**Course Title:** Project Management: An Introductory Hands-on Course  
**Course Code:** BUS 196 A  
**Quarter:** Winter 2016

**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:** Dr. Vincent F. Yip

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

**Requirements for a Letter Grade and/or Credit:**
Students may take the course for No Grade Requested (NGR).  
For credit: pass both midterm and final exam with C grade and above.  
For letter grade: same as for credit plus a short term paper of 6-8 pages.  
Letter grade students cannot miss more than 2 out of 8 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 five project teams of 6-7 members each.  
- Reading assignments: Chapters 1-3 of Sanghera.

**Week 2**

- Topics covered: Initiating the project; Forming the Team; Planning the project-Scope; The Project Objective Statement and Flexibility Matrix.  
- Class assignments: Each team to write the POS and Flexibility Matrix.  
- Reading assignments: Chapters 4 of Shanghera. Other handouts.
Week 3

- Topics covered A: Discussion on the Work Breakdown Structure (WBS)
- Topics Covered B: Planning the Project-Scheduling. Start on the Critical Path Method (CPM).
- Class Assignments: Each Team to Complete Its WBS, and Start on Scheduling the Project Work.
- Reading Assignments: Chapter 5-6 of Shanghera. Other handouts.

Week 4

- Topics covered: Discussion on the Important Concepts of the CPM.
- Class assignments: Finish the Critical Path of the Team project.
- Midterm Quiz.

Week 5

- 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
- Guest Speaker Mr. Henry Ka, Vice President of Finance at ET Solar, Inc. On “The Application of Project Management Techniques in Solar Projects”

Week 6

- Topics covered: Executing the Project-Procurement, Human Resource Management.
- Class assignments: Perform Plan Quality Review (PQR) on Other Team’s Work.
- Reading assignments: Chapters 8, 10, 11, and 12.

Week 7

- Topics covered: Communications Management; Monitoring and Controlling the Project;
- Class assignments: Student Project Presentations; Apollo 13 DVD.
- Reading assignments: Chapters 13, 14, and 15.

Week 8

- Topics covered: Closing the Project.
- Reading assignments: Chapters 16 and 17.
- Final Exam.