

COURSE SYLLABUS

MBA615: Project Management

Course Description

Focuses on learning the principles, practices, and techniques of project management using a practical, day-to-day approach. Examines resource constraints, people issues, and use of statistical tools. Topics include change, leadership skills, communication, team, cultural diversity, scheduling concepts, problem solving techniques, Work Breakdown Structure, time/cost tradeoff techniques, critical path analyses, and use of a project management application. The concepts expressed here are accessible to students of all backgrounds.

General Course Information

Number of Units/Weeks/Sessions	5/5/10
#Hours Lecture/#Hours Laboratory/#Hours HWs*	50/0/100
Prerequisite(s)	None
Co-requisites (s)	None
Course Developer(s)	Carl Ewig, Ph.D.
Date Approved / Last Review	Sept 2008 / Aug 2014

*Homework Projects

MBA Program Learning Outcomes

- Solve Organizational Problems
- Create Strategic Plans

MSISM Program Learning Outcomes

- Develop Detailed Business Plans Including Budgets
- Construct a Human Resources Strategic Plan

Learning Outcomes

- Discuss and apply concepts, procedures, and issues pertaining to project management
- Evaluate proposed projects for viability
- Develop an effective project plan
- Determine requirements for implementing successful projects
- Test standard management tools effectively

Instructional Methods Employed in this Course

- Reading from required and suggested sources in preparation for lecture and discussion
- Lectures, supported by PowerPoint media and handouts
- Examples from current events to support instructor or text-based content
- Whole class discussions, generally correlated with lecture topics
- Small group discussions, stimulated by instructor-provided case studies,

scenarios and other materials

- Peer-to-peer activities, in which students are paired to work together on common projects usually requiring research
- Student presentations, either as individuals or small groups, to highlight the results of work completed on an assignment

- Build on prior learning of students to enhance richness of class activities

Information Resources for this Course



Textbook

Schwalbe, K. (2007). Information technology project management (5th ed.). Boston, Mass.: Thomson/Course Technology.

HBR guide to project management. (2012). Boston: Harvard Business Review Press.



Other Materials

Coleman University. The College Writer's Guide. San Diego: Coleman University, 2009.



Web Site Readings

Student Online Companion for Schwalbe Textbook

<http://www.course.com/downloads/mis/schwalbe>

(Retrieved June 18, 2012)

Project Management Institute

<http://www.pmi.org>

(Retrieved June 18, 2012)

PMBOK PDF Search Engine

<http://www.pdf-search-engine.com/pmbok-3-pdf.html>

(Retrieved June 18, 2012)

Project Certification & Training

<http://www.4pm.com>

(Retrieved June 18, 2012)

PM Boulevard. Expert Insights for Business Results.

<http://www.pmbld.com/>

(Retrieved June 18, 2012)

GanttHead

<http://www.gantthead.com>

(Retrieved June 18, 2012)

Microsoft Project

<http://office.microsoft.com/project/>

(Retrieved June 18, 2012)

Table/Topics & Assignments**Types of Assignments:**

Lecture -

Considered Lecture Hours

Classroom Discussion -

Considered Lecture Hours In

Class Critique - Considered

Lecture Hours

Delivering Oral Presentations -

Considered Lecture Hours In

Class (IC) Exercise -

Considered Lecture Hours

Reading -

Considered Homework (HW), work done outside of class

WebClass lesson (non-online courses) -Considered HW, work done outside of class **Lab****Work -**Considered Lab Hours **Quiz,****Midterm or Final -**

Considered Lecture Hours

Session 1						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 1 A	What is Project Management?	.5	0	0	0	
LEC 1 B	Project Management in the Information Technology Context	2.5	0	0	0	
IC EX 1 A	Assignment 1: Process Groups	1.5	0	0	10	Session 2
IC EX 1 B	In-class Participation	.5	0	0	10	Session 1
HW 1 A	Schwalbe Chapters 1-2 PMBOK Chapters 1- 2	0	0	10	0	
HW 1 B	Weekly Thesis Assignment 1	0	0	10	40	Session 3
HW 1 C	Curricular Practical Training Assignment	0	0	0	40	Session 8
HW 1 D	Discussion Thread 1	0	0	0	50	Session 3
Total Session 1		5	0	20	150	
Session 2						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Du
LEC 2A	Process Groups	2	0	0	0	
IC EX 2A	Assignment 2: Project Scope	1	0	0	10	Session 3

IC EX 2B	In-class Participation	1	0	0	10	Session 2
IC EX 2C	What contributes to successful leadership?	1	0	0	10	Session 3
ELP 2A	Schwalbe Chapter 3 PMBOK Chapter 3	0	0	6	0	
Total Session 2		5	0	6	30	
Session 3						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 3A	Integration Management	2	0	0	0	
LEC 3B	Scope Management	1	0	0	0	
IC EX 3A	Assignments 3: Project Time Management	1	0	0	10	Session 4
IC EX 3B	In-class Participation	1	0	0	10	Session 3
HW 1 A	Discussion Thread 2	0	0	0	50	Session 5
EL P 3A	Schwalbe Chapters 4 - 5 PMBOK Chapters 4 - 5	0	0	11	0	
EL P 3B	Weekly Thesis Assignment 2	0	0	10	40	Session 5
Total Session 3		5	0	21	110	
Session 4						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4A	Time Management	2	0	0	0	
IC EX 4A	Assignment 4: Project Cost Management	2	0	0	10	Session 5
IC EX 4B	In-class Participation	1	0	0	10	Session 4
ELP 4A	Schwalbe Chapter 6 PMBOK Chapter 6	0	0	7	0	
Total Session 4		5	0	7	20	
Session 5						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5A	Cost and Quality Management	2	0	0	0	
IC EX 5A	Assignment 5: Project Quality Management	1	0	0	10	Session 6
IC EX 5B	In-class Participation	1	0	0	10	Session 5

