BUS 196 B PRELIMINARY SYLLABUS

Course Title: Project Management: An Introductory Hands-on Course
Course Code: BUS 196 B
Quarter: Summer 2015

Course Objectives:
To familiarize students, managers, or professionals with the important concepts and essential tools of modern project management. This course emphasizes a hands-on approach in which participants are divided into small project teams which will perform all the steps of planning, scheduling and executing a real-life project during the duration of the class. This powerful learning process is supplemented by lectures and discussion on case studies of successful projects in electronics, construction and space industries.

Instructor Name: Vincent F. Yip

Required Text(s): “90 Days to Success as a Project Manager” by Paul Sanghera

Recommended Text(s): “Project Management for Dummies 3rd edition” by Stanley E. Portny

Grading Options:
Students may take the course for No Grade Requested (NGR).
Credit/No Credit (CR/NC): pass both midterm and final exam with C grade and above.
Letter Grade: same as for credit plus a short term paper of 6-8 pages.
Letter grade students cannot miss more than 1 out of 6 classes scheduled.

Weekly Outline

Week 1

• Topics covered: Background and introduction to project management; The project team and the ideal Project Manager.
• Class assignments: Form 4 project teams of 6-7 members each.
• Reading assignments: Chapters 1-4 of Sanghera.

Week 2

• Topics covered: Initiating the project; Planning the project-Scope; The Project Objective Statement and Work Breakdown Structure (WBS)
• Class assignments: Each team to write the POS and WBS for its project.
• Reading assignments: Chapters 4 and 5 of Shanghera. Other handouts.
Week 3

- Class assignments: Each team to schedule the project work, find Critical Path.
- Reading assignments: Chapter 6 of Shanghera. Other handouts.

Week 4

- Topics covered: Planning for project-Resources, Quality, and Risks management.
- Class assignments: Each team writes Risk matrices and Resources diagrams.
- Reading assignments: Chapters 7, and 9. Other handouts.

Week 5

- Topics covered: Executing the project-Procurement, Human Resource, and Communications management.
- Class assignments: Perform Plan Quality Review (PQR) on other team's work.
- Reading assignments: Chapters 8, 10, 11, and 12.

Week 6

- Topics covered: Monitoring and Controlling the project; Summary and Final Quiz.
- Class assignments: Student project presentations; Apollo 13 DVD.
- Reading assignments: Chapters 13, 14, 15, and 16.