

**BUS 204 –PROJECT MANAGEMENT
COURSE SYLLABUS**

Room 2400	FALL 2012
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COURSE DESCRIPTION:

To introduce students to the concepts and methods associated with modern project management as widely practiced across a wide variety of industries and other concerns. This course will provide instruction in project management practices related to the defining, planning, executing and delivering of project outputs. While the primary course of instruction will revolve around topics broadly outlined in the Project Management Body of Knowledge (PMBOK), other supplemental material will be provided about, though not necessarily limited to: Six Sigma, use of Microsoft Project and key Project Management Institute (PMI) topics. The project management discipline is becoming an increasingly sought-after skill set in the corporate world, and those who possess a good working knowledge of it will be valued greatly as, increasingly, scarce resources require even greater management to achieve objectives.

COURSE TEXT:

Revised *An Introduction to Project Management, Third Edition* by Kathy Schwalbe
Cengage Learning, 2010. ISBN 9781451551648, 508 pages

COURSE COMPANION SITE: <http://www.intropm.com>

MATERIALS RECOMMENDED:

Jump (USB flash) drive

ATTENDANCE EXPECTATIONS:

Students are expected to be present for all class meetings, and to review text material and assignments prior to each lecture session. A considerable amount of material will be presented that is not available in the course text. In case of absence, the student is expected to be responsible for completion of all assignments as specified and/or the acquisition of information on topics discussed.

GRADING POLICY FOR COURSEWORK:

Assignments are expected to be completed by the deadline specified by the instructor. Assignments will not be accepted late. Discussion of **in-class** exercises is encouraged, however, assignments that are to be turned in for grade must not involve any collaborative effort on the part of students, unless the instructor **explicitly** states otherwise.

It is essential that all students have an e-mail account for the purposes of communication with the instructor. Unless otherwise stated by the instructor, it is expected that all graded work will be submitted via e-mail.

MAKE-UP TEST POLICY:

Any student who knows in advance that he/she will be absent on a test date is required to let the instructor know prior to the test date so that arrangements for a make-up can be made.

GRADING:

The student's final grade will consist of the following 3 components:		Grading Scale:	
Tests	50%	A	90 - 100
Quizzes/Assignments	20%	B	80 - 89
Final Presentation	10%	C	70 - 79
Final Exam	20%	D	60 - 69
		F	< 60

TENTATIVE ASSIGNMENT SCHEDULE: (11 Classes)

Date	Topic	Assignment
Thursday, Aug. 23 rd	Chapter 1 – An Introduction to Project, Program and Portfolio Management	Exercise #1 – page 32
Thursday, Aug. 30 th	Chapter 2 – Project, Program and Portfolio Selection	Exercise #4 – page 71
Thursday, Sept. 6 th	Chapter 3 – Initiating Projects	Exercise #3 –page 109
Thursday, Sept. 13 th	TEST #1 (Chapters 1,2,3)	
Thursday, Sept. 20 nd	Chapter 4 – Planning Projects Part I	Instructor to provide
Thursday, Sept. 27 th	Chapter 5 – Planning Projects Part II	Exercise #2 – page 224
Thursday, Oct. 4 th	Appendix A – Guide to Microsoft Project 2010 Appendix C - Resources	Instructor to provide
Thursday, Oct. 11 th	Chapter 6 – Executing Projects	Instructor to provide
Thursday, Oct. 18 th	TEST #2 (Chapters 4,5,6)	
Thursday, Oct. 25 th	Chapter 7 – Monitoring and Controlling Projects	Exercise #2 – page 321
Thursday, Nov. 1 st	Chapter 8 – Closing Projects	Instructor to provide
Thursday, Nov. 8 th	NO CLASS	
Thursday, Nov. 15 th	Chapter 9 – Best Practices in Project Management	Exercise #4 –page 376 PM Interview
Thursday, Nov. 22 nd	NO CLASS – THANKSGIVING BREAK	
Thursday, Nov. 29 th	TEST #3 (Chapters 7,8,9)	
Thursday, Dec. 6 th	Lessons Learned Presentations	
Thursday, Dec. 13 th	FINAL EXAM – 8:00 – 10:30	