



Lincoln University

Course Title	Project Management	Instructor: Dr. Walter Kruz
Course No.	BA 305	Contact: wrkruz@lincolnuca.edu
Units	3 (45 lecture hours)	Office Hours: By arrangement
Class Hours	Tues 3:30 - 6:15 PM	Semester: Spring 2016

Textbook:

- Project Management by Clifford Gray and Erik Larson, 6th edition, McGraw-Hill (2014), ISBN-13: 978-1259186400
- Various industry articles suggested by the instructor

Course Description:

The objective of this course is to prepare the graduate student for managing projects undertaken by an organization. The course will cover concepts and skills used by managers to propose, plan, secure resources, budget, and lead project teams to successful completion of their projects. It will provide the graduate student with a holistic, integrative view of project management that describes how projects contribute to the strategic goals of the organization.

Learning Objectives:

By completing the course, students will achieve a basic understanding of the knowledge necessary to manage projects in a business environment. In addition, students will be introduced to the preparation necessary to take the Project Management Institute (PMI) test leading to a Project Management Professional (PMP) certification.

Methodology:

This is a highly interactive learning environment. All students will participate in class discussions, research findings, and class exercises. Short oral presentations may also be assigned. Assignments will be given weekly and may consist of textbook exercises and research questions. Attendance is highly encouraged as exams include questions from issues analyzed during class discussions.

Standards:

Standards for this class are similar to those found in professional organizations. Punctuality and deliverables are very important. All assignments are due on the date indicated and collected during the first 10 minutes of the class. Late assignments will not be collected or graded. Make-up exams are allowed only due to a documented medical excuse. Students are encouraged to study and work together for optimum learning.

Project:

Project work is designed to familiarize students with the practices necessary to create and manage industry projects. Projects may be assigned individually or as a group. If as a group, grade is the same for all members. Drafts may be evaluated on an agreed upon schedule during the semester. Final deliverable will be turned in as a hard copy. Plagiarism is not allowed; all sources must be referenced.

Testing:

Testing will consist of two or three exams of equal weight throughout the semester. All exams are individual deliverables. They consist of short answers related to the material being discussed and some mathematical problems. The exam format is closed book with no electronic devices allowed. Spot quizzes may be frequent.

Grading:

Quizzes, homework assignments, exams, and a project allow students to accumulate points throughout the semester. These are added and compared against the total possible as a percentage.

Exams and Project are typically worth 100 pts each (~ 75% of the total points). Homework and quizzes from 5-10 pts (~ 25% of the total points). Assuming that 2 exams, one project, and 10 homework assignments are given, this will mean a total possible of 400 points can be accumulated. The student grade will be calculated as follows:

$$\text{Grade} = \text{Student's score} / \text{Total possible points} = \%$$

A final grade is then assigned as follows:

100 - 95	A	76 - 74	C
94 - 90	A-	73 - 70	C-
89 - 87	B+	69 - 57	D+
86 - 84	B	66 - 60	D
83 - 80	B-	59 or less	F
79 - 77	C+		

Classroom Protocol:

Students are expected to arrive on time and be prepared to participate. Students will show respect and courtesy for other students' comments. Laptop use is allowed only for a class purpose. No cell phones allowed.

Schedule:

This is a proposed schedule. It may change according to class progress or student interests.

Week	Class Activity – Lecture/Discussion	Homework (10 pts each)
Wk 1	Syllabus – Project description Chapter 1 Modern project management Case: Snapshot from practice Review key terms	Read Ch 1 & 2 Do Ch1-Exercise 1
Wk 2	Chapter 2 Organization strategy Project Assignment Case: Snapshot from practice Review key terms	Read Ch 3 Create project proposal Do Ch2 Review questions1thru 6
Wk 3	Chapter 3 Structure and culture Case: Snapshot from practice Review key terms	Read Ch 4 Create project proposal Do Ch3 Review questions1thru 6
Wk 4	Chapter 4 Defining the project Case: Snapshot from practice Review key terms – Exam review	Do Ch4 Review questions1thru 6 Exam preparation
Wk 5	Exam 1	Read Ch 5
Wk 6	Chapter 5 Estimating times and costs Case: Snapshot from practice Review key terms	Read Ch 6 Do Ch5 Review questions1thru 6
Wk 7	Chapter 6 Developing a project plan Case: Snapshot from practice Review key terms	Read Ch 7 Do Ch 6 Review questions1thru 6
Wk 8	Chapter 7 Managing risk Case: Snapshot from practice Review key terms –Exam Review	Do Ch 7 Review questions1thru 6 Exam preparation
Wk 9	Chapter 8 Scheduling Resources Case: Snapshot from practice Review key terms Project Draft review	Do Ch 8 Review questions1thru 6
Wk 10	Exam 2	Read Ch 9
Wk 11	Chapter 9 Reducing time Case: Snapshot from practice Review key terms	Read Ch 10 Do Ch 9 Review questions1thru 6
Wk 12	Chapter 10 Leadership Case: Snapshot from practice Review key terms	Read Ch 13 Do Ch 10 Review questions1thru 6
Wk 13	Chapter 13 Performance Metrics Case: Snapshot from practice Review key terms	Read Ch 14 Do Ch 13 Review questions1thru 6
Wk 14	Chapter 14 Audit and Closure Case: Snapshot from practice Review key terms	Do Ch 14 Review questions1thru 6 Exam preparation
Wk 15	Exam 3 & Project Delivery	

Instructor Profile:

Academic: BA Physics, BS Mathematics, MS Electrical Engineering, MBA, DBA. Holder of various professional certificates

Professional Experience: Manager with senior and executive experience at high-tech companies in Silicon Valley. International consulting and project management experience focused in systems integration and optimization of information technologies in various industries.

Update: Dec 28, 2015