lecture materials will be provided for students to review asynchronously, and any related assignments must be completed by the next scheduled class period.

Students will be notified of any changes to class format or schedule through Canvas as soon as possible. Please refer to Georgia Tech's Digital Learning Days for Modified Campus Operations policy for more information about how the Institute manages these situations.

Student Use of Laptop & Mobile Devices in the Classroom

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 the 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 were a business meeting.

Academic Use of AI

In this course, the use of Generative AI tools (insert appropriate AI tool(s) here) is encouraged as part of your learning and creative process. These tools can support brainstorming, revising drafts, exploring alternative perspectives, and practicing communication with emerging technologies. However, responsible use is expected.

All submitted work must include a brief AI Usage Statement stating:

- Which tools were used
- When they were used
- What prompts or questions were given
- How the AI output informed or shaped your final submission

You are expected to critically engage with any AI-generated content and ensure your final work reflects your own understanding and academic voice. Generative AI should never be used to fabricate data, cite non-existent sources, or bypass learning objectives. Use of Generative AI must comply with Georgia Tech's Honor Code and academic integrity guidelines.

Additional Course Policies

Course Calendar and other relevant handouts will be posted on Canvas. Conflicts, problems, and/or issues with this course should be discussed as early as possible with the 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 the instructor's attention towards the end of the semester.

Undergraduate Student Academic Success Resources:

Academic Support: Academic Success and Advising (a unit in the Office of Undergraduate Education & Student Success) provides free support for your courses. Students can attend scheduled supplemental review (PLUS) sessions, stop by Drop-In Tutoring, or schedule a one-on-one appointment through Knack. To explore what options work best for you, please visit us online at success.gatech.edu/tutoring, email us at tutoring@gatech.edu, or come see us at Clough Undergraduate Learning Commons, Suite 283.

Student Well-Being

At Georgia Tech, we are concerned about your overall physical, social, and mental well-being. A comprehensive list of wellness related resources has been compiled and maintained by the Office of the Vice President for Student Engagement and Well-being.