



# Lincoln University

## BA 305 – Project Management

### COURSE SYLLABUS

Spring, 2017

**Lecture Schedule:** Saturday, 9:00 AM – 11: 45 AM

**Credit:** 3 units (45 lecture hours)

**Instructor:** Harpal S. Dhillon, PhD

**Office Hours:** Saturday: 12:00 PM – 12:30 PM

Additional guidance regarding scheduling of one-on-one meeting with the professor will be provided in the first class. Students are encouraged to communicate with the professor through e-mail messages.

**E-mail:** [hdhillon@lincolnuca.edu](mailto:hdhillon@lincolnuca.edu)

**Phone:** (202) 330-2979 (Please call me on the phone between 9 AM and 6 PM (Pacific Time))

#### **Textbook:**

Project Management by Clifford Gray and Erik Larson, 6th edition, McGraw-Hill (2014), ISBN-13: 978-1259186400

The study material in the textbook will be supplemented by content posted in the class web site.

**Prerequisite:** MATH 15 or BA 45

#### **COURSE DESCRIPTION**

The course will cover concepts and techniques used by managers to (i) propose, plan, secure resources, and develop a realistic budget for a project, and (ii) lead the project teams towards successful completion of the project. Students will be engaged in traditional classroom learning, participation in all facets of a group project involving a realistic endeavor in selected real-world situation, and on-line discussions focused on a variety of project management issues/situations.

## **COURSE OBJECTIVES**

The objective of this course is to prepare the graduate student for managing various kinds of projects undertaken by organizations in the business and public sectors. In the class, students will be exposed to a holistic, integrative view of project management, and the methodology/rationale for justifying the contribution of projects to the process for achieving the strategic goals of the organization.

## **LEARNING OUTCOMES**

Students who have successfully completed this course will be able to:

- Display familiarity with, and an understanding of common project management techniques, and decision tools.
- Conceptualize, evaluate, and justify projects expected to result in the optimal utilization of available resources for the organization.
- Apply appropriate techniques to plan a new project, and develop a project schedule.
- Develop a suitable budget for a new project, and utilize appropriate tools for budget monitoring and control
- Identify significant risks associated with a project and manage potential conflicts and problems that can occur on projects.
- Utilize a computerized project management system, like MS PROJECT, for managing projects.
- Effectively participate as a project team member and/or leader.

## **INSTRUCTION PROCEDURE AND METHODOLOGY**

This class will be conducted interactively in the face-to-face sessions and also on-line. All students will participate in class discussions, formal presentations, and in-class exercises. Short oral presentations may also be required in conjunction with homework assignments. Assignments will be given weekly and may consist of textbook exercises and research questions. Students must complete all assignments by specified due dates. The schedules for mid-term exam and final exam are recorded in the course schedule in this syllabus.

Plagiarism in any class assignment will result in the grade "F", and a report to the administration.

Students are expected to utilize their personal laptop computers, the computer lab, and the resources available in the school library.

## **ATTENDANCE**

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class.

## **CLASS PROJECTS**

Project work is designed to provide students opportunities for participation in all phases of the execution of a typical project, with special emphasis on project management. Projects may be assigned individually, and/or as group projects. If a number of students work together on a group project, the score for the project report and presentation will be the same for all members of the project team. The Final Report for a group project will be turned in as a formal electronic document. All sources of content in a project report must be referenced. APA standard is recommended for formatting and organizing project reports.

## **EXAMINATIONS**

Both, mid-term and final exams will include questions requiring written answers. The essay type answers must be written clearly, and organized logically with reference to the questions being answered. Graphs, charts, tables, and other supporting illustrations should be inserted in the answers, where appropriate. Examples to illustrate the answers are required. Exams will cover all assigned chapters, and any additional readings or supplementary materials covered in class.

Both examinations will be conducted electronically, within the CANVAS class. Students will be required to work on the exams in the regular classroom for this course/section (like attending a regular class).

The exams are neither 'open book' nor 'open notes'.

## **TIME SPENT ON OUT-OF-CLASS WORK**

The estimated time which a student should spend on out-of-class work/assignments in this course is 6 hours every week (about 90 hours for the course).

