# Project Management I:  Planning

BUS 260 Course Syllabus

## Table of Contents

# BUS 260 Project Management I:  Planning Syllabus

## Course description for Project Management I: Planning

Introduce project management best practices from the Project Management Institute (PMI)® in the *Project Management Body of Knowledge (PMBOK® Guide)[1]*. Introduce project management Initiate and Plan Process Groups framework, terminology, concepts, and the tools and techniques to build a project plan. Part one of a two-part series.

## Learning outcomes

Upon successful completion of this course, you should be able to:

1. Recognize the Initiate and Plan project management process groups, knowledge areas, vocabulary, inputs, tools/techniques, and outputs from *PMBOK® Guide*
2. Apply best practices to the Initiate and Plan project management process groups, knowledge areas, vocabulary, inputs, tools/techniques, and outputs from the *PMBOK® Guide*
3. Discuss project management processes and skill sets
4. Demonstrate technology skills required for project management documentation, presentations and web-based resources

*Ask yourself: Which outcome is most important to me? What are my reasons for choosing it?*

### Weekly topic and outcome alignment – to be reviewed

| Week/ Module | Weekly Topic | Outcome Alignment |
|---|---|---|
| 1 | Introduction to Project Management | #1, 4 |
| 2 | Project Management Initiation | #1, 2, 3, 4 |
| 3 | Project Initiation | #1, 2, 4 |
| 4 | Project Plan:  Integration and Scope Management | #1, 2, 4 |
| 5 | Project Plan:  Work Breakdown Structure (WBS) | #1, 2, 3, 4 |
| 6 | Project Plan:  Schedule Management | #1, 2, 3, 4 |
| 7 | Project Plan:  Cost and Resource Management | #1, 2, 4 |
| 8 | Project Plan:  Communications and Stakeholder Management | #1, 2, 4 |
| 9 | Project Plan:  Quality, Risk, and Procurement Management | #1, 2, 4 |
| 10 | Quarter Review | #1, 4 |

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[1] PMBOK is a registered mark of the Project Management Institute, Inc

# BUS 260 Project Management I:  Planning Syllabus

## Required text

*A Guide to the Project Management Body of Knowledge* (*PMBOK Guide*) ® *Sixth Edition*
By Project Management Institute
Publication Date:  2017
Edition:  6th Edition

The *PMBOK® Guide* is your professional reference for the globally recognized standards in the project management profession. You will also use this text for BUS 261.  You may elect to rent this text or get the electronic version.

## Required materials

- Computer with Internet access, microphone and speakers
- Student Email
    - Your student e-mail account is the official means of communication with Pierce College.
    - Check your email daily for critical announcements messages from the college
        - You will also be receiving Canvas notifications from your instructors.
- Applications: Microsoft Word, Excel and PowerPoint
    - These applications are available in the Office 365 package, for all students at Pierce College.
    - You must be familiar with these applications.
    - All assignments must be submitted in the format requested. A PDF file will not be accepted.
- Internet Browsers: Chrome, Mozilla Firefox, Safari or Edge
- USB drive or Cloud for storage device (recommended)

## Course format and schedule

This is an online course. This course is available anytime, from anywhere, using web-based software.

The course is delivered via Canvas at https://pierce.instructure.com

Each week, a new module will be available.  Modules include reading assignments in the text and information in Canvas on key topics and exercises. Each week will have one or more assignments and quizzes, which are due the following week.

*Ask yourself: What will be most challenging for me with an online course?  How can I schedule my week to meet the due dates for class assignments?  What resources (people and things) could help me meet this challenge?*

# BUS 260 Project Management I:  Planning Syllabus

## Types of work you can expect in this course

There will be different ways to help you learn about project management:

- You will have reading assignments from the text and Canvas
- You will have videos to experience project management lessons visually
- You will complete template/documents and quizzes every week.

### Class project

The course includes a class project that "simulates" the development of a project plan. The simulation provides an opportunity to apply the skills learned in the course.

The instructor will walk you through the completion of a template/document. The templates will be in Word, Excel, or PowerPoint. At the end of the walk through, you will submit your completed template/document for grading.

All class project templates/documents will be followed by a Quiz. You can take the quiz once; however, you can use your template/document as a guide.  The quizzes are automatically graded in Canvas and you can see your score immediately after completion.

### Discussions

There will be several discussions during the course. The discussions provide an opportunity to discuss aspects of project management with colleagues who have different viewpoints and experiences. Discussions are two parts, requiring both an original response to the discussion activity, and two meaningful replies to fellow classmates that contribute to their learning.

Please remember to use standard netiquette rules of respect, civility and constructive discourse when posting, replying and providing feedback.

### Quick quizzes

Throughout the course there will be Quick Quizzes.  They usually pertain to information just covered in Canvas.

The Quick Quizzes are multiple choice, fill in the blank, etc. There will only be two opportunities to improve your score. The quizzes are automatically graded in Canvas and you can see your score immediately after completion. The highest score will be used for grading.

### Weekly quizzes

At the end of each week there will be a quiz posted on Canvas.  They usually pertain to information in the text and the class project.

The quiz will pull ten multiple choice questions from a database of questions. You can take the quiz two times; however, the questions may be different the second time.

