Quarter: Spring 2020  
Course Title: An Introduction to Project Management: The Basics for Success  
Course Code: BUS 10 W  
Instructor: Debra Hildebrand, MBA, PMP

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 the class project. The class project consists of a written assignment each week, culminating in a project management plan for a selected project.

*Discussion credit will be given to responses that are reflective, thoroughly address the prompt, and show evidence of understanding the weekly course material. Posting in the General Class Comments and Question thread does not count towards credit.*

Completion of the class project is highly encouraged in order to further your understanding of the topic and immediately apply the skills you have learned in a real-world setting.

*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.*

* Please note that you can log into your Continuing Studies student account and change your grading status at any point before the final day of class. Keep in mind, if you require proof that you completed a course for any reason, you must choose the Letter Grade or Credit/No Credit grading option; courses taken for No Grade Requested will not appear on official transcripts nor on grade reports. Your student account is where you will also find your final grade (please allow up to three weeks after a course has ended to view your grade); official grades are not posted in Canvas.

Please contact the Stanford Continuing Studies office with any questions  
365 Lasuen St., Stanford, CA 94305  
continuingstudies@stanford.edu  
650-725-2650
### Zoom Schedule*

A live class meeting will be held each week. Since we have many international students in the course located around the world, the plan is for each meeting to happen on Tuesdays at noon Pacific Time. The live session includes discussions of the week’s topic, examples, and Q&A. Although the live class meeting is optional, I highly encourage you to attend when possible because it gives you a chance to ask questions and interact both with me and the other students. If you cannot attend, please be sure to watch the recording.

*Please note that the Zoom schedule is subject to change.

### Tentative Weekly Outline:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>Introduction to the class</td>
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| 1    | What is a Project?  
Organization Strategy and Project Selection  
Organization: Structure and Culture  
Project LifeCycle |
| 2    | Communication and Stakeholder Expectations |
| 3    | Scope Management: Scope Statement and Work Breakdown Structure  
Project Charter |
| 4    | Estimating Project Times and Costs |
| 5    | Network Diagram  
Critical Path |
| 6    | Schedules and Gantt Charts  
Reducing Project Duration |
| 7    | Loading and Leveling Resources |
| 8    | Risk Management |
| 9    | Project Cost Management  
Change Control  
Execution |
| 10   | Monitoring and Controlling  
Earned Value Management  
Project Closure |
Course Structure

Each course module typically includes lecture content and a live class meeting, as well as readings, discussions, an assignment, and other media. Announcements will also be posted from time to time so consider setting your "announcement" notification preference to "notify me right away" to immediately receive the information via email. See the Canvas Guide within the Online Orientation module for instructions.

- **Discussions:** Each week there will be a discussion forum for you and your fellow students to engage and discuss the weekly topics with each other. Your first post is due Thursday at midnight and you must reply to at least one other student's post by Sunday at midnight.
  
  There is also a "Questions and Answers" discussion that is open throughout the course. This is a great place to post thoughts or questions related to the course topics, that don't seem to fit in any of the other discussions. Or, questions about the structure of the course, assignment expectations, class grading requirements, and so on.

- **Assignments:** The assignments for this class consist of weekly written assignments related to the topic of the week. Each assignment is a piece of a Project Management Plan for a selected project of your choosing. Each week you will submit a section of the plan. I will provide feedback that you can utilize for improvements to your work and at the end of the course you will put them all together into one cohesive plan that you can utilize to manage a project.

- **Live Class Meetings:** A live class meeting will be held each week. There will be a Discussion Forum for each Live Session where you can add agenda items each week. I ask that you submit these items by noon on the day of the session so I have time to prepare. The sessions are optional and will be recorded for people who are unable to attend. The meetings are conducted using Zoom, a video-conference application. Please refer to the "Live Class Meeting (Zoom Session) discussion forum each week for specific information (e.g., day and time, connection links, agenda) regarding the meeting for that particular week.

Weekly Routine

Each week, you should work through a module—review the lecture, complete the readings and assignments, participate in the discussions, watch the live class meeting recording (if you were unable to attend), and so on. The expectation is that you will keep up with each week's materials, including meeting any deadlines for discussion participation and assignments so you are prepared to take on the following week's lesson. This is especially important if you are enrolled for credit or a letter grade.

Here are some key days of the week:

- **Monday:** Each week begins on Monday.
- **Thursday:** First Discussion Post is due by midnight
- **Friday:** The module for the upcoming week will be available by 10am.
• **Weekends:** Weekends are a great time to catch up with the current week’s work. It is also a chance to get a head start on the upcoming week’s work.
• **Sunday:** Each week ends on Sunday. By midnight on Sunday:
  o Discussion reply to at least one student is due
  o Weekly Assignment is due.

**Textbooks**

**Required**
You can also purchase or rent the 5th edition if that is more economical.

**Recommended**