SCM 304 - MANAGING AND ORGANIZING PROJECTS
Spring 2008 – Tuesday/Thursday 09:30 a.m.-10:45 a.m.
Bryan 205

DR. KWASI AMOAKO-GYAMPAH:

OFFICE:	479B BRYAN
OFFICE PHONE:	334-5739
OFFICE HOURS:	11:00 a.m. -12:00 noon. T, TH
	11:00 a.m. -12:00 noon, MW
	And by APPOINTMENT

TEXTBOOK: **Project Management (Achieving Competitive Advantage)**
Jeffrey Pinto
Prentice Hall
ISBN # 0-13-009233-9

Students are expected to bring their textbooks to class for each class meeting.
Also bring a calculator to class.

INTRODUCTION:

Project Management deals with seeking new methods of planning, organizing, and controlling non-routine tasks. The management of a project differs in several ways from management of a typical enterprise. The goal of a project team is to accomplish its prescribed mission and then disband, though this is easier said than done. Project Management has been around for some time, though it has recently become more important because of the shifting emphasis on teams in accomplishing tasks. Some of the better known examples of tasks accomplished using project management techniques are:

The construction of the Egyptian pyramids
The Manhattan Project
The Apollo space program
The YK2 problem.
The construction of the new Humanities building at UNCG

This course covers some of the basic issues related to managing projects in organizations.

COURSE LEARNING OBJECTIVES:

To understand the elementary concepts of project planning and organization, budgeting and control, and project life cycles.

To learn concepts related to organizational workflow including the staffing process, project

planning elements, and the project plan contents.

To master several basic project scheduling techniques including WBS, CPM, PERT, simulation, and resource constrained scheduling.

To understand the related concepts of organizational forms, conflict resolution, and issues related to leadership and task management in a project environment.

To learn the basics of using project management software in some project management activities.

To improve written and oral communication skills through formal writing assignments and group discussions.

CLASS POLICIES

1. Attendance - You are responsible for all information and announcements that are made in class. Therefore you should attend class regularly. If you miss class contact someone for all relevant material. Because of class size and the nature of assignments, unexcused absence of more than **four** class meetings will result in a drop of a letter grade.

2. Reading Assignments for each class are given on the syllabus. You are expected to complete the readings before coming to class.

3. Homework Assignments - Homework assignments are due at the beginning of class on the designated due dates. Homework assignments will be given out in class.

4. Final Course Grades will be determined by the following weighted average scheme.

		Course Grades awarded as follows:
Test I	70 pts.	
Test II	80 pts.	A $\geq$ 361 A⁻: 354-360
Test III	100 pts.	B+ : 344-353 B : 324-343
MS Project Assignments	40 pts.	B- : 316-323 C+: 310-315
Quizzes	60 pts.	C :288-309 C-:276-287
Homework	50 pts	D+: 266-275 D:248-265 F:<248
Total Points	400	

5. Students will be required to complete Online quizzes. For the most part, quizzes will be based on assigned readings, material from the textbook and class notes. The quizzes will cover basic material and are intended to test your understanding of the fundamentals of project management. **The online quiz for any chapter should be completed before the start of the next chapter.**

6. MS Project Assignments: Students will be required to complete assignments using the MS Project software.

7. Homework will be assigned periodically. Most of the homework will be based on the end-of-chapter problems

TENTATIVE CLASS SCHEDULE:

Date	Topic	Reading Assignment
1/15	Introduction / Course Overview / Intro. to Project Mgt.	Chapter 1
1/17	Project Success & Project Management Maturity	Chapter 1
1/22	The Project Context: strategy & stakeholders	Chapter 2
1/24	Project Organization structure	Chapter 2
1/29	Project Selection & Portfolio Mgt	Chapter 3
1/31	Project Selection models contd.	Chapter 3
2/5	Project Manager	Chapter 4
2/7	Project Manager contd.	Chapter 4
2/12	Test 1	
2/14	Scope Management	Chapter 5
2/19	Scope Management	Chapter 5
2/21	**Guest Speaker**	
2/26	Project Team and Conflict Management	Chapter 6
2/28	Risk Management	Chapter 7
3/4	Cost Estimation	Chapter 8
3/6	Budgeting	Chapter 8
3/18	Test 2	
3/20	Project Scheduling	Chapter 9
3/25	Project Scheduling – PERT Techniques	Chapter 9
3/27	Project Crashing	Chapter 10
4/1	Microsoft Project for Windows	LAB (RM 212)
4/3	**Guest Speaker**	
4/8	MS Project for Windows	LAB (RM 212)
4/10	Resource Management	Chapter 12
4/15	MS Project for Windows	LAB (RM 212)
4/17	Resource Management	Chapter 12
4/22	Project Evaluation & Control	Chapter 13
4/24	Project Evaluation & Control	Chapter 13
4/29	Project Closeout & Termination	Chapter 14
5/1	Lessons/ Review for Final	

FINAL EXAM - THURSDAY, May 8, 2007, 12:00 noon-2:00 P.M.