MSPM101
Introduction to Project Management

1. General Information

Program: Project Management
Contact Hours: 42
Course Instructor: Clifford Brewster
Term: Fall 2011
Start Date: September 12, 2011
Prerequisites: None

2. Course Details

Course Description
An Introduction to Project Management is the first in a series of six (6) online courses. It is designed to introduce students to the fundamentals of project management in the tools and techniques for managing projects. The course will also focus on the nine project management knowledge areas and the five project management process groups.

Stakeholder analysis, methods for selecting projects, Work Breakdown Structure (WBS) critical path analysis, Earned Value Management (EVM) and network diagrams are some of the areas that will be examined.

Participants of this course are expected to be familiar in the use of a computer and accessing web-based programs. Students are expected to participate in online group discussions, and chats. Students are also expected to submit weekly exercises (group and individual), assignments and complete both a Mid Term and Final exam online.

Learning Outcomes
The expectation is that at the end of the course, students will have demonstrated all the critical skills and knowledge that will reflect successful completion of the course.

Core Outcomes
1. Discuss the advantages of using formal project management
2. Describe the methods for selecting projects
3. Define and discuss the term project management
4. Define and discuss the term project, program, portfolio and the differences between projects and ongoing organizational activities
5. Identify and discuss the nine project management knowledge areas
6. Identify and discuss the five project management process groups
7. Describe the project management lifecycle
8. Describe and discuss the tools and techniques used in project management
9. Provide solutions to project issues by analysing case studies through group and individual assignments
10. Evaluate project performance through the Earned Value Management technique
11. Estimate the duration of a project by using critical path analysis
12. Describe the process of identifying, analyzing and mitigating project risks
13. Describe and discuss the process of procuring goods and services for projects
14. Evaluate project performance through the Earned Value Management technique
15. Estimate the duration of a project by using critical path analysis
16. Describe the process of identifying, analyzing and mitigating project risks

**Class Format**
Project Human Resources and Communications Management is an online course and as such students will be expected to access the course through the use of a computer and the internet.

Access to the course content will be on a 7/24 basis.

Both mid-term and final exams will be held online.
Students will be expected to participate in a course evaluation at the mid-point of the course (Start, Stop and Continue) and at the end of the course.

Students will be asked to evaluate the course and the instructor. Suggestions will be taken seriously in an effort to continuously improve the content of the course.

**Text Books**
Revised: An Introduction to Project Management (3rd Edition) with brief guides to Microsoft Project 2010 and @ Task, Kathy Schwalbe


**Course Evaluation**
Final grade for this course is only valid if students participate in every aspect of the course. Students are therefore, expected to participate in group discussions.

<table>
<thead>
<tr>
<th>Components</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Online Group and Individual Exercises</td>
<td>30%</td>
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<tr>
<td>Online Group Assignment</td>
<td>10%</td>
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<tr>
<td>Online Individual Assignment</td>
<td>15%</td>
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<td>Online Mid-Term Exam</td>
<td>20%</td>
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<tr>
<td>Online Final Exam</td>
<td>25%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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**Evaluation Practices:**
- Students must attain a mark of (60 %) to complete the course successfully. Individual and group exercises and assignments must be completed by the due date assigned or a penalty of 5% will be deducted from a student’s marks for every day that the exercise or assignment is late.
- Mid-Term and Final exams must be written on the date assigned by the instructor.
- Mid-Term and Final exams will comprise of True/False questions, Multiple Choices, Short Answer Questions and Case Studies.
- Mid Term and Final exams will be of a duration of 75 minutes to 90 minutes.
- Exercises and assignments must be completed as individual effort unless stated otherwise by the instructor.
3. Course Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Reading / Text</th>
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<tbody>
<tr>
<td>1</td>
<td>• Class Introduction – online discussion • Review Course Outline – online discussion • Review Course Schedule – online discussion • Intro to Course – An Introduction to Project Management.</td>
<td>• Schwalbe Pages: Chs 1 &amp; 2 • PMBOK (4th Ed): Chs 1 &amp; 2</td>
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<tr>
<td>2</td>
<td>• Intro to Project Mgmt. (Cont’d) • Project Selection and methods used.</td>
<td>• Schwalbe: Ch 3 • PMBOK (4th Ed): Ch 3 (all)</td>
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<td>3</td>
<td>• Project Initiation • Pre Initiating Tasks • Initiating Tasks</td>
<td>• Schwalbe Pages: 113 -161 • PMBOK (4th Ed): Chs 4 &amp; 5 and section 4.2</td>
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<td>4</td>
<td>• Project Planning • Project Integration Management • Project Scope Management • Project Time Management</td>
<td>• Schwalbe: Pages: 161 -179 • Schwalbe: Pages: 180 -188</td>
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<td>5</td>
<td>• Project Time Management (cont’d)</td>
<td>• PMBOK (4th Ed): Ch 6 • PMBOK (4th Ed): Chs. 7 &amp; 8</td>
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<tr>
<td>6</td>
<td>• Project Cost and Project Quality • MID TERM EXAM REVIEW – online discussion</td>
<td>• Schwalbe; PMBOK (4th Ed) Pages: Review all work completed previously</td>
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<td>7</td>
<td>Mid Term exam</td>
<td>• Schwalbe Pages: 188 - 228 • PMBOK (4th Ed): Chs: 9 - 12</td>
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<td>8</td>
<td>• Project Planning (cont’d) • Mid - Term Exam Feedback • Project Human Resources &amp; Communications • Project Risk and Procurement</td>
<td>• Schwalbe Pages: 229 - 243 • PMBOK (4th Ed) Pages: Sections 4.3, 8.2</td>
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<tr>
<td>9</td>
<td>• Project Execution • Project Integration and Quality</td>
<td>• Schwalbe Pages: 244 -272</td>
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<tr>
<td>10</td>
<td>• Project Execution • Project Human Resources and Communications</td>
<td>• Schwalbe Pages: 272 – 285 and Pages 286 -310 • PMBOK (4th Ed) Pages: Sections 4.4, 4.5, 5.5, 6.6</td>
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<td>11</td>
<td>• Project Executing (cont’d) • Project Procurement • Monitoring and Controlling Projects • Project Integration, Scope, Time, Cost and Quality Management</td>
<td>• Schwalbe Pages: 311 -325 • PMB Schwalbe (4th Ed) Pages: 7.3, 8.3, 11.6</td>
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12 • Monitoring and Controlling Projects (Cont’d)
  • Project Communications, Risk and Procurement
  • Schwalbe Pages: 326 b-349
  • PMBOK (4th Ed) Sections, 4.6, 12.4

13 • Closing Projects and Best Practices • Review for Final Exam – online discussion
  • Review all previously covered work

14 Final Exam

Academic Honesty
Academic honesty is a reflection that all work submitted by students is their own effort, unless specifically approved by the instructor in terms of group exercises and group assignments.

Copying, plagiarising, submitting the work of others as your own violates academic honesty and will be severely reprimanded.

Students having concerns or questions pertaining to academic honesty should have a discussion with their instructor prior to submitting their work.