



COURSE SYLLABUS

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SECTION 1: COURSE INFORMATION

Format: 8 weeks.

Course ID: BBUS 3143

Course Title: Project Management

College: Department of Business & Leadership

Prerequisites: BBUS 1003; BBUS 3203

Credit Hours: 3

Instructor: See the online course in MyFIRE for instructor contact information and availability.

Course Description

This course is an introduction to project management and provides an overview of the contents of the Project Management Institute (PMI®) Project Management Body of Knowledge (PMBOK®). The course provides focus on business analysis functions as they relate to the development of information technology solutions that meet specific business needs.

Course Overview

This course is about making things happen! You can take the fly-by-the-seat-of-your-pants approach, or you can have a framework of best practices to help you as you facilitate this process. One quick side note on the idea of best practices--these are practices that have worked over time in a wide variety of situations and should be thought of as a template, but like any template, they are a starting point, not an inflexible set of commands. Having a plan and following specific project processes, even at a general level, makes a significant difference in the outcome and success of a project.

Course Workload

Time spent on course assignments will vary by student depending on familiarity with course content, reading rate of speed, writing rate of speed, and other individual factors. Based on averages for most students, it is estimated that the course workload estimate for this course **is 6.94 hours per week**.

Course Materials

- A Guide to the Project Management Body of Knowledge (PMBOK Guide) 5th edition
- Supporting text (OER) – Project Management from Simple to Complex
<https://www.saylor.org/site/textbooks/Project%20Management%20-%20From%20Simple%20to%20Complex.pdf>

Required and optional textbooks are accessed and ordered through [SEU's bookstore](#).

Disclaimer: The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not

necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

Course Topics

The purpose of this course is to introduce, reinforce, and measure learning on the following topics:

- Basic Concepts of Project Management
- Project Management Processes
- Project Integration and Scope Management
- Project Time and Cost Management
- Project Quality and Human Resource Management
- Project Risk and Communication Management
- Project Procurement and Stakeholder Management
- Project Management Framework

Intended Learning Outcomes

As a result of reading, study, and assessments in this course, the student should be able to:

- Express the basic concepts of project management
- Compare and contrast project management processes
- Summarize project integration and scope management
- Weigh the elements of project time and cost management
- Break down the concepts of project quality and human resource management
- Survey the elements of project risk and communication management
- Appraise project procurement and stakeholder management
- Propose and implement a project management framework

Late Work

None accepted

Extra Credit

Not Accepted

SECTION 2: SOUTHEASTERN POLICIES

Academic Policies

View this link to see Southeastern's Policies regarding SEU's Mission and Vision Statements, Title IX Statement, Student Services, Class Participation, Official Email, MyFIRE Use, Technical Difficulties, Technical Support, Disability Statement, Academic Honesty, Course Evaluation, Official Withdrawal, Grading Scale, and Netiquette.


SECTION 3: COURSE SCHEDULE

The **Course Schedule** provides a listing of your work in this course. The assessments are listed by Module and include the due dates and point values.


Note: Assignments are due by 11:59 p.m. EST on the due date, unless otherwise noted.

AIM, LEARN, AND APPLY DESCRIPTIONS


Aim

 When you see the Aim icon, you will be introduced to topics and ideas that will be covered throughout this module. The AIM will also provide you with a glimpse into your learning objectives and an introduction to this module.

Learn

 When you see the Learn icon, all of your reading assignments will be listed and may include additional resources that your instructor is providing to help you complete the activities and assessments for the module.

Apply

 When you see the Apply Icon, it will be time to demonstrate your learning for the module. The items here are those in which you'll be graded and may include discussions, activities, assignments, quizzes, exams, and projects.

MODULE 1

XX/XX/XX – XX/XX/XX



- Express the basic concepts of project management.
- Articulate what a project is.
- Describe what project management is.
- Explain the relationship between project management, operations management, and strategy.
- Describe the concept of business value.
- Identify the role of a project manager.
- Discuss organizational influences on project management.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 1–46.



- Discussion for Module 1
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 1
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 1
 - Due: Tuesday
 - Points: 10

MODULE 2:
XX/XX/XX – XX/XX/XX



- Compare and contrast project management processes.
- Describe and explain the Initiating Process Group.
- Describe and explain the Planning Process Group.
- Describe and explain the Executing Process Group.
- Describe and explain the Monitoring Process Group.
- Describe and explain the Closing Process Group.
- Discuss how the monitoring and controlling process could occur in more than one phase and why this is important.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 47–62.



