

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

PROJECT DESIGN & MANAGEMENT
BUSN 2385

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: .0

Revised: Fall 2015

Catalog Course Description:

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

Entry Level Standards:

Students must be able to read and write at the college level.

Prerequisites:

BUSN 2330

Corequisites:

MATH 1530 or department approval

Textbook(s) and Other Course Materials:

Successful Project Management, Gido & Clements, 6e, ISBN # is 9781285068378

I. Week/Unit/Topic Basis:

Week	Chapter	Topic
1		Course Introduction: Project Management Fundamentals
2	1	Project Management Concepts
3	10	The Project Manager
4	11	The Project Team
5	12 13	Project Communications and Documentation Project Management Organizational Structures
6	2	Identifying and Selecting Projects
7	3	Developing Project Proposals
8		Mid-term exam
9	4	Defining Scope, Quality, Responsibility, and Activity Sequence
10	5	Developing the Schedule

11	6	Resource Utilization
12	7	Determining Costs, Budget, and Earned Value
13	8	Managing Risk
14	9	Closing the Project
15		Final Exam

II. 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,III,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.

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Explain thoroughly the main phases of the project life cycle. (Ch.1) A,C,D
2. List and describe the steps required to develop a baseline plan. (Ch.1) A,C,D
3. Discuss the essential skills needed to be an effective project manager. (Ch.10) A,B,C,D
4. Define and discuss the stages of team development. (Ch.11) A,B,C
5. Discuss the types of conflict that might arise during a project and the methods for handling them. (Ch.11) A,B,C
6. Discuss the basic elements of time management. (Ch.11) A,B,C,D
7. Discuss the importance of both oral and written communication as they relate to project success. (Ch.12) A,B,C,D
8. Explain the purpose and importance of the following: status review meetings, problem solving meetings, technical design review meetings. (Ch.12) A,B,C,D
9. Explain why progress reports are an integral part of project communications. (Ch. 12) A,B,C,D
10. Compare and contrast the following: functional-type organization, project-type organization, matrix-type organization. (Ch.13) A,B,C

11. Describe what is meant by pre-RFP/proposal marketing. (Ch.3) A,C,D
12. Discuss the factors involved in making bid/no-bid decisions. (Ch.3) A,C,D
13. Define project proposal and describe the purpose of a proposal. (Ch.3) A,C,D
14. Develop a proposal in response to an RFP. (Ch.3) A,E
15. List the steps involved in detailed project planning. (Ch.4) A,C,D
16. Discuss the importance of project control and describe the project control process. (Ch.4) A,C,D
17. Discuss the importance of the activities involved in terminating a project. (Ch.4) A,C,D
18. Discuss the internal post-project evaluation process and the two types of meetings involved. (Ch.4) A,B,C,D
19. Define the term project objective. (Ch.4) A,C,E
20. Develop a work breakdown structure and a responsibility matrix for a mock project. (Ch.4) A,C,E
21. Define the terms predecessor event and successor event. (Ch.4) A,C,D
22. Develop a network diagram for a mock project using both the activity-in-the-box and the activity-on-the-arrow formats. (Ch.5) A,C,D,E
23. Describe what < duration>are and calculate them using probability theory. (Ch.6) C,D,E
24. Define the term slack as applied to a particular activity. (Ch.6) A,C,D
25. Discuss the difference between positive slack and negative slack. (Ch.6) A,C,D
26. Define the term total slack as applied to a path. (Ch.6) A,C,D
27. Define the term critical path. (Ch.6) A,C,D
28. Calculate the ES, EF, and LF times and the slack for each activity in a mock project. (Ch.6) A,C,D,E
29. Identify the critical path for a mock project. (Ch.6) A,C,D,E
30. Explain the importance of continually monitoring the progress of a project. (Ch.7) A,B,C,D
31. Describe the four-step approach to schedule control. (Ch.7) A,B,C,D
32. Discuss the importance of resource considerations when developing a project plan. (Ch.8) A,B,C,D
33. Define technical constraints and resource constraints. (Ch.8) A,C,D
34. Describe what is meant by resource leveling or smoothing. (Ch.8) A,C,D,E
35. Describe what is meant by resource-limited scheduling. (Ch.8) A,C,D,E
36. Explain why it is necessary to develop a baseline budget for a project. (Ch.9) A,B,C,D

37. List and describe the items that should be included in the cost section of a project proposal. (Ch.9) A,C,D,E
38. Define and calculate TBC, CBC, CAC, CEV, CPI, CV, and FCAC. (Ch.9) A,C,D,E

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

IV. 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

V. Policies:

A. 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.

B. 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.

C. 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 may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State Community College. All students are responsible for the use of computing resources in an effective, efficient, ethical and lawful manner.