

AD642 Project Management

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Presenter: Perry Donham
Email: pd@kidpub.com

Course description

AD642 is the first of four courses in project management that are part of our certificate program as well as being an integral part of several masters-level degree curricula. In AD642 we'll cover some of the basics of project management, including the tools and techniques that managers use every day on the job.

Upon completion of this course, the student will be able to define a project, produce a Responsibility Matrix, draw a Gantt Chart, estimate project times and costs, develop a project plan, differentiate between a Work Break Down Structure and an Organizational Breakdown Structure, estimate slack times, perform a forward and a backward pass, identify the critical path(s), and perform an audit of a process.

You'll be doing work in teams, both in and out of class, to practice the concepts you're learning. Project management is more art than science, and good art requires practical work to master.

Course Objectives

After successfully completing the course, you should be able to:

- Use the appropriate tools for a variety of project management tasks
- Recognize opportunities to improve project design, planning, cost, quality and successful delivery of project goals.
- Successfully manage a formal project of moderate complexity
- Understand the scope and content of the PMP exam

Course Materials

- *Project Management Book of Knowledge* (PMBOK)
- Gray-Larson, *Project Management 6e*
- Various HBR cases (supplied)
- Microsoft Project or Omniplan (for the Mac)

Grading

Grades will be based on presentations, written papers and case studies (both as a team and individually), a midterm, and a final exam.

Online Resources

A course page has been set up at <http://bu.kidpub.com>, on which you can find course documents such as slide sets and case studies. You'll need your BU login to access the site.

Software

As a BU student you have access to the Microsoft DreamSpark site where you may download copies of most MS software for free, including MS Project 2013 and Visio. You'll need your BU login to get access at <http://www.bu.edu/metit/hw-and-sw/msdn-academic-alliance-software-center>.

We will be creating and tracking project plans during the semester and using them during team discussions and lectures. I personally use OmniPlan on the Mac, which is similar to MS Project; it's available for \$119 in OmniGroup's educational store. Mac users might also want to use VMWare or Parallels to run MS Project. Both have free trials available. We'll talk more about software in our first meeting.

Academic Conduct Code

The University and Metropolitan College take cheating very seriously. Cheating and plagiarism will not be tolerated in any MET course. Cases will be referred to the Dean's office and may result in loss of credit for an exam or assignment or other disciplinary action. The full text of the Student Academic Conduct Code may be found at bu.edu/met/metropolitan_college_people/student/resources/conduct/code.html.

Course Schedule (subject to updates)

Weekend	Topics	Reading	HW Assigned
May 3/4	<ul style="list-style-type: none"> • Introductions • Why would anyone want to be a project manager? • Project methodologies • Project selection • Initiating a project 	GL 1, 2, 4	<p>“A Day In the Life”, GL Chapter 1. Read and answer case questions</p> <p>Team: Project charter</p>
May 31/1	<ul style="list-style-type: none"> • Developing a WBS • Estimating project timelines and cost • Developing a project plan • PERT and Gantt charts • Critical path and critical chain 	GL 5, 6, 8	Team: Develop task list / WBS for team project
June 14/15	<ul style="list-style-type: none"> • Project organization • Midterm (afternoon) 	GL 3	Team: Develop project plan
June 28/29	<ul style="list-style-type: none"> • Progress tracking • Managing crises (time and budget) • Plan presentations 	GL 9	Paper assigned
July 19/20	<ul style="list-style-type: none"> • Managing outsourced teams • Communications planning 	PMBOK section 4	
Aug 2/3	<ul style="list-style-type: none"> • Managing Change • Paper presentations 	GL Chapter 11	
Aug 16/17	<ul style="list-style-type: none"> • Final exam (morning) 		