



MGT 039: Project Management

Term: 2020 Winter Session

Instructor: Staff

Language of Instruction: English

Classroom: TBA

Office Hours: TBA

Class Sessions Per Week: 5

Total Weeks: 3

Total Class Sessions: 15

Class Session Length (minutes): 240

Credit Hours: 4

Course Description:

This course is on the study of project management. We will introduce the fundamental concepts and methodologies of project management such as project life cycle, time and people management, cost analysis, work breakdown structure, risk management and project control. Key project management skills and strategies will be discussed as well. This course aims to develop students' knowledge and skills needed to perform efficiently and effectively as a future project manager in the workplace.

Learning objectives:

Upon completing the course successfully, students should be able to:

- Understand the fundamentals of project management, including terminology and methodology used, project management process groups, approaches involved in the process and key elements such as budgeting, scheduling and people management;
- Use project management knowledge and tools to identify and define problems in the process of project management;
- Analyze the opportunities and challenges of organizational dynamics in project management
- Producing project proposals and develop plans for implementing them;

Course Materials:

**Textbook**

Project Management: The Managerial Process, 7th Edition, by Erik W. Larson (Author), Clifford F. Gray (Author)

Publisher: McGraw-Hill Education; 7 edition (February 7, 2017)

Language: English

ISBN-10: 1259666093

ISBN-13: 978-1259666094

Course Format and Requirements:

Class time will be used for a combination of lectures, class discussions, and student presentations. Students are strongly encouraged to participate in class discussion. Please do not use electronic devices such as phones, iPads, computers, etc. during the lectures.

Attendance

Attendance at lectures is vital to get a thorough understanding of the material, but we will not check-up on you by circulating an attendance roster. Good attendance will be rewarded, however, in that all quiz questions and most exam questions will be drawn from the lectures. Furthermore, only those who attend class can earn points for participation.

Grading Scale:

A+: 98%-100%

A: 93%-97%

A-: 90%-92%

B+: 88%-89%

B: 83%-87%

B-: 80%-82%

C+: 78%-79%

C: 73%-77%

C-: 70%-72%

D+: 68%-69%

D: 63%-67%

D-: 60%-62%

F: Below 60%



Course Assignments:

Quizzes:

There will be 6 quizzes administered throughout the session. The quizzes will test your understanding and application of the concepts and methodologies learned in class. The five quizzes will in total count for 15% of your final grade.

Class Discussion:

During the lectures, the instructor will illustrate various case and put forward discussion questions to enrich the class and deepen students' understanding. Students are encouraged to actively participate the class discussion regarding different topics. The objective of this part is to demonstrate your preparation to the course, your understanding to course materials and your analytical and critical thinking.

Project:

This is a project management course. It aims to lay a foundation for real life project management processes which are usually complex and complicated. To be able to manage projects efficiently and effectively, multiple competences are required.

For completion of the course, you are required to complete a written project. You are to plan a wedding for a friend or relative. All steps in the project life cycle should be included in your written proposal of the wedding.

You should include all necessary information in your proposal such as budgeting, timeframes, pre-defined objectives and potential challenges and how you plan to overcome these challenges to produce a desired outcome.

Exams:

One midterm exam and a final will be given. They may not be taken early, made-up, or turned in late. Students must comply with all applicable instructions to receive credit. The Exams will include multiple choices, discussion questions and case problems. During the exams, each student must work individually without consulting others.

Course Assessment:

Quizzes	15%
Class discussion	10%
Project	20%
Midterm Exam	25%
Final Exam	30%
Total	100%



Course Schedule:

Week	Topics	Activities
1.	<p>Overview of Project Management</p> <p>Introduction of Concepts and Definitions</p> <p>Importance of Project Management</p> <p>PM for Profit Introduction, Project Selection Criteria</p> <p>Purpose of the Organization and Stakeholders</p> <p>The Role of the Project Manager</p> <p>How to Become a Successful Project Manager?</p> <p>Organizational Structures in Project Management: Organization Types</p> <p>Project Management Office and Team</p> <p>Team Environment: Success Factors and Problems</p> <p>Identify Project Team Members and Stakeholders</p> <p>Team Member Roles</p>	<p>Class Discussion</p> <p>Quiz 1 and 2</p>
2.	<p>Project Information: Generation, Distribution and Storage</p> <p>Strategies for Management of Conflicts and Team Communication</p> <p>Identify Stakeholders and Define Objectives</p> <p>Communications with Stakeholders</p> <p>Identify and Resolve Conflicts between Individuals and between Teams</p> <p>Project Management Processes: Understand the Definition and</p>	<p>Class Discussion</p> <p>Quiz 3 and 4</p> <p>Project Distribution</p> <p>Midterm Exam</p>



	Apply to Real World Experience Define All the Work Required Scope Management and Project Definition Planning Network Scheduling and Optimization	
3.	Time Management Estimating, Budgeting, and Controlling Costs Method of Cost Reduction Trade-Off Analysis Risk Management: Identify Project Risks Optimizing a Risk Management Plan Risk Management Processes and Methodologies Strategies for Managing Uncertainty Quality Management: Quality Objective and Responsibilities Procure Management Human Resource Management Contract Management Course Summary	Class Discussion Quiz 5 and 6 Project Due Final Exam

Academic Integrity:

Students are encouraged to study together, and to discuss lecture topics with one another, but all other work should be completed independently.

Students are expected to adhere to the standards of academic honesty and integrity that are described in the Shanghai Normal University's *Academic Conduct Code*. Any work suspected of violating the standards of the *Academic Conduct Code* will be reported to the Dean's Office.



Penalties for violating the *Academic Conduct Code* may include dismissal from the program. All students have an individual responsibility to know and understand the provisions of the *Academic Conduct Code*.

Special Needs or Assistance:

Please contact the Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material. Our goal is to help you learn, not to penalize you for issues which mask your learning.