- Discussion for Module 2
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 2
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 2
 - Due: Tuesday

○ Points: 10

MODULE 3:
XX/XX/XX – XX/XX/XX



- Summarize project integration and scope management.
- Articulate a project charter and plan.
- Explain project work and change control.
- Define and manage project scope.
- Create a work breakdown structure (WBS) for a project.
- Demonstrate the validation and control of project scope.
- Discuss a project that they have been involved with and if they used a plan.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 63-140



- Discussion for Module 3
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 3
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 3
 - Due: Tuesday
 - Points: 10

MODULE 4:
XX/XX/XX – XX/XX/XX



- Weigh the elements of project time and cost management.
- Identify project activities and plan a schedule.
- Discuss the sequence of project management activities.
- Estimate activity resources and activity durations for a project.
- Develop and control a project schedule.
- Plan and estimate project costs.
- Determine budget and control costs for a project.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 141-206.



- Discussion for Module 4
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 4
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 4
 - Due: Tuesday
 - Points: 10

MODULE 5:
XX/XX/XX – XX/XX/XX



- Break down the concepts of project quality and human resource management.
- Explain how to plan quality management for a project.
- Discuss the performance of quality assurance for a project.
- Appraise the project's quality control process.
- Articulate a plan for project-based human resource management.
- Describe an approach to acquire a project team.
- Analyze the process of developing and controlling a project team.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 227-286.



- Discussion for Module 5
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 5
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 5
 - Due: Tuesday
 - Points: 10

MODULE 6:
XX/XX/XX – XX/XX/XX



- Survey the elements of project risk management and communication management.
- Describe aspects of risk identification and management in project management.
- Compare and contrast the qualitative and quantitative risk analysis approaches in project management.
- Discuss the control of and response to project management risks.
- Plan and manage project management communications.
- Demonstrate the process of controlling communications in project management.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 287–354.



- Discussion for Module 6
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 6
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 6
 - Due: Tuesday

○ Points: 10

MODULE 7:
XX/XX/XX – XX/XX/XX



- Appraise project procurement and stakeholder management.
- Describe how to conduct and manage procurements related to a project.
- Explain the procurement control process.
- Discuss the importance of procurement closing in project management.
- Articulate the identification and management of a project's stakeholders.
- Demonstrate the management of stakeholder engagement.
- Evaluate the process of stakeholder engagement control.



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 355-416.



- Discussion for Module 7
 - Due: Thursday, Tuesday
 - Points: 30
- Assignment for Module 7
 - Due: Tuesday
 - Points: 30
- Quiz: Key Terms for Module 7
 - Due: Tuesday
 - Points: 10

MODULE 8:
XX/XX/XX – XX/XX/XX



- Propose and implement a project management framework.
- Create their case study and apply the project management framework



- Read: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), pages 417-461.



- Project Management Case
 - Due: Tuesday
 - Points: 100

SECTION 4: ASSESSMENTS

Discussion Forums

Description

Weekly Module Discussion forums and a Self-leadership Presentation Peer Evaluation Discussion Forum

Total Possible Points

210

Grade Weight

35.5%

Assignments

Description

Essay questions of various course topics

Total Possible Points

210

Grade Weight

35.5%

SECTION 4: ASSESSMENTS

Key Terms Quizzes

Description

A set of quizzes based on terms and definitions.

Total Possible Points

70

Grade Weight

12%

Project Management Case

Description

Throughout this project management course we will cover the 47 project management processes. You will have the opportunity to develop project documentation using the project management framework. Please use the information that we have covered in this course, the material found in the PMBOK® Guide, and specifically use Annex A1 of the PMBOK® Guide (starting on p. 417) to complete this assignment.

Directions: Select a business-related project to use to develop your project plan (not walking your dog, brushing your teeth, or driving a car--unless, of course, that is your business!). This could be a project that you have already completed, that you are working on now, or that you could imagine working on in the future. Your submission should include headings and content for each of the processes in the Initiating and Planning Process Groups. For example, after your main heading (which should state the assignment title, your name, and the date), you would start with the identification and description of your project, followed by the subheading of "4.1 Develop Project Charter." Follow this section with sections that include each of the processes from the first two columns (i.e., Initiating and Planning) in Table A1-1 (PMBOK® Guide, p. 423).

For this assignment the content descriptions will likely be much briefer than if you were developing a full project (probably one to two sentences to one to two paragraphs per section). Your "7.3 Determine Budget" section may include only high-level categories and the related estimates, and the "11.3 Perform Qualitative Risk Analysis" section may

simply identify that focus groups will be used to identify and analyze potential risks. Please review the assignment rubric for additional grading details.

Total Possible Points

100

Grade Weight

17%