



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Business, Industry and Technology
- B. Discipline: Business Management
- C. Course Number and Title: BUSM 1260 Project Management
- D. Course Coordinator: Lynn Jones
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
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- E. Credit Hours: 3
- F. Prerequisites: None
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s):

Project Management: Achieving Competitive Advantage

- Author: Pinto
- Copyright Year: 2015
- Edition: 4th
- ISBN: 9780133798074

Recommended Textbook:

*A Guide to the Project Management Body of Knowledge**

- Author: Project Management Institute
- Copyright Year: 2013
- Edition: 5th
- ISBN: 9781935589679

*This book is highly recommended for students planning to complete the PHP Certification

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: In this course, students will learn ways to manage all aspects of a project. Project Management (PM) concepts enable projects to be planned, managed, and delivered on time, on budget, and with high quality. This course covers nine major sub-disciplines of Project Management based on the Project Management Institute's PM Book of Knowledge (PMBOK). This course satisfies the education requirement for the Project Management Professional Certification (PMP) or Certified Associate in Project

Management (CAPM) test. Certification testing is governed by the Project Management Institute, and this is not a prep class for the exam. PMI Certification is internationally recognized and highly portable to a number of industries and businesses.

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Diagram the Project Management (PM) Framework, Standards and Knowledge areas. Also, construct the project Management Process and the five required PM Process Groups.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 1)
2. Integrate the various elements of PM to include Project Charter, Scope Statement, Project Plan, Execution, Monitor, Control, Change Control and Closure.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 2)
3. Plan a Scope of Work. Create and verify a Work Break Down Structure (WBS).	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 3)
4. Create a workable schedule. Assemble, analyze and optimize sequencing. Estimate resources and duration. Create a Schedule Control sheet. Measure and assess project performance.	Homework; Participation; Collaborative In-Class Group Work; Case Studies (create a schedule, diagram critical path and evaluate outcomes); Outside Research. (Week 4 & 5)
5. Construct a project budget plan. Formulate and calculate cost estimates and other indicators to measure and control project cost performance.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 5 & 6)
6. Assemble and appraise the first four Knowledge areas. Evaluate progress using case studies.	Exam #1. Prepare a comprehensive project (Group work). (Week 7)
7. Construct a project quality plan. Propose processes to assure and control project quality objectives.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 8)
8. Organize and manage a project team, getting buy-in and assessing skill sets. Evaluate any effects on cost and schedule.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 9,10)
9. Design clear and timely communication channels to stakeholders to include planning, information distribution and performance reporting.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 10,11)
10. Prepare a risk management plan. Differentiate between qualitative and quantitative. Devise means to measure, mitigate and control.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 12,13)
11. Examine the processes and activities to purchase and acquire products and services including comprehensive contract management.	Homework; Participation; Collaborative In-Class Group Work; Case Studies; Outside Research. (Week 13,14)

Outcomes	Assessments – How it is met & When it is met
12. Evaluate, assemble and arrange the knowledge areas. Review and evaluate actual projects that are in different states of planning and completion.	Final Exam (Week 14,15)

M. Topical Timeline (Subject to Change):

1. Project Integration
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project HR Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management

Reading, questions, cases and discussions may center on the chapters of the text.

N. Course Assignments:

1. Assigned readings
2. Meeting Agenda
3. Project status reports- executive, general, detailed and exceptional.
4. Case study preparation; selection of different disciplines.
5. Web based research
6. Preparation for group projects

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.