

Concepts of Project Management
BUS-2010
Course Description

This course will establish a framework for students to be able to use project management skills in their professional and personal life. Students will work to develop and manage an actual or simulated project. Features of the project may include operations management; determining equipment needs; establishing operating procedures; selecting business location and distribution channels; managing computer-based operating systems; establishing company buying/purchasing policies; choosing vendors and negotiating contracts; scheduling staff; maintaining inventory; and organizing shipping/receiving. Prerequisites: Working in a Professional Environment, Workflow Design & Analysis, and Health & Safety in the Work Environment

Essential Objectives

1. Understand and use a Project Management planning methodology for more successful project completions
2. Identify and evaluate appropriate Project Management software options and use the applications to organize aspects of a project
3. Demonstrate and apply team leadership skills, professional teamwork behaviors and an understanding of the team building process within the project management and organizational context
4. Understand how the organizational environment can facilitate project management success.
5. Demonstrate competency in the management of an active project plan that incorporates specific features of the project management process

Readings

Students are required to read all weekly readings, including text chapters, articles, and lessons. Keeping up with reading is paramount to being successful in this course.

Supplementary Readings

The supplementary readings are additional readings that you are asked to read for their ideas and concepts. They will truly add to your understanding of the course material. They typically do not require you to write up or submit anything.

Assignments

Students are required to submit all assignments via Moodle on or before the due date. Emailed assignments are not accepted.

Weekly Discussions / Discussion Section Postings

There will be weekly discussion topics for the class to address. Students are required to post/discuss with the class, their original thoughts and/or findings. It is expected that you will also provide comments to your fellow students' postings for discussion. One original posting of quality content is required for each section. In addition, a minimum of two quality response postings (response to any fellow classmate's original posting) are required for each activity. Thus for each discussion, you should have at least one original posting and two response postings -- the minimum requirement. The more responses of quality content, the better the grade. Your postings must be timely, relevant, helpful, and well-researched. Grading will be based on these four factors. Students should refer to the weekly discussion grading rubric for grading details.

Your original post should be done some time between Tuesday and Wednesday/Thursday, thereby leaving time later in the week for fellow students to read and comment on what you posted. Original postings made later than Thursday, leaves little time for other students to make comment postings to your original post before the class weeks end. In addition, your response postings should be done anytime between Friday and Monday.

Course-Long Individual Project

Each student will determine his/her own individual project -- real or simulated -- to be used throughout the course in order to apply the concepts learned each week.

After each section of material is presented, students are expected to work on, apply, and enhance their projects with the material learned. The project is divided into separate "chunks" which are to be submitted throughout the course. These include the following: At the end of the course, students will submit a final revised and fine-tuned individual project file.

Projects, including the separate "chunks" of the project, will be graded based upon the following criteria:

1. How well the Project topic was defined and plan developed.
2. Application and incorporation of all concepts and lessons learned.
3. Evaluation of all submitted segments.
4. Evidence of application of topic to real world projects.

Weekly Outline (subject to change)

Week 1: Introduction to Project Management
Week 2: Concepts of Project Management
Week 3: Effective Project Management
Week 4 & 5: Personal Project Management
Week 6: Project Management Process
Week 7: Project Management Breakdown
Week 8: Project Management Teams
Week 9: Team Facilitation
Week 10: Work Breakdown Structure
Week 11: Project Management Software
Week 12 & 13: Resources in Project Management
Week 14: Professional Development in Project Management
Week 15: Project Management-THE END