Pellissippi State Community College
Master Syllabus

PROJECT DESIGN & MANAGEMENT
BUSN 2385

Class Hours: 3
Laboratory Hours: 0
Credit Hours: 3
Revised: Fall 2017

Catalog Course Description
This course provides an overview of the tools and techniques needed to plan, execute and evaluate projects successfully.

Prerequisites
BUSN 2330

Co-requisites
None

Textbook(s) and Other Course Materials
Successful Project Management, Gido & Clements, 6e, ISBN # is 9781285068378

WEEK/UNIT/TOPIC BASIS
1 Course Introduction: Project Management Fundamentals
2 Chapter 1 Project Management Concepts
3 Chapter 10 The Project Manager
4 Chapter 11 The Project Team
5 Chapter 12 Project Communications and Documentation
   Chapter 13 Project Management Organizational Structures
6 Chapter 2 Identifying and Selecting Projects
7 Chapter 3 Developing Project Proposals
8 Mid-term exam
9 Chapter 4 Defining Scope, Quality, Responsibility, and Activity Sequence
10 Chapter 5 Developing the Schedule
11 Chapter 6 Resource Utilization
12 Chapter 7 Determining Costs, Budget, and Earned Value
13 Chapter 8 Managing Risk
14 Chapter 9 Closing the Project
15 Final Exam
COURSE GOALS*

The course will

A. Acquire the basic rudiments of a project management vocabulary. I, III
B. Demonstrate an adequate knowledge of project management skills, teamwork, and the organizational structures in which project management takes place. I,II,IV
C. Demonstrate an adequate knowledge of planning, organizing and controlling projects. I, III, VI, VII
D. Demonstrate an adequate knowledge of project scheduling and budgeting. I, III, VI VII
E. Exhibit a working knowledge of project management software (MS Project). I,VI,VII

*Roman numerals after course objectives reference goals of the Business program.

EXPECTED STUDENT LEARNING OUTCOMES*

Students will

1. Demonstrate knowledge of project management terms and techniques. (A, B, E)
2. Describe the various approaches for selecting projects, programs, and portfolios. (B, C, D)
3. Explain the main tasks for initiating, planning, executing, monitoring, controlling, and closing projects. (A, B, C, D, E)
4. Explain thoroughly the main phases of the project life cycle. A,C,D
5. List and describe the steps required to develop a baseline plan. A,C,D
6. Discuss the essential skills needed to be an effective project manager. A,B,C,D
7. Define and discuss the stages of team development. A,B,C
8. Discuss the types of conflict that might arise during a project and the methods for handling them. A,B,C
9. Discuss the basic elements of time management. A,B,C,D
10. Discuss the importance of both oral and written communication as they relate to project success. A,B,C,D
11. Explain the purpose and importance of the following: status review meetings, problem solving meetings, technical design review meetings. A,B,C,D
12. Compare and contrast the following: functional-type organization, project-type organization, matrix-type organization. A,B,C
13. Define project proposal and describe the purpose of a proposal. A,C,D
14. List the steps involved in detailed project planning. A,C,D
15. Discuss the importance of project control and describe the project control process. A,C,D

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

EVALUATION

A. Testing Procedures: 50% of grade
   The instructor’s policies on exams, quizzes, homework, attendance, and grades will be provided on a supplement to the course syllabus. A minimum of four (4) major exams is recommended.

B. Laboratory Expectations
   N/A

C. Field Work
   N/A
D. Other Evaluation Methods: 50% of grade
This information, if applicable, will be provided by the instructor in full detail during the first week of class via syllabus supplement.

E. Grading Scale
92 - 100 A
89 - 91 B+
82 - 88 B
79 - 81 C+
72 - 78 C
65 - 71 D
Below 65 F

POLICIES

Attendance Policy

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

• Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities
Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via Disability Services email or by visiting Alexander 130.