

BUS 640-02 PROJECT MANAGEMENT

MEETINGS: Wednesday 6:00-9:50pm
3/10, 3/17, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28
LOCATION: Maryville Main Campus (ABAC 2245)
INSTRUCTOR: Dr. Richard Kilgore, rkilgore@maryville.edu
TEXT: PMP Project Management Professional Study Guide, Third Edition
Phillips, Joseph, McGraw-Hill, 2006. 0-07-226290-7
SOFTWARE: Microsoft Project 2007 (available in Maryville university labs)
PREREQUISITE: MGMT 647

PREASSIGNMENT:

1. Read chapters 1 and 2 of the text
2. Visit the D2L course site and participate in the pre-assignment discussion.

COURSE DESCRIPTION:

This course examines the roles and skills of the project manager and project teams through the phases of the project life cycle. Topics including project initiation and planning, project organizational structure, teamwork, leadership, resource planning and scheduling, control and project termination. Case studies of real organizations focus on the issues associated with new product, reengineering and technology implementation projects and with behavioral aspects including culture, conflict, risk and change management. The course is a general coverage of project management issues commonly found in the project management certification resources relevant for a wide variety of project types.

LEARNING OBJECTIVES:

- Understand the differences between general management and project management
- Understand the project life cycle and the tasks and project management skills needed for each phase of the life cycle
- Understand project planning and implementation of a project plan in Microsoft project
- Understand the interactions of individuals, internal and external groups, project managers and internal and external project stakeholders
- Understand project budgeting and tracking of a project in Microsoft project
- Understand quality and risk management in projects
- Understand project management challenges through case analysis
- Understand human resource, leadership and communication skills of a project manager
- Experience development and presentation of a group project.

This course covers most all of the topics of the Project Management Professional certification examination of the Project Management Institute (pmi.org). While this is not an exam preparation course, the course will count as 32 hours toward the certification training and education requirements.

INSTRUCTOR COMMUNICATION POLICY:

The preferred method of communication is through postings to the D2L general discussion. If it is a time-sensitive message or personal message, please use university e-mail.

D2L COURSE MANAGEMENT SYSTEM:

The D2L Course Management system is employed in this class and so students must have the necessary computer specifications to run and use D2L. In addition to students checking their D2L account at least twice a week, the following is required to take this course:

Computer hardware

1. PC or MAC computer
2. High-Speed Internet connection

Software to be used/required

1. Internet browser compatible with D2L (IE, Firefox, Safari) Remove pop-up blockers!
2. Software plug-ins, e.g. Adobe Acrobat, Windows Media Viewer, .NET
3. MS Office 2007 Software, available in classroom, labs, trial download and bookstore

Required student computer skills

1. D2L Skills (see the student guide to D2L posted on the course site)
2. Software skills (e.g. using file compression software to zip and unzip)

You need to know how to use email and to maintain your email account. You must be able to use a Web browser. You must be able to use a standard word processing package such as Word for Windows, and be able to save and manage your files. You must have access to the Web (not necessarily through the university; a private server will work just fine). Students may seek assistance with userid and password problems through the IT help desk (314-529-9506).

GRADING SCALE:

A (93-100%) A- (90-93%) B+ (87-90%) B (83-87%) B- (80-83%)
 C+ (77-80%) C (70-77%) D (0-69%)

ATTENDANCE

Because of the concentrated nature of the MBA program, attendance in class is very important. Students who miss more than 6 hours (including arriving late or leaving early) will be required to withdraw from the course.

Attendance for the first class session is mandatory. Students may not register for a class unless they can attend the first session. Important information about the course and the instructor's expectations are given during the first session and it is imperative that all students be there. If you know that you will have to be absent for one session, please contact your instructor to ensure that absence from a particular session is acceptable.

EVALUATION CRITERIA:

2 Exams (250 points each)	500
2 Individual Assignments	200
Group project	200
Discussion and Class Participation	100
Total:	1000

EXAMS:

Exams will be in-class multiple choice exams based on the Project Management certification exam study guide questions supplement by short answer questions from Microsoft Project labs and other class discussions related to project management topics not covered in the study guide.

ACADEMIC ACCOMMODATIONS:

Maryville University provides accommodations and supports for students with disabilities as defined by the Americans with Disabilities Act. If you have a documented disability and wish to discuss academic accommodations, please contact the course instructor and/or the Director of the Academic Success Center located in the University Library (314-529-6850).

ONLINE DISCUSSIONS:

Discussions in D2L may be assigned. The instructor will create topics and students will comment on the topic in an appropriate manner. Students are expected to share their ideas and commentary with each other for the purpose, creating a cooperative learning environment. Toward this end, a series of online-discussion contributions are expected of you. In some cases you are expected to comment on the submitted contributions of your peers. In these cases, you are expected to offer *respectful and constructive* critique.

CLASS SCHEDULE/COURSE OUTLINE:

Topics	
3/10	Chapter 1: Introducing Project Management Chapter 2: Examining the Project Life Cycle and the Organization D2L Tutorial MS Project Tutorial
3/17	Chapter 5: Managing the Project Scope Chapter 6: Introducing Project Time Management MS Project Lab
3/24	Chapter 3: Adapting the Project Management Processes Chapter 4: Implementing Project Integration Management MS Project Lab Individual Assignment I Due
3/31	Exam 1 Chapters 1-6 Chapter 8: Introducing Project Quality Management MS Project Lab Project Assigned
4/7	Chapter 7: Introducing Project Cost Management MS Project Lab Project Meetings
4/14	Chapter 9: Introducing Project Human Resource Management Chapter 10: Introducing Project Communications Management Individual Assignment II Due
4/21	Chapter 11: Introducing Project Risk Management Group Project Presentation and Debrief MS Project Lab
4/28	Chapter 12: Introducing Project Procurement Management Exam II Chapters 7-12

PLAGIARISM STATEMENT:

Plagiarism is taking the writings, ideas, or thoughts of others and passing them off as one's own original work. You can plagiarize without even using the exact words of the original author. If you paraphrase without crediting it, you are plagiarizing. Although plagiarism is always an offense, not every plagiarist intends to cheat. Students sometimes do not know exactly what kinds of information must be credited and what need not be. A student can avoid plagiarizing by giving credit whenever he/she uses: another person's idea, opinion, or theory; any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge; quotations of another person's actual spoken or written words; or, a paraphrase of another person's spoken or written words.

All suspected acts of plagiarism will be investigated. Consequences for using another's work inappropriately will range from redoing the assignment to failing that assignment to failing the course.

Cheating is considered as any attempt made by a student to intentionally mislead an instructor in the determination of a grade. Any individually written assignments must be expressed in the student's own words and formatting. Plagiarism is one form of cheating; using resource materials and/or other individuals that are not allowed during testing is another form of cheating. If there is reasonable evidence of cheating on a quiz, class assignment, homework, test, or final exam, consequences may include failing the course.

SYLLBUS CHANGE DISCLOSURE

The syllabus may be revised, at the professor's discretion. Students are responsible for noting such changes by checking the official posted syllabus on the D2L news page.