

**Lincoln University**  
**COURSE SYLLABUS**

<b>Course Name</b>	Project Management
<b>Course Number</b>	BA 305
<b>Instructional Contact Hours/Credits</b>	3 units
<b>Prerequisite(s)</b>	None
<b>Co-requisites</b>	None

**Instructional Materials and References**

Project Management by Clifford Gray and Erik Larson. 4<sup>th</sup> edition, ISBN 978-0-07-352515-0

**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. (3 units)

**Course Objectives**

The student will complete all assignments by the due date and be prepared to discuss the assigned material for every class. This course will enable graduate student to understand in some depth the role of projects in accomplishing the mission of organizations. At the same time, the course is structured to meet the needs of those wishing to prepare for the PMP (Project Management Professional) or CAPM (Certified Associate in Project Management) certification exams.

**Learning Objectives**

By completing the course, students will achieve a basic understanding of the knowledge necessary to manage projects in a business environment.

**Topical Outline**

Current project management practices utilized in various industries today.

**Course Outline**

Week 1	Chapter 1 Modern project management	Lecture, exercises
Week 2	Chapter 2 Organization strategy	Lecture, exercises
Week 3	Chapter 3 Structure and culture	Lecture, exercises
Week 4	Chapter 4 Defining the project	Lecture, exercises
Week 5	Chapter 5 Estimating times and costs	Exam #1
Week 6	Chapter 6 Developing a project plan	Lecture, exercises, Lab
Week 7	Chapter 7 Managing risk	Lecture, exercises, Lab
Week 8	Chapter 8 Scheduling resources	Lecture, exercises, Lab
Week 9	Chapter 9 Reducing time	Exam #2
Week 10	Chapter 10 Leadership	Lecture, exercises, Lab
Week 11	Chapter 11 Managing teams	Lecture, exercises, Lab
Week 12	Chapter 12 Outsourcing	Lecture, exercises, Lab
Week 13	Chapter 13 Metrics	Lecture, exercises, Lab
Week 14	Chapter 14 Audit and closure	Lecture, exercises, Lab
Week 15	Review	Exam#3

**Note:** This schedule will change according to the class progress and new materials made available by the instructor.

**Instructional Methods**

Lecture method is used in combination with supervised team projects and class exercises. Every lecture is highly interactive, student must be prepared to participate in and contribute to the subject being discussed. Class activities and oral reports will be frequent. Late assignments are not accepted. Any absence must be reported in advance. Inappropriate behavior during exams will earn an automatic grade of "F" for the class.

**Assessment Criteria & Method of Evaluating Students**

Exams, projects, presentations: 100%

90—100 %	A- to A
80—89	B- to B+
70—79	C- to C+
60—69	D- to D+
below 60	F

**Date Syllabus was Last Reviewed:** Jan 05, 2010