



School of Business

2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

3. COURSE NUMBER & NAME:

MGMT 5340- PL01, Fundamentals of Project Management

4. TERM:

Summer 2019

5. INSTRUCTOR:

Dr. Kenroy C. Wedderburn

6. CONTACT INFORMATION:

Office phone: 806-291-1024

WBU Email: wedderburnk@wbu.edu

Cell phone: optional

7. OFFICE HOURS, BUILDING & LOCATION:

EX: M/T/W/TH 2:30-3:

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

9. CATALOG DESCRIPTION:

A comprehensive study of the concepts, procedures, and fundamental processes of project management for profit and not-for-profit businesses. The primary objective of this course is to examine the role of a project manager and develop skills of problem solving, project definition, and environmental considerations. Course also focuses on identifying and quantifying problems and developing appropriate solutions.

10. PREREQUISITE:

None

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Project Management</u>	Kerzner	12 th	2013	Wiley	9781-11916-5354	4/24/17

12. OPTIONAL MATERIALS

13. COURSE OUTCOMES AND COMPETENCIES:

- Describe and list the activities each stage in a project life cycle.
- Describe the differences between management and leadership.
- Analyze the characteristics of effective project teams.
- Identify and recommend methods of risk management.
- Apply common forms of cost estimation for project work, and perform activity duration estimation based on probabilistic estimating techniques.
- Apply critical chain to resolve project resource conflicts.
- Identify various constraints that cause difficulties in planning project.
- Discuss the nature of the control cycle and describe four key steps in a general product control model.
- Classify the main forms of project termination.

14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

16. DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning

accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

17. COURSE REQUIREMENTS and GRADING CRITERIA:

- A. Textbook Problems – 15%
- B. Textbook Case Studies – 15%
- C. Discussions – 10%
- D. Individual Project – 20% (See Below)
- E. Mid Term Exams – 20% (Questions on Blackboard – Multiple Choice)
- F. Final Exams – 20% (Questions on Blackboard – Multiple Choice)

Individual Project Requirements

- Use the chart outlining the Process Management Process Group (Extracted from “ A Guide to the Project Management Body of Knowledge – 6 Ed”) and summarize the contents of the five process groups. NOTE – the file with the chart is uploaded in Blackboard
- The summary should contain key points and also mention the key deliverables
- The report should be professionally done using APA formatting
- Maximum 20 pages (not counting cover page and references)
- Require at least two (2) additional references in addition to text book.
- Marks will be deducted for spelling and grammar issues

The letter grade will be based on the following:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

17.1 Include Grade Appeal Statement: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

18. TENTATIVE SCHEDULE

Week	Chapter Reading / Learning Outcomes (See Section 12)	Deliverables	Due Date
1 May 27 – Jun 1	Ch1: Project Management Overview	#1 Case Study– Williams Machine Tool Co.	June 1
<i>a. Describe and list the activities each stage in a project life cycle</i>			
2 Jun 2 – Jun 8	Ch4: Organizing & Staffing Project Office and Team	#1 Problems 4-1, 4-3, 4-4, 4-8, 4-12	June 8
<i>c. Analyze the characteristics of effective project teams</i>		Discussion #1	
3 Jun 9 – Jun 15	Ch5: Management Functions	#2 Case Study– The Trophy Project	June 15
<i>b. Describe the differences between management and leadership.</i>			
4 Jun 16 – Jun 22	Ch6: Communications Management	#2 Problem 6-4; #3 Case Study – The Team Meeting	June 22
5 Jun 23 – Jun 29	Ch9: The variables for Success	Mid Term Exam (Chapters 1, 4, 5, 6, 9)	June 30
<i>i. Classify the main forms of project termination</i>			
6 Jun 30 – Jul 6	Ch11: Planning	#3 Problem 11-3; 11-4	July 6

Week	Chapter Reading / Learning Outcomes (See Section 12)	Deliverables	Due Date
	<i>g. Identify various constraints that cause difficulties in planning project.</i>	<i>Discussion #2</i>	
7 Jul 7 – Jul 13	Ch12: Network Scheduling <i>f. Apply critical chain to resolve project resource conflicts</i>	#4 Problems 12-6, 12-9 #4 Case Study – The invisible sponsor	July 13
8 Jul 14 – Jul 20	Ch13: Pricing and Estimating <i>e. Apply common forms of cost estimation for project work, and perform activity duration estimation based on probabilistic estimating techniques</i>	#5 Case Study – The estimating problem **** (See below for case questions)	July 20
9 Jul 21 – Jul 27	Ch14: Cost Control <i>h. Discuss the nature of the control cycle and describe four key steps in a general product control model.</i> <i>a. Describe and list the activities each stage in a project life cycle.</i>	<i>Individual Project</i>	July 27
10	Ch15: Metrics	<i>Discussion #3</i>	Aug 3

Week	Chapter Reading / Learning Outcomes (See Section 12)	Deliverables	Due Date
Jul 28 – Aug 3	<i>h. Discuss the nature of the control cycle and describe four key steps in a general product control model.</i>	Course Evaluation	
11 Aug 4 – Aug 10	Ch17: Risk Management	Final Exam (Chapters 11, 12, 13, 14, 15, 17)	Aug 10
	<i>d. Identify and recommend methods of risk management.</i>		

*** **Case questions for Chapter 13.** Do not do the case questions in the text. Instead – do these:

1. Comment on the situation outlined in the case from a project management perspective
2. What do you think are the core issues involved?
3. How would you resolve the current situation, and also fundamentally resolve for the future?

19. ADDITIONAL INFORMATION

- The **course schedule is tentative** and may be changed during the term as events warrant. Students are responsible for any schedule changes made through announcements or WBU emails.
- Always use your Wayland email and add “MGMT 5340 “ in the subject line as well as “your first name, last name and students ID” in the email when communicating with me. This will help speed up responses.