BUS 637: Initiating and Planning Projects
Syllabus
Effective Date: 8/30/2016

Section 1:   Tuesday
Instructor: Kathie L. Court, PhD
Email: kathie.court@doane.edu (this email is the best way to contact me)
Doane Phone: 402-466-4774
Office Hours: Monday – Friday 10:00 am – 2:00 pm or by appointment

This syllabus is subject to change as conditions dictate.

Course Description: This course will focus on the knowledge areas involved in the processes of initiating and planning projects. Upon completion of this course, students will understand the inputs and outputs of each knowledge area involved in these two processes. Those knowledge areas include:
- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resources Management
- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management

Pre-requisite: BUS 636 – Introduction to Project Managemennt

Required Resources:
Project Management Institute Student Membership, which is $32, gives a student access to the Project Management Book of Knowledge and a multitude of Project Management Institute resources.

Before you access PMI's website, generate your Enrollment Verification Letter using the following steps:
- Access WebAdvisor
- Select Student tab
- Select Academic Profile
- Select Order Enrollment Verification
- Input Login information
- on the Student Self-Service page, Select Enrollment Verification
- Select Current Enrollment.

Once you have created your Enrollment Verification Letter, use this link to access the PMI website http://www.pmi.org/membership.aspx

Scroll down to "Student Member" section.

Once you are a student member of PMI, use the following steps to download the PMBOK:
- Login to PMI
- Click on PMBOK Guide and Standards
- Scroll down the PMBOK Guide and Standards page
- Click on the blue box entitled "PMBOK Guide"
- Scroll down PMBOK Guide page
- Click on Download

The document will always be password-protected so be sure to use a password that you will remember.

Recommended Resources:
Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

Grades:

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%