**BUS 699: Introduction to Project Management**

**Syllabus**

Effective Date: 3/24/2016

**Section 2:** Thursday, 6:00 – 10:30 pm, Lincoln and Grand Island

**Instructor:** Kathie L. Court, PhD

**Email:** kathie.court@doane.edu (this email is the best way to contact me)

**Doane Phone:** 402-466-4774

**Office Hours:** Monday – Friday 10:00 am – 2:00 pm or by appointment

This syllabus is subject to change as conditions dictate.

**Course Description:** This course is an introduction to project management processes and knowledge areas. Upon completion of this course, students will understand project management, its relationship to other management disciplines, and the role of the project manager. Students will learn project management processes and the inputs and outputs of project management knowledge areas and will understand the relationships among project management processes and knowledge areas.

**Class Objectives:**

1. Students will describe project management, its relationship with other business concepts, and the role of the project manager.
2. Students will describe project management processes, which include:
   - Initiating
   - Planning
   - Executing
   - Monitoring and Controlling
   - Closing
3. Students will describe the input and outputs of project management knowledge areas, which include:
   - Integration Management
   - Scope Management
   - Time Management
   - Cost Management
   - Quality Management
   - Human Resources Management
   - Communications Management
   - Risk Management
   - Procurement Management
   - Stakeholder Management
4. Students will understand the relationships among Project Management Processes and Knowledge Areas.
**Required Resources:**
Project Management Institute Student Membership, which is $32, gives a student access to the Project Management Book of Knowledge and a multitude of Project Management Institute resources.

Before you access PMI’s website, generate your Enrollment Verification Letter using the following steps:

- Access WebAdvisor
- Select Student tab
- Select Academic Profile
- Select Order Enrollment Verification
- Input Login information
- on the Student Self-Service page, Select Enrollment Verification
- Select Current Enrollment.

Once you have created your Enrollment Verification Letter, use this link to access the PMI website [http://www.pmi.org/membership.aspx](http://www.pmi.org/membership.aspx)

Scroll down to “Student Member” section.

**Recommended Resources:**
Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

**Grades:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-96.9%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9%</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9%</td>
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<tr>
<td>C</td>
<td>73-76.9%</td>
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<tr>
<td>C-</td>
<td>70-72.9%</td>
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<tr>
<td>D+</td>
<td>67-69.9%</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9%</td>
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<tr>
<td>D-</td>
<td>60-62.9%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**Assignment Contribution towards Grade:**

<table>
<thead>
<tr>
<th>Assignment (number)</th>
<th>Percentage/Points toward Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Charter</td>
<td>30</td>
</tr>
<tr>
<td>Pre-class Quizzes (6 of 7)</td>
<td>30</td>
</tr>
<tr>
<td>In Class/Online Discussion Contribution</td>
<td>25</td>
</tr>
<tr>
<td>Individual Journals</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

1. **Project Charter**
   Each student will define a project and prepare a project charter for that project. Students will submit a first (30%) and final (70%) draft of their project charters.

2. **In Class/Online Discussion Contribution**
Several times during the term, students will be asked to communicate with each other on a discussion board in Blackboard. Two discussion forums are:

- **Student Questions**: This discussion forum will be available for students to ask the professor questions. The idea is that if one student has a question about the class or project management, others will as well. Questions about individual grades or issues specific to that student should be emailed to kathie.court@doane.edu.
- **Discussion Topics**: This discussion forum will be available for discussion and information sharing in addition to classroom activities.

3. **Pre-class Quizzes**

Students will complete a quiz in Blackboard by 11:00 pm the day before class. The quiz is intended to help students prepare for the next class’ activities and discussion.

4. **Individual Journals**

Individual Journal entries, which should be between four and six paragraphs, will give students the opportunity to reflect on their own learning in a private forum and to engage in a one-to-one dialogue with the professor. There will be two journal entries, one at the beginning of the term and one at the end.

In the first entry, students will reflect on the questions that they have about project management, how this class might address those questions, and how the answers to the questions might help them in the future.

In the final entry, students will reflect on the original questions that they had and if they were answered. If students’ questions were answered, were the answers what they expected? How does the answer change the way students think about project management? If students’ questions were not answered, how might those questions be addressed? Now that the students understand more about project management, what additional questions do students have?

**Academic Integrity**: Representing someone else’s ideas or words as your own is academic dishonesty. Remember:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

Academic dishonesty has serious consequences. If you are found guilty of it, your academic career is most likely finished. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat.

**Special Needs**: If you have a special problem or need special help, please notify me within the first week of the semester so proper steps may be taken to aid you. In coordination with Doane Student Services, reasonable accommodations will be provided for qualified students with disabilities.
### Course Schedule (Class and due dates will be available on Blackboard)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Activities/Assigned Reading</th>
<th>Graded Assignments Due</th>
</tr>
</thead>
</table>
| 1    | • Review syllabus and class expectations  
     • Project management, its relationship with other business concepts, and the role of the project manager | Review syllabus, rubric, and Blackboard  
PMBOK Chapters 1 and 2 | Initial Journal  
Pre-class Quiz 1 |
| 2    | Initiating the Project and Planning the Project                         | PMBOK Chapters 3 pages 47-55                                                              | Pre-class Quiz 2 |
| 3    | Executing, Monitoring and Controlling, and Closing the Project          | PMBOK Chapters 3 pages 56-62                                                              | Pre-class Quiz 3  
First Draft – Project Charter |
| 4    | Project Integration, Communications, and Stakeholder Management         | PMBOK Chapters 4, 10, and 13                                                              | Pre-class Quiz 4 |
| 5    | Project Scope, Time and Cost Management                                 | PMBOK Chapters 5, 6 and 7                                                                  | Pre-class Quiz 5 |
| 6    | Project Quality and Risk Management                                     | PMBOK Chapters 8 and 11                                                                    | Pre-class Quiz 6 |
| 7    | Project Human Resources and Procurement Management                      | PMBOK Chapters 9 and 12                                                                   | Pre-class Quiz 7 |
| 8    | Project Management Processes and Knowledge Areas                       | Class discussion of Project Charters                                                      | Final Journal  
Final Project Charter |