

EM 636 Project Management Course Outline
Distance Learning
Instructor: Ava Heuer

In addition to individual assignments, students will also work in virtual teams on a mock project to develop all parts of the project plan, from charter and scope statement to quality, communications, risk, and more. This will require participation, teamwork, time, and effort, all in a "virtual" environment.

Resources Required:

1. A Guide to the Project Management Body of Knowledge (PMBOK)™ Fifth Edition
2. Students will need to download Skype (free, download takes less than 5 minutes from www.skype.com) and get a Skype ID.
3. Recommended that you have software to read MS PowerPoint Files, and some sort of software such as MS Word or MS PowerPoint to submit homework assignments.

Other Useful Resources (not required):

1. "Project Management: A Systems Approach to Planning, Scheduling and Controlling," Tenth Edition, Harold Kerzner
2. "Information Technology Project Management" Edition 7e, Kathy Schwalbe

Week 1 – Project Management Background

- Understanding the PMBOK ANSI Standard for Project Management
- Relationships between processes, process groups, knowledge areas, phases, lifecycles
- Triple constraint and trade-off analysis
- Stakeholders and other project roles
- Teamwork

Week 2 – PM Framework

- Different types of project lifecycles
- Stage gates
- Organization structures
- Project Selection

Homework: Quiz covering Week 1 and Week 2

Team Assignments Announced
Team Project Choices Distributed for Selection

Week 3 – Human Resource Management

- Team roles and responsibilities
- Team development
- Management skills
- Motivation Theories

Homework: Team Personality Analysis and Team Ground Rules

Week 4 – Initiating a Project

- Developing a project charter
- Generating Requirements

Homework: Stakeholder Analysis and Project Charter

Week 5 - Developing the Scope Baseline

- Writing a Scope Statement
- Developing the Work Breakdown Structure

Homework: Project Scope Statement and Work Breakdown Structure

Week 6 – Developing the Schedule

- Activity Definition
- Activity Sequencing
- Resource and Duration Estimating
- Developing the Schedule

Week 7 – Baselining the Schedule and Budget

- Schedule analysis and compression techniques
- Cost budgeting
- Developing the cost baseline

Homework Quiz covering Weeks 6 and 7

Week 8 – Developing the Quality Baseline

- Understanding metrics
- Developing a Quality Plan
- Developing the Quality Baseline
- Cost of Quality
- The Quality “Gurus”

Homework: Project Quality Plan

Week 9 - Midterm Exam**Week 10 – Communications Management**

- Developing a Communications Plan
- Barriers to Effective Communications
- Methods of Communicating
- Communications Skills

Homework: Project Communication Plan

Week 11 – Risk Management

- Identifying Risk
- Analyzing Risk
- Developing Risk Response Plans
- Monitoring Risk

Homework: Project Risk Management Plan and Risk Register

Week 12 – Monitoring project progress

- Change Control
- Cost and Schedule Control
- Earned Value Techniques

Week 13 – Quality Control

- Tools used in Quality Control
- Monitoring Quality
- Control charts

Homework: Applying Quality Control Tools to a Project

Week 14 – Procurement Management & Project Closure

- Soliciting bids
- RFPs, RFQ, RFIs
- Source Selection
- Contract Administration
- Contract pricing

Homework: Project Lessons Learned

Week 15 – Project Closeout and Review for Final

Week 16

- Final Exam