



**DEPARTMENT OF ARCHITECTURE  
UNIVERSITY OF THE PUNJAB, LAHORE.**

**BACHELORS OF ARCHITECTURE (B. ARCH)  
5 YEARS PROGRAM**

**COURSE OUTLINE**

Course Title	<b>Practice Management</b>
Course Code	<b>ARCH-486</b>
Credit Hours	<b>2</b>
Semester	<b>8<sup>th</sup> Semester / Spring</b>
Prerequisites	<b>NA</b>
Tutor	<b>As per Timetable</b>
Student Advising	<b>As per Timetable</b>
Contact	<b>-</b>

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Chairman Signature**

## **Course introduction**

This course examines practice management and project management in the built environment professions, particularly architecture and landscape architecture. Topics in practice management include: ethical practice; the character and operation of practices; legal requirements; cash flow and profitability; running a business; professional memberships and registration; risk and professional liability; and personal career planning. Topics in project management include: project stages; procurement and feasibility; statutory requirements; management of time, cost and quality; and contracts and contract administration in private and public realms. Alternative and innovative pathways through the profession are also considered.

## **Learning Objective:**

In this course, emphasis will be laid on understanding various aspects of professional practice and ethics

## **Outcome**

1. The ability to identify individual learning needs and understand the personal responsibility required for further professional education.
2. The ability to generate and manage digital information and to present this information clearly and effectively.
3. An understanding of the context of the world of work, its contractual relationships and governing legislation.

## **Learning Methodology:**

- Lectures as provided in the schedule of the semester activities
- Study of Archival Material and recommended books
- Guest Lectures as per requirement
- Presentation on allocated topics

## **Grade Evaluation Criteria**

Following, is the criteria for the distribution of marks to evaluate final grade in a semester.

<b>Marks Evaluation</b>	<b>Marks in percentage</b>
Sessional (Assignments, Quizzes, Presentations)	30
Mid Term	30
Final examination	40
<b>Total</b>	<b>100</b>

<b>Content</b>	
<b>Unit 1</b>	Modes of Practice
<b>Unit 2</b>	Architectural Project Management
<b>Unit 3</b>	Ethical and Legal Responsibilities, and Professional Contracts Assignment: Develop a Contract for Professional Services for your Comprehensive Studio Project. Develop a Roles and Responsibilities Diagram for the delivery of an architectural project. Develop a risk and risk mitigation outline for your Comprehensive Project.
<b>Unit 4</b>	Architectural Profession, Architect's Act, Path to Licensure and Internship
<b>Unit 5</b>	Knowledge and implementation of appropriate practice model to ensure efficient, effective and ethical professional service.
<b>Unit 6</b>	Knowledge and application of practice resources required to ensure efficient and effective professional service.
<b>Unit 7</b>	Identification and application of practice systems and quality management systems to facilitate efficient and timely delivery of architectural services in accordance with project objectives.
<b>Unit 8</b>	

<b>Unit 9</b>	Mid Term Exam
<b>Unit 10</b>	Establishment of project team and practice structures required to deliver the professional services in a timely manner.
<b>Unit 11</b>	Establishment of project team and practice structures required to deliver the professional services in a timely manner.
<b>Unit 12</b>	Knowledge and application of professional ethics and ethical practices in respect to practice management and provision of professional service.
<b>Unit 13</b>	construction professional practice in an appealing, succinct, and relatively informal way
<b>Unit 14</b>	how principles of construction management are applied in practice
<b>Unit 15</b>	what construction professionals do in their positions
<b>Unit 16</b>	Licensure and Internship
<b>Unit 17</b>	Guest lecture
<b>Unit 18</b>	Final Exam
<b>Recommended Books/References</b>	<p>Lowell V. Getz, An Architect's Guide to Financial Management, The American Institute of Architects Press, Washington, D.C., 1997.</p> <p>Lewis, R. Architects? A Candid Guide to the Profession. The MIT Press, Cambridge, Mass.</p> <p>Andy Pressman AIA, Professional Practice 101 A Compendium of Business and Management Strategies in Architecture, John Wiley and Sons Inc.</p>

	<p>Fisk, E., Construction Project Administration. Prentice-Hall Canada Inc.</p> <p>RS Means Building Construction Data, RS Means Company Inc.</p> <p>Kingston, MA</p> <p>The Architects' Handbook of Professional Practice, American Institute of Architects, Washington DC</p> <p>American Institute of Architects, Handbook on Project Delivery, Washington DC</p> <p>Darryl Douglas The Architect's Act, Regulations, &amp; Bylaws, The Alberta Association of Architects, Edmonton 2003</p> <p>Ralph L. Klein, The Secret of Successful Project Management, Wiley &amp; Sons, Inc</p>
--	---