



Quarter: Fall 2017

Course Title: An Introduction to Project Management: The Basics for Success

Course Code: BUS 10 W

Instructor: Debra Hildebrand

Course Summary:

**Please see course page for full description and additional details.*

Grade Options and Requirements:

- No Grade Requested (NGR)
 - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
 - Students must participate in at least 80% of the online discussions and/or the weekly live collaboration sessions.
- Letter Grade (A, B, C, D, No Pass)
 - Students must participate in at least 80% of the online discussions and/or the weekly live collaboration sessions, and complete a piece of written work (to be discussed further in class).

**Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.*

Notes:

Harvard Business Publishing Project Management Simulation: We will be performing a Harvard Business simulation for Project Management in the last week of class. This simulation will cost you \$15. If you are taking the class for Credit/No Credit OR for Letter Grade, this simulation is required. The link to sign up and pay for the simulation is located in Canvas.

Tentative Weekly Outline:

WEEK	TOPICS	READINGS
0	Introduction to the class	
1	What is a Project? Organization Strategy and Project Selection Organization: Structure and Culture Project LifeCycle	Gray & Larson Chapters 1, 2 & 3; Optional: PMBOK® Guide, Chapters 1, 2 and 3.
2	Communication and Stakeholder Expectations	Gray & Larson Chapters 4 pgs 119-121 and 10 pgs 340-347 Optional: PMBOK® Guide, Chapters 10 and 13
3	Scope Management Scope Statement Work Breakdown Structure Project Charter	Gray & Larson Chapters 4 up to pg 116 Optional: PMBOK® Guide, Chapters 4.1 and 4.2
4	Estimating Project Times and Costs	Gray & Larson Chapters 5. Optional: PMBOK® Guide, Chapters 5.
5	Network Diagram Critical Path	Gray & Larson Chapters 6. Optional: PMBOK® Guide, Chapter 6;
6	Schedules and Gantt Charts Reducing Project Duration	Gray & Larson Chapters 9 Optional: PMBOK® Guide, Chapter 6 Harvard Simulation Instructions (Link in Canvas)
7	Loading and Leveling Resources Start Project Management Simulation (Harvard Business Publishing)	Gray & Larson Chapters 8 up to pg 275 and 4 pgs 116-119
8	Risk Management	Gray & Larson Chapters 7. Optional: PMBOK® Guide, Chapter 4.5 and 11;
9	Project Cost Management Change Control Execution	Gray & Larson Chapters 8 pgs 275-280 and 13 Optional: PMBOK® Guide, Chapters 4.3 and 7
10	Monitoring and Controlling Earned Value Management Project Closure	Gray & Larson Chapters 13 and 14. Optional: PMBOK® Guide, Chapters 4.4, 4.6 and 12;