Course Title: Project Management: An Introductory Hands-on Course  
Course Code: BUS 196 B  
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.

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.