

**Sam Houston State University  
College of Business Administration  
Department of Management & Marketing  
Course Syllabus**

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Project Management 4350**

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### **Course Materials**

**Suggested (Not Required) to join Project Management Institute:**  
[www.pmi.org](http://www.pmi.org). **Student membership is \$32.00.**

**Required: Project Management Body of Knowledge: PMBOK Guide, 6<sup>th</sup> Edition, ISBN: 978-1-62825-184-5. (Free through a membership in PMI). \$65 + online.**

### **Course Description**

This course focuses on the planning, implementation, and control of projects. Coverage will include the ten knowledge areas and lifecycle of projects. The appropriate intellectual foundation will be established so that students can work, individually and in teams to solve project related problems. Prerequisites: MGMT 3380 and BANA 3363. Credit 3. (SHSU Undergraduate Catalog).

**Students are expected to read, take notes, participate in activities and discussions, and complete all course requirements.**

### **Course Objectives**

- 1) Demonstrate an understanding of terminology and knowledge areas, process groups, and processes identified in project management.
- 2) Demonstrate analytical skills using processes and quantitative methods used in project management for decision making and controlling.
- 3) Demonstrate an understanding of the project lifecycle and project management lifecycle.

### **Course Topics**

- 1) Knowledge Areas
- 2) Process Groups
- 3) Project Management Framework
- 4) Process Inputs, Tools & Techniques, and Outputs

The following link will take you to the University's Policies and Procedures

<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

## **ATTENDANCE POLICY**

**Students must meet all due dates to receive credit for the discussions and assignments. If you are late you must check with your instructor before submitting assignments. It is your responsibility to complete all assigned work and to participate in discussions and activities. Participation means to respond to discussion questions, emails, activities etc.**

## **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

## **DISABLED STUDENT POLICY**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

**Honesty**

Each student is responsible for their own work. Academic dishonesty will not be tolerated. Plagiarism will not be tolerated. Software may be employed to identify individuals that plagiarize and/or cheat.

**Examinations & Other Assignments**

There will be three (3) exams (100 points each). **There will be no makeup exam.** The exams must be submitted before the due date by 11:59 pm. Exams will be taken online.

Exams (3)	300
Assignments (20 points each)	100
Participation	<u>100</u>
<b>TOTAL POINTS</b>	<b>500 points</b>

**Grade Structure**

450 +	A
449-400	B
399-350	C
349-300	D
299 or below	F

**Instructor reserves the right to change the syllabus as is necessary.**

**SCHEDULE Spring 2018**

Topic	Date Opens*	Any Activity, Assignment and/or Discussion Due	Subject	Activities
<b>Module A</b>		<b>Overview of Project Management</b>		
Introduction of Project Management	January 17 <sup>th</sup> *	January 21 <sup>st</sup> by 11:59 pm	Class Expectations Introduction	Syllabus Review Complete Discussion Board Watch 2-Hour House Video Complete Discussion
A: Characteristics of a Project Manager	January 21 <sup>st</sup> *	January 28 <sup>th</sup> by 11:59 pm	What makes a good Project Manager	Watch Lecture Complete Discussion Individual Assignment on Characteristics
A: Project Management Essentials & Selection	January 28 <sup>th</sup> *	February 4 <sup>th</sup> by 11:59 pm	Project Constraints Project Section	Watch Lecture Watch Video Discussion Question
A: 10 Knowledge Areas & 5 Process Groups	February 4 <sup>th</sup> *	February 11 <sup>th</sup> by 11:59 pm	Overview of the knowledge areas and process groups.	Watch Lecture Complete Matrix Exercise Discussion Team Assignments
<b>Module B</b>		<b>Knowledge Areas of Integration, Stakeholders &amp; Scope</b>		
B: Project Management Knowledge Area: Integration	February 11 <sup>th</sup> *	February 18 <sup>th</sup> by 11:59 pm	Project Integration Processes	Watch Lecture Discussion Question Download PDF files on processes Team Exercise 1
B: Project Management Knowledge Area: Stakeholders	February 18 <sup>th</sup> *	February 25 <sup>th</sup> by 11:59 pm	Project Stakeholders Processes	Watch Lecture Discussion Question Download PDF files on processes Team Exercise 2
B: Project Management Knowledge Area: Scope	February 25 <sup>th</sup>	March 4 <sup>th</sup> by 11:59 pm	Project Scope Processes	Watch Lecture Discussion Question Download PDF files on processes
B: Exam	March 4 <sup>th</sup> *	March 18 <sup>th</sup> by 11:59 pm	Exam 1 will cover Module A & B	Take Exam 1
Have Fun!	March 12 <sup>th</sup> -16 <sup>th</sup>		Spring Break	

<b>Module C</b>		<b>Knowledge Areas of Time, Cost, Quality, HR &amp; Communication</b>		
C: Project Management Knowledge Area: Time	March 18 <sup>th</sup> *	March 25 <sup>th</sup> by 11:59 pm	Project Time Processes	Team Exercise 3 Watch Lecture and other videos
C: Project Management Knowledge Area: Cost	March 25 <sup>th</sup> *	April 1 <sup>st</sup> by 11:59 pm	Project Cost Processes	Individual Assignment Watch Lecture and other videos
C: Project Management Knowledge Area: Quality	April 1 <sup>st</sup> *	April 8 <sup>th</sup> by 11:59 pm	Project Quality Processes	Discussion Question Team Exercise 4 Watch Lecture
C: Project Management Knowledge Areas: HR & Communications	April 8 <sup>th</sup>	April 15 <sup>th</sup> by 11:59 pm	Project HR Processes Project Communication Processes	Team Exercise 5 Discussion Question Watch Lecture
C: Exam	April 15 <sup>th</sup> *	April 22 <sup>nd</sup> by 11:59 pm	Exam 2 will cover Module C	Take Exam 2
<b>Module D</b>		<b>Knowledge Areas Risk and Procurement</b>		
D: Project Management Knowledge Area: Risk	April 22 <sup>nd</sup> *	April 29 <sup>th</sup> by 11:59 pm	Project Risk Processes Project Procurement Processes	Peer Evaluations Discussion Question Watch Lecture
D: Project Management Knowledge Area: Procurement	April 29 <sup>th</sup> *	May 4 <sup>th</sup> by 11:59 pm	Project Procurement Processes Debrief	Final Exam (Reflective Essay)
	May 6 <sup>th</sup> *	May 8 <sup>th</sup> Due by 11:59: pm	Final	

\*Classes open at 11:59 pm