**GRADING AND SCORING**

All activities will be graded according to the guidelines/criteria presented below:

**POINT SCORE**

The course grade will be based on the total number of points scored by a student. The allocation of the total of 100 points to various gradable out-of-class assignments and class activities is provided in the table below:

Activity/Task	Time/Schedule	Points (Total:100)
On-line Discussions (8)	Weekly, with some exceptions	16
In-class Discussions (9)	Weekly, with some exceptions	9
Course project	Throughout the course duration	40
Mid-term exam	In the middle of the course	15
Final exam	Last week of the course	20

**COURSE GRADE**

The points needed for securing a given course grade are shown in the table posted below:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	60-66	0-59

If both grades for the midterm and final exams are "F", the term grade for the course will be 'F' regardless of the grades for the project and classroom activities.

**MAKE-UP WORK**

Assignments are to be completed on time during the course. Late assignments will result in a reduced grade. Mid-term and final exams and group presentations cannot be made up if missed, unless there is a documented emergency.

### COURSE SCHEDULE

WEEK	Class Date	Topic(s) & Activities	Chapter(s)	
			Textbook	Lecture
1	Jan. 21	(a) About the Course (b) Modern Project Management  Planning for Group Project	Ch. 1	Ch. 1
2	Jan. 28	(a) Organization Strategy & Project Selection (b) Organization: Structure & Culture  Planning the Group Project Creation of Project Teams Selection of Project Topics	Ch. 2, Ch. 3	Ch. 2, Ch. 3
3	Feb. 04	Defining the Project  Group Project Review Submission of Project Proposals  <ul style="list-style-type: none"> <li>• On-line Discussion 1</li> <li>• In-class Discussion 1</li> </ul>	Ch. 4	Ch.4
4	Feb. 11	Estimating Project Times & Costs  <ul style="list-style-type: none"> <li>• On-line Discussion 2</li> <li>• In-class Discussion 2</li> </ul>	Ch. 4, Ch. 5	Ch. 5
5	Feb. 18	Developing a Project Plan  <ul style="list-style-type: none"> <li>• On-line Discussion 3</li> <li>• In-class Discussion 3</li> </ul> Project Status Review	Ch. 5, Ch. 6	Ch. 6
6	Feb. 25	Managing Risk  <ul style="list-style-type: none"> <li>• On-line Discussion 4</li> <li>• In-class Discussion 4</li> </ul>	Ch. 7	Ch. 7
7	Mar. 04	Scheduling Resources and Costs (Budgeting)  Submission of Project Status Report 1	Ch. 8	Ch. 8
8	Mar. 11	<b>MID-TERM EXAMINATION</b>	Ch. 1-8	
9	Mar. 18	<b>NO CLASS - SEMESTER RECESS</b>		

10	Mar. 25	Reducing Project Duration <ul style="list-style-type: none"> <li>• <i>On-line Discussion 5</i></li> <li>• <i>In-class Discussion 5</i></li> </ul> Project Status Review	Ch. 9	Ch. 9
11	Apr. 01	Leadership: Being an Effective Project Manager <ul style="list-style-type: none"> <li>• <i>On-line Discussion 6</i></li> <li>• <i>In-class Discussion 6</i></li> </ul>	Ch. 10	Ch. 10
12	Apr. 08	Managing Project Teams <ul style="list-style-type: none"> <li>• <i>On-line Discussion 7</i></li> <li>• <i>In-class Discussion 7</i></li> </ul> Submission of Project Status Report 2	Ch. 11	Ch. 11
13	Apr. 15	Progress and Performance Measurement & evaluation <ul style="list-style-type: none"> <li>• <i>On-line Discussion 8</i></li> <li>• <i>In-class Discussion 8</i></li> </ul>	Ch. 13	Ch. 13
14	Apr. 22	(a) Project Closure (b) Project Oversight <ul style="list-style-type: none"> <li>• <i>In-class Discussion 9</i></li> </ul>	Ch. 14, Ch. 16	Ch. 14, Ch. 16
15	Apr. 29	Course Project Presentations		
16	May 05	FINAL EXAMINATION	Ch. 9-11, 13, 14, & 16	

### OTHER COMMENTS

- Please participate. What you put into the class will determine what you get out of it, and what others get out of it.
- Please come on time. Late arrivals disturb everyone else.
- If you miss a class, you are responsible for getting notes/slide printouts on the material covered from a classmate or the instructor.
- To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- Questions and comments during the class are welcome. Do not hesitate to ask questions – do not leave anything unclear for yourself.

### MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester.

**Date of last revision of syllabus:** Jan. 1, 2017