



OnDemand Course Syllabus SEAS390- Project Management

INSTRUCTOR CONTACT INFORMATION:

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Tel: 270-745-4126

OFFICE HOURS: by appointment

COURSE CREDITS: 3

COURSE PREREQUISITE: Math 116 with a grade of C" or better, or Math 117 or higher.

CATALOG DESCRIPTION

Core concepts of project management based on processes of initiating, planning, executing, controlling, and closing projects. Topics include project proposals, project selection, scope definition, CPM and PERT scheduling, budgeting, control techniques, and project manager skills.

REQUIRED TEXTBOOK

Portny, S. E., Mantel, S. J., Meredith, J. R., Shafer, S. M., Sutton, M. M., and Kramer, B. E. (2008). *Wiley Pathways Project Management*, 1st ed. John Wiley and Sons. ISBN 978-0-470-11124-6.

Additional related materials will be made available on the course website.



LEARNING OBJECTIVES

By the end of this course, students should be able to:

- Discuss effective project management practices and skills and how projects should be properly managed.
- Describe the different phases of the project life cycle and plan appropriate activities for each phase of the project life cycle.
- Develop and evaluate Work Breakdown Structures(WBS).
- Prepare and revise budgets and cost estimates.
- Identify network techniques that are commonly used to project scheduling and calculate and evaluate critical paths and dates on network diagrams.
- Estimate and assign resources to project activities and know how to level resources and address resource problems by prioritizing project activities.

- Develop a comprehensive project plan, including baselines and subsidiary plans.

COURSE TOPICS

This course covers the basics of project management, including the process of initiation, planning, execution, control, and closeout that all projects share. It also covers effective project management tools, techniques, and skills, and the roles and responsibilities of project managers.

Topics will include:

- The Project Life Cycle (Phases)
- Scope Planning
- Work Breakdown Structures
- Project Planning
- Budgeting Projects
- Establishing Project Schedules
- Network Diagrams
- Resource Allocation
- Procurement Planning
- Quality Planning
- Communication Planning
- Risk Management Planning
- Project Implementation
- Project Management Skills
- Project Evaluations

GRADING/COURSE EVALUATION

▪ Quizzes	10%
▪ Exams (4, 10% each)	40%
▪ Project Plan	30%
▪ Assignments	20%

- All deliverables **MUST** be completed in order to pass the course.

- **See course schedule on Blackboard for weekly activity details and due dates**

GRADING SCALE: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = < 60.

QUIZZES

There will be a set of announced quizzes for this course. The purpose of the quizzes is to assess the understanding of the material covered in previous lectures and reading assignments and to prepare you for the exams.

EXAMS

There are three regular midterm exams and one final exam for this course. The final exam needs to be taken at testing center. The exams will cover materials discussed in the class and reading assignments. More details about the exams will be given in class.

PROJECT MANAGEMENT PLAN

Students are required to prepare a comprehensive project management plan based on the PMBOK, including the project baselines and subsidiary management plans. The purpose of the plan is to help you learn and practice the material of the course. More details about the specific requirements of the project plan will be given in class.

ASSIGNMENTS

There will be several activity assignments for this course. More details about the specific requirements of the assignments will be given in class.

COURSE AND UNIVERSITY POLICIES/PROCEDURES

BLACKBOARD

This course will use Blackboard, so you must be committed to learn to use the technology required to participate in Blackboard course management system. The course materials can be found at the course [Blackboard](#) website. If you experience technical problems or need assistance with Blackboard, you may contact the WKU IT Helpdesk at (270) 745-7000.

COMMUNICATION POLICY

Email is the preferred method of communication. My response time is within 24 hours Monday – Friday, and 48 hours on the weekends. Please start your subject lines in email correspondence with Course Number-username: Subject_Of_Message (e.g., **SEAS390-JHilltopper: Question regarding A01**)

HOW TO LABEL YOUR WORK

Assignments: All homework assignments should be labeled as follows: student name-class#-assignment#.doc. For example, a student named John Hilltopper would name his assignment **JHilltopper-SEAS390-Term Project.docx**. Your name and the assignment number must be included in the text of the document attached. Failure to follow these guidelines could result in loss of points.

COURSE WITHDRAWAL

Students should refer to the Drop/Add deadlines and to information for withdrawing from a class for the particular term. It is the student responsibility to officially withdraw from the class if you wish no longer to continue in the course. The university policy states “Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.”

ACADEMIC HONESTY

All Western Kentucky University policies are in effect. Academic dishonesty will not be tolerated in any form. Plagiarism is defined as the use of the words and ideas of another as one’s own without crediting the source. References must be cited and quotation marks used in direct quotes. Academic dishonesty includes cheating on exams, quizzes, assignments and representing someone else’s work as your own work. Plagiarism and

cheating are serious offenses and may be punished by failure on the exam, assignment, paper or project.

STUDENT ACCESSIBILITY RESOURCE CENTER

"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center."

TITLE IX MISCONDUCT/ASSAULT STATEMENT

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.