There will be no make-up chapter quizzes. If you miss a quiz, you will earn a zero.

The quizzes are automatically graded in Canvas and you can see your score immediately after completion. The highest score will be used for grading.

# BUS 260 Project Management I:  Planning Syllabus

**Final exam**

The final exam uses the same format as the Weekly Quizzes; pulling ten multiple choice questions from a large database of questions from each weekly module covered during the quarter. The final exam will be available and due per the school schedule.

The final exam will be posted on Canvas and there will be two opportunities to improve your score. However, the questions may be different the second time.

There is no make-up final exam. If you miss the final exam, you will earn a zero.

The final exam is automatically graded in Canvas and you can see your score immediately after completion. The highest score will be used for grading.

## Suggestions: how to get the most from this course each week:

**Schedule ample time** (2.5 to 5 hours per week) to prepare for the upcoming week by reviewing all of the learning resources and completing all assignments and quizzes:

| Weekly Assignments | Minutes each week |
|---|---|
| Read (*PMBOK® Guide* and Canvas). and view Learning Resources in Canvas | 30 - 60 |
| Complete Class Project walk-through and template | 60 -120 |
| Complete Class Project Quiz | 20 - 30 |
| Complete Quick Quizzes | 5 – 10 |
| Weekly Quizzes | 20 – 30 |

**Class Project Walk-through** – An online walk-through with the instructor is provided for every Class Project document:

- At the beginning of the walk-through, you will find a template to fill out.  You can use the completed template (Project Document) to help you with the Quiz that follows.
- Each project template/document is broken down into sequential sections with Instructor's explanations, comments, and suggestions.
- By the end of the walk-through, the template/project document will be completed, submitted, and you will be ready for the Quiz.

**Ask questions and ask for help**. If you are confused for *more than 15 minutes*, ask for help. You have several options:

- Form a study group.  Consider using many of the free conferencing services: Zoom, Skype, and Canvas/Cranium Café.
- Use the Questions and Answer forum (in Canvas)
- Ask the instructor

Our goal is for you to learn and experience as much as you can about the Project Management templates/documents and the project management process.

*Ask yourself: What will be most challenging for me about class assignments? What resources (people and things) could help me meet this challenge?*

# BUS 260 Project Management I:  Planning Syllabus

## Grading by assignments

Grades will be calculated based on total points earned.

| Assignment Groups | Number of Assignments | Points | Total Points Possible | Distribution Percentage |
|---|---|---|---|---|
| Class Projects | 25 | 4 - 26 | 266 | 49% |
| Quick Quizzes | 18 | 4 - 8 | 76 | 13% |
| Weekly Quizzes | 9 | 10 | 90 | 17% |
| Discussions | 3 | 5 | 15 | 3% |
| Final Quiz | 1 | 100 | 100 | 18% |
| Total | | | 547 | 100% |

# BUS 260 Project Management I:  Planning Syllabus

## Grade scale

All grades will be posted in Canvas and will be assigned according to the following scale:  **Course Grading Scale**

| Percent range | | | Decimal | Letter |
|---|---|---|---|---|
| 100 | to | 95 | 4.0 | A |
| 94.99 | to | 94 | 3.9 | A |
| 93.99 | to | 93 | 3.8 | A- |
| 92.99 | to | 92 | 3.7 | A- |
| 91.99 | to | 91 | 3.6 | A- |
| 90.99 | to | 90 | 3.5 | A- |
| 89.99 | to | 89 | 3.4 | B+ |
| 88.99 | to | 88 | 3.3 | B+ |
| 87.99 | to | 87 | 3.2 | B+ |
| 86.99 | to | 86 | 3.1 | B |
| 85.99 | to | 85 | 3.0 | B |
| 84.99 | to | 84 | 2.9 | B |
| 83.99 | to | 83 | 2.8 | B- |
| 82.99 | to | 82 | 2.7 | B- |
| 81.99 | to | 81 | 2.6 | B- |
| 80.99 | to | 80 | 2.5 | B- |
| 79.99 | to | 79 | 2.4 | C+ |
| 78.99 | to | 78 | 2.3 | C+ |
| 77.99 | to | 77 | 2.2 | C+ |
| 76.99 | to | 76 | 2.1 | C |
| 75.99 | to | 75 | 2.0 | C |
| 74.99 | to | 74 | 1.9 | C |
| 73.99 | to | 73 | 1.8 | C- |
| 72.99 | to | 72 | 1.7 | C- |
| 71.99 | to | 71 | 1.6 | C- |
| 70.99 | to | 70 | 1.5 | C- |
| 69.99 | to | 69 | 1.4 | D+ |
| 68.99 | to | 68 | 1.3 | D+ |
| 67.99 | to | 65 | 1.2 | D+ |
| 64.99 | to | 64 | 1.1 | D |
| 63.99 | to | 60 | 1.0 | D |
| 59.99 | to | 0 | 0.0 | F |

# BUS 260 Project Management I:  Planning Syllabus

## Syllabus changes

This syllabus is subject to change at the discretion of the instructors. There will be an announcement if there are any changes and each student will be responsible for his/her own actions as it pertains to any changes.