AMBROSE UNIVERSITY

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BUS 470
Project Management

Semester:	**Winter, 2016**
Days:	**Wed/Fri, 2:30PM-3:45PM**
Room:	**A2141**
Lab – day:	**n/a**
Lab–Room:	**n/a**

Number of credits: 3

Prerequisites:
BUS371 or permission of department

Instructor:	**David Iremadze, PhD-c, MBA, BA**
Email:	**diremadze@ambrose.edu**
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Office:	**L2057**
Office hours:	**Thursdays, 1:30PM-4:30PM, or by appointment**

Course (Catalogue) Description:

"This course aims to provide a comprehensive, multi-industry overview of project management, familiarizing the student with the concepts and basic functions of project management. Topics addressed will include scope, risk, resource allocation, team management and leadership, time and scheduling, cost and budgeting, and evaluation and control. Leveraging the latest project management software, the course provides a balance of hands-on practice, contemporary real-world examples and cases, and the latest theory."

Further Course Information:

Project management is more than merely parceling out work assignments to individuals and hoping that they will somehow accomplish a desired result. In fact, projects that could have been successful often fail because of such take-it-for-granted approaches. Individuals need hard information and real skills to work successfully in a project environment and to accomplish project objectives.

The course aims to equip students with both — by explaining concepts and technique, by using numerous examples to show how they can be skillfully applied and by engaging in hands-on, semester-long project planning exercise.

Important Dates:

First day of classes:	January 6, 2016
Registration revision period:	January 17, 2016
Last day to request revised examination:	February 29, 2016
Last day to withdraw from course:	March 18, 2016
Last day to apply for time extension for coursework:	March 29, 2016
Last day of classes:	April 13, 2016

Expected Learning Outcomes & Assessments:

Students will acquire the following skills and knowledge:

1. Master the basic foundations of a project management concepts and vocabulary.
2. Be able to produce and evaluate Request For Proposal (RFP) and Project Proposal.
3. Demonstrate skills necessary to create Work Breakdown Structure (WBS), responsibility assignment matrix, network diagram, project schedule, Ghantt chart, critical path, Resource Requirement Plan, cost estimates and budget, risk assessment matrix, and project evaluation standards.
4. Demonstrate knowledge of selecting, planning, performing, and controlling projects.
5. Exhibit knowledge of applying project management software (MS Project) to a project.
6. Apply critical and analytical thinking techniques to the reading assignments in order to gain higher order knowledge, applying & synthesising various ideas, concepts, frameworks and practices learnt from the readings.
7. Practice high impact oral and written communication and discussion facilitation skills

Final Exam:	**April 16, 2016**
Time:	**9:00AM-12:00PM**
Room:	**A2131 (or multiple rooms)**

Requirements:

This is a three credit-hour course. This determines the following workload expectation:
CLASS MEETS TWO TIMES A WEEK FOR 75 MINUTES EACH TIME.
IN ADDITION, IN ORDER TO SUCCEED IN & ENJOY THIS COURSE, PLEASE BUDGET MINIMUM OF 6 TO 7 HOURS OF WORK TIME OUTSIDE THE CLASS EACH WEEK.

The class expectation is for you to: (a)attend and participate in class meetings; (b)individually complete reading and other homework assignments on time; (c)in teams, prepare and facilitate in-class discussions of the readings and accompanying case examples; and (d)complete all parts of the team project planning assignment on time.

Submission of Assignments:

Individual assignments will be handing in at the beginning of class time every Wednesday (see the course agenda). Team project planning assignments will be submitted on the Moodle.

Attendance:

You will find our classroom meetings informative and helpful. The expectation is that you will take full advantage of our meetings and in-class activities. Due to the format and size of the class, there will be significant penalty for non-attendance. The only way for you to earn points on the "Professionalism mark" is to show your commitment and diligence by always being punctual and in attendance; being prepared and enthusiastic to take part in class discussions and activities; and respectfully collaborate with the fellow students and your instructor in making the class meetings as productive as possible.

Evaluation:

1. **INDIVIDUAL REFLECTIVE MEMOS ON ASSIGNED READINGS:** ………………………………**15%**

2. **TEAM STUDENT-LED DISCUSSIONS (THREE PER SEMESTER):**…………………………………**20%**

3. **TEAM PROJECT PLANNING ASSIGNMENT (BROKEN DOWN INTO NINE SMALLER DELIVERABLES):** ....………………………………………………………**44%**

4. **3-HOUR TEAM CHALLENGE IN LIEU OF FINAL EXAM:** ……………………………………… **15%**

5. **PROFESSIONALISM: being PRESENT, active, ethical, honest, committed, well-organized, punctual, diligent, prepared, enthusiastic, respectful, civil and cooperative member of our learning community:** …………………………………………………..…….....… *6%*

TOTAL   100%

BONUS POINTS AT MY OWN DISCRETION*: I MAY, time to time, award bonus point or two towards your final grade based on variety of criteria. Stay tuned.*

Grade Summary:

The available letters for course grades are as follows:

% Grade	*Letter Grade*	*Description*
95% to 100%	A+	Excellent/exceeds expectations
90% to 94.9%	A	Excellent/fully meets expectations
85% to 89.9%	A-	
80% to 84.9%	B+	
76% to 79.9%	B	Good
72% to 75.9%	B-	
68% to 71.9%	C+	
64% to 67.9%	C	Satisfactory
60% to 63.9%	C-	
55% to 59.9%	D+	
50% to 54.9%	D	Minimal Pass
0% to 49.9%	F	Failure

Textbooks and Other Mandatory Resources:

Core Textbook for the course is: *Successful Project Management, 6th Edition, Cengage Learning*
By Gido & Clements
ISBN10: 1-285-06837-8
ISBN13: 978-1-285-06837-4

Outline:

Topics to be covered include: project management life cycle and process; identifying and selecting projects; developing a project proposal; techniques for planning, scheduling, resource assignment, budgeting, and controlling project performance; project risks; project manager responsibilities and skills; project team development and effectiveness; project communication and documentation; and project management organizational structures. The concepts in the course support the project management knowledge areas of the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide).*

FYI: For your planning purposes, TENTATIVE week-by-week agenda will be distributed to the class as a separate document, NOT part of this syllabus.

Policies:

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (Cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty. These courses will not appear on the student's transcript. Courses should be added or dropped on the student portal by the deadline date, please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a Request to Withdraw from a Course by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. A grade of "W" will appear on the student's transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a **Revised Examination** Request form to the Registrar's Office by the deadline date, please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to engage in electronically-enabled activities unrelated to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. The professor has the right to

disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "**Course Extension**" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date, please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control".

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of $50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Students are strongly advised to retain this syllabus for their records.