HW 5 A	Discussion Thread 3	0	0	0	50	Session 7
ELP 5A	Schwalbe Chapters 7 - 8 PMBOK Chapters 7 - 8	0	0	12	0	
EL P 5B	Weekly Thesis Assignment 3	0	0	10	40	Session 7
EX AM 5 A	Prepare for Mid - Term	1	0	3	0	
Total Session 5		5	0	25	110	
Session 6						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 6A	Human Resource Management	1	0	0	0	
LEC 6B	Teams & Diversity	1	0	0	0	
IC EX 6A	Assignment 6: Project Human Resource Management	1	0	0	10	Session 7
IC EX 6B	In-class Participation	1	0	0	10	Session 6
ELP 6A	Schwalbe Chapter 9 PMBOK Chapter 9	0	0	6	0	
EX AM 6 A	Midterm Exam	1	0	0	100	
Total Session 6		5	0	6	120	
Session 7						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 7A	Communication and Risk Management Control	2.5	0	0	0	
IC EX 7A	Assignment 7: Project Communication Management	1.5	0	0	10	Session 8
IC EX 7B	In-class Participation	1	0	0	20	Session 7
HW 1 A	Discussion Thread 4	0	0	0	50	Session 9
ELP 7A	Schwalbe Chapters 10 - 11 PMBOK Chapters 10 - 11	0	0	11	0	
ELP 7B	Weekly Thesis Assignment 4	0	0	10	40	Session 9
ELP 7C	Curricular Practical Training	0	0	0	0	Session 8

Total Session 7		5	0	21	120	
Week 8						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8A	Procurement Management	2.5	0	0	0	
IC EX 8A	Assignment 8: Project Risk	1.5	0	0	10	Session 9
IC EX 8B	In-class Participation	1	0	0	20	Session 8
ELP 8A	Schwalbe Chapter 12 PMBOK Chapter 12	0	0	5	0	
Total Session 8		5	0	5	30	
Session 9						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
IC EX 9A	Assignment 9: The Final Project Management Documentation	2	0	0	110	Session 9
IC EX 9B	Team Presentations	3	0	0	100	Session 9
EXAM 9 A	Prepare for Final	0	0	3	0	
Total Session 9		5	0	3	210	
Session 10						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
IC EX 10 A	Team Presentations	4	0	0	0	
EXAM 10	Final Ex am	1	0	0	100	Session 10
Total Session 10		5	0	0	100	

Course Hours Summary

Session	Topic	LEC Hours	LAB Hours	HW Hours
1	Project Management	5	0	20
2	Project Mgmt in Information Tech Context	5	0	6
3	Integration & Scope Management	5	0	21
4	Time Management	5	0	7
5	Cost & Quality Management	5	0	25
6	Human Resource Management	5	0	6
7	Communication & Risk Management	5	0	21
8	Procurement Management	5	0	5
9	Wrap, Presentation & Quiz	5	0	3
10	Presentation & Final	5	0	0

Total		50	0	114
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Table/Point Breakdown

Session	Assignment	Possible Points	Percent of Grade
1	Assignment 1: Process Groups	10	1%
1,3,5,7	Discussion Thread 1-4	200	20%
2	Assignment 2: Process Scope	10	1%
2	What contributes to successful leadership?	10	1%
1,3,5,7	Weekly Thesis Assignments	160	16%
3	Assignments 3: Project Time Management	10	1%
4	Assignment 4: Project Cost Management	10	1%
6	Assignment 5: Project Quality Management	10	1%
6	Mid-Term Exam	100	10%
7	Assignment 6: Project Human Resource Management	10	1%
7	Assignment 7: Project Communication Management	10	1%
8	Assignment 8: Project Risk Management	10	1%
9	Assignment 9: The Final Project Management Documentation	110	11%
9,10	Team Presentations	100	10%
10	Final Exam	100	10%
1 – 8	In-class Participation	100	10%
8	Curricular Practical Training	40	4%
Total		1,000	100%

Weekly Thesis Assignments

The primary purpose of the Weekly Thesis Assignments is to prepare each graduate student at Coleman University for the final Master's Thesis.

Each week, students will submit additional progress toward his or her chosen thesis topic. Progress toward the thesis will include a minimum of three (3) pages of new content toward the thesis and cite no fewer than three (3) scholarly sources.

Each weekly submission should include a highlighted section indicating the new content from the previous week. New content could either be completely new material, or revision to existing material based on feedback provided by your Thesis Mentor or Teaching Assistant.

At the end of Week 3, each student will provide an in-progress review submission to his or her Thesis Mentor via WebClass in the Thesis In Progress section. The Thesis Mentor will provide feedback regarding the framework and approach each student is taking and provide general guidance regarding completion. This in addition to the Weekly Thesis Assignment submission is graded by the course Teaching Assistant.

Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Coleman University Grade Assignment Policy:

The Coleman University guidelines for the assignment of grades to total points earned is as follows:

Percent	Letter Grade	Grade Points
94-100	A	4
90-93	A-	3.67
87-89	B+	3.33

84-86	B	3
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0
N/A	WV	0

Legend	
CR = Credit	NC = No Credit
I = Incomplete	W = Course Withdrawal
AU = Audit	TR = Transfer Credit
WV = Waiver	

Academic Accommodation / Adjustment Policy:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at ada@coleman.edu. The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.