

ISM 409

Project Management

Instructor: Steven Millet
Spring Term 2017
March 16th – May 13th

Email: steven.millet@doane.edu
Time: Thursdays, 6 – 10:30 PM

An introduction to the basic concepts of project management. Students become familiar with generally accepted project management knowledge and practice, learn all aspects of the processes of project management, and develop an understanding of the relationship of project management to other management disciplines. ***Prerequisite: Business 242*** (3 Credits)

Course Objectives: At the end of this course, the student should

- Understand what the field of Project Management involves, along with an understanding of why it is important through a review of the important issues outlined by the PMbok.
- Be familiar with the role a Project Manager plays in the Project Management process, and the tasks required for the successful completion of a project; supported by a required applied project management term project.
- Have a general understanding of the skill set involved in the successful completion of a project (i.e. Diagrams, Critical Path, Cost Benefit Analysis, Methodology Selection, Team Building, Resource Management, Risk Management, Project Evaluation, and Project Closeout) supported by in class video presentations.
- Understand the importance of Team Management issues including role assignments, team management structure and conflict resolution as outlined in assigned case study exercises.
- Be familiar with the application of Microsoft Project as a tool in the Project Management process through applied lab exercises.

Required Course Text

Project Management: Achieving Competitive Advantage, 4th Ed., By Jeffrey K. Pinto, Pearson Prentice Hall, ISBN 9780133798074.

<u>Class</u>	<u>General Topics To Be Covered</u>
1	Course Overview What is Project Management
2	Why Project Management? (1) The Organizational Context. (2)
3	Project Selection (3) Leadership (4) Scope Management (5)
4	Midterm EXAM #1
5	Project Team Building (6)
6	Risk Management (7) Cost Estimation (8) Scheduling (9, 10 & 11)
7	Final EXAM #2 Resource Management (12) Project Evaluation (13) Project Closeout (14)
8	In Class Project Profile Reports Due

Grading:

The student's final grade will be determined as follows:

30%	Attendance, course lab assignments and activities
50%	Exams
20%	Project Plan Report

The following Grading Scale will be used:

100 – 97	A+
96 – 94	A
93 – 90	A-
89 – 87	B+
86 – 84	B
83 – 80	B-
79 – 77	C+
76 – 74	C
73 – 70	C-
69 – 67	D+
66 – 64	D
63 – 60	D-
Below 60	F

Classroom Procedure:

The first 1 ½ - 2 hours of class will always be devoted to lecture. The remaining class time will usually be reserved for students to work on course assignments. Students are encouraged to make optimum use of this time, as your instructor will be readily available to answer any questions you might have. The only exceptions to this schedule may be on exam or quiz nights. Only students with excused absences will be allowed to take make-up exams. Make-ups should be taken no later than one week after the exam date. Students will complete a class Project Plan Report, to be presented in short oral report during class time. More information about the project will be provided later on in the term.

Academic Integrity:

The Doane Academic Integrity Policy will be adhered to in this class. All assignments and exams/quizzes will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and could result in the loss of all points for that particular assignment or exam.

Use of Personal Technology During Class:

Please restrict your use of cell phones to outside of class time. The use of PDAs, Laptop Computers and any personal audio/visual devices are generally prohibited during class time unless approved by your instructor.

Students with Disabilities/Reasonable Accommodations:

Doane seeks to maintain a supportive academic environment for students with disabilities. To ensure your equal access to all educational programs, activities and services, federal law requires students with disabilities notify the college, provide documentation, and request reasonable accommodations. If you need accommodations in this course, please notify your instructor immediately so that the required documentation is filed, and that your accommodation plan is in place.

Note: The schedule outlined in this syllabus is tentative. All efforts will be made to adhere to it as closely as possible. However, your instructor reserves the right to make any changes to the schedule as needed.