

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA IL 61614
(309) 692-4092 (800) 251-4299
Spring 2019

Course: MGT 400 Project Management in Business [E]

Credit: 4 Quarter Hours

Method of Delivery: eLearning

Course Description: This course is an in-depth study of project management, the organization, and its many contributing parts. The course will examine organizational form, management functions, staffing, time management and special topics that can influence and differentiate a successful project from an unsuccessful one. The course approach will utilize text readings, case studies, projects and additional outside research. Since this course focuses on project management, groups will simulate a project and class time will be devoted to the completion of this exercise.

Prerequisite: CIS 114 Computer Usage and Software Applications, CIS 115 Word Processing Applications, and BUS 204 Principles of Management

Text(s) & Manual(s): Project Management: Planning, scheduling, and controlling projects

Author(s): Portny, S., Mantel, S., Meredith, J., Shafer, S., Sutton, M., and Kramer, B.

Publisher: Wiley Pathways

Text(s): Step by Step Microsoft Office Project 2016

Author(s): Carl Chatfield and Timothy Johnson

Publisher: Microsoft Press

Materials Needed for this Course:

Additional Supplies: n/a

Hardware/Software and Equipment: access to internet and computer.

Topics: Principles of project management, management roles, organizational structures, management functions, planning, pricing and estimating, risk management and quality management.

Learning Objectives: Upon completion of this course, the student will be able to:

1. Understand the principles of project management and the roles of individuals within a project
2. Examine how projects are organized, how work is divided and the management function in project management
3. Learn how to identify critical success factors in project management
4. Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
5. Promote critical thinking by the student

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Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

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Instructor: Nancy Franklin **Room/Phone:** 122/692-4092 ext. 1220
Midstate e-mail: nafranklin@midstate.edu **Office hours:** T Th 10:00-11:30am

Policies and Procedures:

Homework Assignments: All homework assignments must be:

- Typed
- Titled as follows:
 - Course Title (MGT 400)
 - Student name
 - Week # and date
 - Chapter, questions #s, and page #
- Turned in on time. Unless previously arranged, late homework assignments will not be accepted.
- Retained by the student to confirm completion should there be record discrepancies.

Answers to questions need not be long, but they do need to be complete. Be sure to answer the question that is asked. And, if the question is asking you to make a judgment, provide your opinion, but be sure to back it up with your reasoning (i.e., this is what I think and this is why).

Also, resources, in addition to the textbook, can be used to answer assigned questions. If outside references are used they must be cited appropriately.

Attendance:

To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Schedule:

Please remember that the schedule below is only a projection and subject to change at the discretion of the instructor.

Participation Requirements:

Participation in discussions and activities is a critical part of learning this material.

- Ideas are cemented by putting them into words.
- Asking questions is as important as answering them. People who ask questions spur learning and action.
- Debating and challenging ideas is good. It helps ensure we've "thought of everything." I will challenge what you think; you should challenge me, as well.

Methods of Evaluating Student Performance: Assignments and activities are outlined in a week-by-week format. All assignments, unless otherwise specified, are due on the date specified. The grading categories are listed as follows:

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Exams	25%,
Attendance, Class participation	25%
Assignments, Projects	25%
Step by Step	25%

Instructor's Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Week-by-Week

Week 1: Modern Project Management

Topics:

- Understanding Project Management
- Defining Project Success
- Comparing Project and General Management

Objectives:

- Understand the principles of project management and the roles of individuals within a project
- Examine how projects are organized, how work is divided and the management function in project management

Read:

- Syllabus
- Week 1 Overview
- Chapter 1 lecture

Assignments:

1. Read Chapter 1 from Project Management (PM) textbook.
2. Read Chapter 1 from Step by Step Microsoft Office Project 2010 textbook.
3. Submit Week 1 Discussion

Week 2: Project Needs and Solutions

Topics:

- Defining Limitations and Unknowns
- Developing a Statement of Work

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Objectives:

- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
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Read:

- Week 2 Overview
- Lecture on Chapter 2
- Chapter 2 Outline

Assignments:

1. Read Chapters 2 (Project Management textbook).
2. Answer “Summary Questions” on pages 54. And the “Applying This Chapter” questions on pages 54 & 55 of the PM textbook.
4. Chapter 2 of Step by Step and complete “A Guided Tour of Project”.
3. Submit Week 2 Discussion

Week 3: Organizing a Projects

Topics:

- Exploring Traditional Project Organizational Structures
- Matrix and Mixed Organizations
- Planning a Project Life Cycle
- Using Work Breakdown Structures

Objectives:

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Read:

- Week 3 Overview

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Assignments:

1. Read Chapter 3 (Project Management textbook).
2. Answer “Summary Questions” and the “Applying This Chapter” questions on page 72 of the PM textbook.
3. Chapter 3 of Step by Step and complete “Starting a New Plan”.
4. Submit Week 3 Discussion

Week 4: Planning Projects

Topics:

- Planning a Project Based on Life Cycle Phases
- Filling Participants' Roles
- Using Work Breakdown Structures

Objectives:

- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
- Understand the principles of project management and the roles of individuals within a project
- Examine how projects are organized, how work is divided and the management function in project management

Read:

- Week 4 Overview
- Lecture on Chapter 4
- **Final Application Project Assignment Instructions**

Assignments:

1. Read Chapter 4 (Project Management textbook).
2. Answer “Summary Questions” on page 111 and the “Applying This Chapter” questions on page 112 of the PM textbook.
3. Chapter 4 of Step by Step and complete “Build a Task List”.
4. Submit Week 4 Discussion

Week 5: Budgeting Projects

Topics:

- Methods of Budgeting
- Cost Estimates
- Improving Cost Estimates
- Dealing with Budget Uncertainty

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- Using Microsoft Project 2013 entering tasks, estimating durations, entering milestones, and linking tasks

Objectives:

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- Understand the principles of project management and the roles of individuals within a project
- Examine how projects are organized, how work is divided and the management function in project management

Read:

- Week 5 Overview
- Lecture on chapter 5.

