

<b>Course ID:</b>	<b>Course Title:</b>	<b>Winter 2018</b>
<b>BUS 470</b>	<b>Project Management</b>	<b>Prerequisite:</b>
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Days:</b>	Tuesdays and Thursdays	<b>Instructor:</b>	Sara Jimenez, CPA, CA, CFF, CFE	<b>First day of classes:</b>	Wed., Jan. 3
<b>Time:</b>	9:45 to 11:00am	<b>Email:</b>	<a href="mailto:sara.jimenez@ambrose.edu">sara.jimenez@ambrose.edu</a>	<b>Last day to add/drop, or change to audit:</b>	
<b>Room:</b>	L2084	<b>Phone:</b>	NA	<b>Last day to request revised exam:</b>	
<b>Lab/Tutorial:</b>	N/A	<b>Office:</b>	Sessional	<b>Last day to withdraw from course:</b>	
		<b>Office Hours:</b>		<b>Last day to apply for coursework extension:</b>	
<b>Final Exam:</b>	April 16th - 9am Room A2212			<b>Last day of classes:</b>	

### Course 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.

### Expected Learning Outcomes

Go through in detail project management from a managerial perspective from project initiation to planning to execution and termination. We will look at project roles, organizational format and its relation to the project, budgeting, creating charts and meeting audit requirements. Case studies will be utilized for discussion of real life examples of successful and unsuccessful projects.

### Textbooks

Project Management – A Managerial Approach, 9<sup>th</sup> Edition, Jack R. Meredith, Samuel J. Mantel Jr., and Scott M. Shafer, Wiley 2015  
ISBN 13 9781118947029

## Course Schedule

4-Jan	Team Exercise
9-Jan	Case Study and Discussion
11-Jan	Chapter 1
16-Jan	Chapter 2
18-Jan	Chapter 2
23-Jan	Chapter 3
25-Jan	<b>No Class</b>
30-Jan	Chapter 4
1-Feb	Chapter 5
6-Feb	Case Study and Discussion (Quiz – Chapters 1 through 5)
8-Feb	Chapter 6
13-Feb	Chapter 7
15-Feb	Chapter 8
20-Feb	<b>No Class</b>
22-Feb	<b>No Class</b>
27-Feb	Chapter 9
1-Mar	Case Study and Discussion (Quiz – Chapters 6 through 9)
6-Mar	Chapter 10
8-Mar	Chapter 11
13-Mar	Chapter 12
15-Mar	Chapter 13
20-Mar	Case Study and Discussion (Quiz – Chapters 10 through 13)
22-Mar	Presentations
27-Mar	Presentations
29-Mar	Presentations
3-Apr	Team Exercise
5-Apr	Review
10-Apr	Review

### Requirements:

#### **Team Exercises – 10%**

There will be two team exercises – one completed in the first class and one on April 3<sup>rd</sup>. Each team exercise will have a project manager and historian with all other students as active participants in the completion of the project.

#### **Case Discussions - 20%**

Students must come to class prepared to discuss each case posted for discussion. Following class, each student must post on the discussion forum one original posting (as requested in Moodle) and respond to one posting by another student (with useful commentary). **Postings are due in Moodle before the next class following the case discussion.**

#### **Quizzes - 20%**

There will be three in-class quizzes as noted in the schedule above.

### **Project Plan and Presentation -20%**

Students will split into pairs of their choosing to complete a project plan and presentation to the class. The project plan will include a budget and schedule for both resource and time allocation. Projects will be presented in class on March 22, 27 and 29<sup>th</sup>. Each team will have 20 minutes to present followed by up to 10 minutes of questions from the class.

### **Final Exam - 30%**

A comprehensive final exam will take place made up of multiple choice and written answer questions.

### **Attendance:**

Attendance at all classes is expected. This course covers a lot of material and missing class could result in falling behind. Participation in the team exercises and case discussions is required to receive the marks for these items.

### **Grade Summary:**

The available letters for course grades are as follows:

<b>% Grade</b>	<b>Letter Grade</b>	
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

## Ambrose University Academic Policies:

### Communication

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, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may 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 or record. 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" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their 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.

### Exam Scheduling

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) the student has 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 use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. 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. Some professors will not allow the use of any electronic devices in 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 (information about an individual that may be used to identify that individual) may be required 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](mailto: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 Registrar’s Office in writing and providing the basis for appeal 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. 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 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 acknowledge 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.

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