Course Title: Project Management: An Introductory Hands-on Course  
Course Code: BUS 196  
Instructor: Vincent F. Yip

Course Summary:

This course will familiarize students, managers, or professionals with the important concepts and essential tools of modern project management. The 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.

*Please see course page for full description and additional details.

Grade Options and Requirements:

- **Letter Grade (A, B, C, D, No Pass)**  
  Letter grade students cannot miss more than 2 out of 8 classes scheduled.  
  - Class participation: 10%  
  - Midterm: 25%  
  - Final: 45%  
  - Homework and project: 20%

- **Credit/No Credit (CR/NC)**  
  - A "Credit" for passing both midterm and final exam with C grade or above.

- **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.

*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.*
Tentative 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 (Cost), 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”

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St. Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650
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; Cross Cultural Management.
- Class assignments: Student Project Presentations;
- Reading assignments: Chapters 13, 14, and 15.

Week 8:

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