Assignments:

1. Read Chapter 5 (Project Management textbook).
2. Answer “Summary Questions” on page 144 and the “Applying This Chapter” questions on pages 144 & 145 of the PM textbook.
3. Chapter 5 of Step by Step and complete “Set up Resources”.
4. Prepare for Midterm on chapters 1 – 5
5. Submit Week 5 Discussion

Week 6: Establishing Project Schedules & Mid-term Exam

Topics:

- Exploring Schedule Possibilities with Diagrams
- Analyzing Network Diagrams
- Using Network Diagrams to Analyze a Simple Example
- Develop Project Schedules
- Estimating Activity Duration
- Displaying Project Schedules

Objectives:

- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
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Read:

- Week 6 Overview

Assignments:

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1. Read Chapter 6 (Project Management textbook).
2. Answer “Summary Questions” on page 195 and the “Applying This Chapter” questions on pages 195 & 198 of the PM textbook.
3. Chapter 6 of Step by Step and complete “Assign Resources to Tasks”.
4. Complete and submit Mid-term Exam.
5. **Work on Final Application Project (reminder: its due week 12).**

Week 7: Estimating and Allocating Resources

Topics:

- Schedules
- Critical Paths

Objectives:

- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
- Understand the principles of project management and the roles of individuals within a project
- Examine how projects are organized, how work is divided and the management function in project management

Read:

- Week 7 Overview
- Lecture on Chapter 7
- Chapter 7 PowerPoint

Assignments:

1. Read Chapter 7 (Project Management textbook)
2. Answer “Summary Questions” on page 242 and the “Applying This Chapter” questions on pages 242 & 243 of the PM textbook.
3. Chapter 7 of Step by Step and complete “Format and Share Your Plan”.
4. Submit Week 7 Discussion

Week 8: People and Management

Topics:

- Effective Practices of Project Management
- Allocating Resources
- Managing Project Teams

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Objectives:

- Examine how projects are organized, how work is divided and the management function in project management
- Learn how to identify critical success factors in project management
- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
- Promote critical thinking by the student

Read:

- Week 8 Overview

Assignments:

1. Read Chapters 8, 9, & 10 (Project Management textbook).
2. In chapter 8: Answer “Summary Questions” on page 267 of the PM textbook.
3. In chapter 9: Answer “Summary Questions” on page 287 of the PM textbook.
4. In chapter 10: Answer “Summary Questions” on page 312 of the PM textbook.
5. Chapter 8 of Step by Step and complete “Task Progress: Basic Techniques”.
6. Chapter 9 of Step by Step and complete “Fine-tune Task Scheduling”.
7. Chapter 10 of Step by Step and complete “Fine-tune Task Details”.
8. Submit Week 8 Discussion
9. **Work on Final Application Project (reminder: its due week 12).**

Week 9: Communicating Project Progress

Topics:

- Plan-Monitor-Control Cycle
- Project Communication

Objectives:

- Examine how projects are organized, how work is divided and the management function in project management
- Learn how to identify critical success factors in project management
- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
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Read:

- Week 9 Overview

Assignments:

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1. Read Chapter 11 & 12 (Project Management textbook).
2. In chapter 11: Answer “Summary Questions” on page 351 of the PM textbook.
3. In chapter 12: Answer “Summary Questions” on page 369 of the PM textbook
4. Chapter 11 of Step by Step and complete “Fine-tune Resource and Assignment Details”.
5. Chapter 12 of Step by Step and complete “Fine-tune the Project Plan”.
6. Submit Week 9 Discussion

Week 10: Managing Risk

Topics:

- Understanding Risk and Risk Management
- Identifying Risks
- Assessing and Analyzing Risks
- Selecting the Appropriate Response Mechanism

Objectives:

- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
- Understand the principles of project management and the roles of individuals within a project
- Examine how projects are organized, how work is divided and the management function in project management

Read:

- Week 10 Overview

Assignments:

1. Read Chapter 13 (Project Management textbook).
2. Answer “Summary Questions” on page 398 and the “Applying This Chapter” questions on pages 398 & 399 of the PM textbook.
3. Chapter 13 of Step by Step and complete “Organize Plan Details”.
4. Submit Week 10 Discussion
5. **Work on Final Application Project (reminder due week 12).**

Week 11: Evaluating and Ending Projects

Topics:

- Evaluating Projects
- Project Auditing
- Terminating Projects

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- Demonstrate an understanding of project management through project development, group discussions, cases, and examinations
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Read:

- Week 11 Overview

Assignments:

1. Read Chapter 14 (Project Management textbook).
2. Answer “Summary Questions” on page 420 and the “Applying This Chapter” questions on page 420 of the PM textbook.
3. Chapter 14 of Step by Step and complete “Track Progress: Detailed Techniques”.
4. Submit Week 11 Discussion

Week 12: Final Exam

Assignments:

1. Final exam
2. **Final Application Project Assignment Due**