

# BUSA 5253

## Project Management

**Professor:** Dr. Ken Sperry  
**Time:** On-Line Course  
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Revised 5-10-21

### REQUIRED TEXT(s)

- 1) Successful Project Management (7th Edition) by Jack Gido & James Clements, ISBN 978-1-337-09547-1

### COURSE DESCRIPTION

This course will introduce the student to concepts, methods and an assortment of Project Management concepts and tools necessary for the Project Manager Practitioner. This course emphasizes an applied approach providing a practical understanding of: project management, project planning, scheduling (including developing Critical Path Analysis), resource management, budget and risk Management. This course will introduce students to real world business applications using Microsoft Project and Excel,

Students will prepare a fictitious Project Management proposal using the Project Management tools and concepts introduced in this course to analyze the management aspects of a “fictitious” Project of their choice. Emphasis will be placed on proper application of the business analysis tools introduced in this course. The Project of your choice should be of real interest to the student and could include: a project from work, a kitchen re-model, old car restoration, building a dog house, anything of personal interest to you. The subject of your Project should be submitted during the first week of class, follow-on weekly assignments will build on this project. The resultant Project will be submitted as the Final Project.

### COURSE OBJECTIVES

Students will develop an understanding of Project Management. This course will provide each student the opportunity to further develop lifelong habits of study, research, and sound logical reasoning. Due to this courses’ fast pace however, the Project Management (PM) example developed by the student may lack sufficient depth to be considered a formal Project Management Proposal. The instructor will assist each student by supplying simulated operational business constraints to facilitate the development of the PM analysis. Additionally, this course will further the development of Power Point presentation skills.

### COURSE STRUCTURE

This online course will consist of weekly reading assignments (identified in the syllabus), and a weekly quiz. Use of Excel and/or Microsoft Project is strongly encouraged throughout this course. The instructor will also offer ad-hoc classroom instruction on Excel/Project based on individual student requests. Weekly Quizzes and their due date are posted in Table 1 of this Syllabus..

### COURSE REQUIREMENTS

#### **Trade Journal Research Due NLT 6-18-21**

Each student will submit a total of three, one-page written reports, one on an example of (a) Good Project Management, one on an example of (b) Bad Project Management and a third (c) on one you find personally interesting. Reference sources need not be limited to referred trade journals. You may use any source including: the newspaper, internet and profession periodicals and trade journals. Each report should be a minimum of one page in length stating what you learned from the article, or what you found interesting in the article.

#### **Final Presentation Due NLT 6-25-21**

Each student will create a fictional Start-Up Business Project Management Proposal to demonstrate their mastery of each of the Project Management tools introduced throughout this course. Each student presentation should be assembled in PowerPoint using source data calculated in Excel or Microsoft Project. Supporting calculation from Excel or Microsoft Project must be submitted with your Final Project file. Your Final Presentation should include as a minimum: (1) Project Overview, (2) CPM analysis, (3) WBS, (4) Gantt Schedule, (5) Organizational Structure and (6) Economic Break-Even Analysis.

#### **Final Exam Due NLT 6-25-21**

A comprehensive short essay, closed book, closed note, no-time-limit, Proctored Exam is required. It is your responsibility to identify a suitable Proctor and submit their contact information to the instructor.

## **GRADING**

The following weights are given to:

Research Articles (3 reports)	20 percent
Homework - <b>Due weekly</b>	20 percent
Quizzes <b>Due weekly</b>	20 percent
Final Presentation	20 percent
Final Exam	20 percent
Total	100 percent

Course grades will be distributed as follows:  
 100 – 90% = A, 89 – 80% = B,  
 79 – 70% = C, <70 = F

## **Weekly Reading & Homework Assignments**

**Please submit weekly Homework & Quiz on ONE email to [ken.sperry@oc.edu](mailto:ken.sperry@oc.edu)**  
**\*\*\* Assignment due dates are identified below, Late assignment will not be accepted \*\*\***

<b><u>Reading Assignment</u></b>	<b><u>Focus Topics</u></b>	<b><u>Homework and Quizzes are due on the below dates</u></b>
<b>Week – 1 5-10-21</b> Chapters 1 & 2 <b>Project Mgmt</b>	Introduction to Project Management key terms: Scope, Schedule, Budget, Resources, Risk management	<b>Due 5-17-21</b> 1. Select a fictional Project Management proposal of your choice and submit for Instructor approval. 2. Chapter 1, pg 28, Questions: 1, 2, 3, 6, 7, 11, 13 3. Chapter 2, pg 57, Questions: 2, 5, 8, 9, 12
<b>Week – 2 5-17-21</b> Chapters 3 & 4 <b>WBS</b>	Request For Proposal (RFP), Proposal Contents, Projects Steps, Work Break Down Structure	<b>Due 5-24-21</b> 1. Chapter 3, pg 93, Questions: 4, 8, 10 2. Chapter 4, pg 134, Questions: 1, 4, 10
<b>Week – 3 5-24-21</b> Chapters 5 & 6 <b>PERT / CPM</b>	Project Resources, Duration, Schedule (EST, EFT, LST, LFT), Resource Constraint Planning	<b>Due 5-31-21</b> 1. Chapter 5, pg 192, Questions: 2, 7, 13, 14 2. Chapter 6, pg 232, Questions: 1, 2, 6, 10
<b>Week – 4 5-31-21</b> Chapters 7 – 9 <b>Modeling &amp; Simulation</b>	Cost Budget and Earned Value Management, Risk and Uncertainty Management, Project Closing	<b>Due 6-7-21</b> 1. Chapter 7, pg 268, Questions: 1, 2, 4, 11 2. Chapter 8, pg 294, Questions: 1, 2, 3 3. Chapter 9, pg 318, Questions: 3, 4, 5
<b>Week – 5 6-7-21</b> Chapters 10 & 11 <b>Ethics</b>	Organization Structure, Project Responsibilities, The Project Team, Ethical Behavior	<b>Due 6-14-21</b> 1. Chapter 10, pg 346, Questions: 2, 6, 7, 11 2. Chapter 11, pg 391, Questions: 2, 8, 11, 13
<b>Week – 6 6-14-21</b> Chapters 12 & 13 <b>Communication</b>	Communications, Communications Plan, Collaborative tools, International Communication, Organizational Structure	<b>Due 6-21-21</b> 1. Chapter 12, pg 427, Questions: 1, 5, 8, 9 2. Chapter 13, pg 451, Questions: 3,4, 11
<b>Week – 7 6-21-21</b>		<b>Due 6-25-21</b> 1. Complete your Final Exam on-line using “Respondus Monitor”, Please Contact the Help Desk if needed. 2. Submit your Final Presentation NLT <b>6-25-21</b>

**Table 1 - Weekly Assignments**

## **ACADEMIC INTEGRITY**

Honesty Policy: Each student is expected to do his or her own work. The presentation of: any past or present coursework of another student, class, term paper, file or any other course not the original and present work of the student for this class is **NOT ACCEPTED, this must be your individual work.**

## **Disability**

If you have a diagnosed disability, please notify Dr. Gary Shreck (425-5431) before or immediately after your first scheduled class meeting. After your disability has been verified, your instructor will work with you, Dr. Shreck, and the Office of the Vice President of Academic Affairs (425-5460) to provide reasonable accommodations to ensure that you have a fair opportunity to perform in the course.