



Introduction to Project Management Principles and Practices

MGMT X442.28

3.0 Units

Spring 2012

Class Meeting Information

This course meets online

March 26, 2012 – June 10, 2012

Instructor Information

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John Turing is the founder and CEO of Turing Enterprises, a recognized leader in the project management of large, industrial-scale energy projects. Dr. Turing holds a Ph.D. in civil engineering, an MBA, and a BS in mathematics, and is a certified Project Management Professional (PMP) through the Project Management Institute (PMI). He worked at Fluor Corporation for 25 years prior to starting Turing Enterprises, where he gained significant experience as the project manager for several large-scale energy development projects in the Middle East.

Course Description

Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This intensive and hands-on course gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process.

Prerequisites — Classes or Knowledge Required for this Course

There are no prerequisites for this course.

Course Sequencing

This is a required course in the Project Management Certificate Program. It is the first course in a series.



Course Objectives

At the end of this course, students will be able to:

- Identify the five process groups and nine knowledge areas of the PMBOK® Guide.
- Identify the role and responsibilities of the project manager and project team.
- Draft a project scope statement.
- Create a work breakdown structure.
- Develop a project schedule.
- Identify the resource needs of the project and develop a cost baseline.
- Recognize the components of a project's quality management plan.
- Identify project stakeholders and determine their information needs.
- Perform a basic project risk assessment.
- Define the key elements needed to measure and report on project scope, schedule, and cost performance.
- Identify and analyze changes to project scope.

Course Text or Online Resources

Required texts for this course are:

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 4th Edition, Project Management Institute, Newtown Square, PA, 2008.

Optional Text Resources (which may be assigned by your instructor):

- Stackpole, Cynthia. *Project Manager's Book of Forms: A Companion to the PMBOK Guide*. Wiley, John & Sons, Incorporated, Hoboken, New Jersey, 2009
- Verzuh, Eric. *The Fast Forward MBA in Project Management*. Wiley, John & Sons, Incorporated, Hoboken, New Jersey, 2008



Evaluation and Grading

Evaluation of Student Performance

Class project	45%
Final exam	35%
Short-answer quiz	10%
Contributions to discussion forums	10%
	100%

Grading Scale

- A = 93% – 100%
- A- = 90% – 92%
- B+ = 87% – 89%
- B = 83% – 86%
- B- = 80% – 82%
- C+ = 77% – 79%
- C = 73% – 76%
- C- = 70% – 72%
- D+ = 67% – 69%
- D = 63% – 66%
- D- = 60% – 62%
- F = 59% or less

Code of Conduct

All participants in the course are bound by the University of California Code of Conduct, found at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html>.

Netiquette

In an online course, the majority of our communication takes place in the course forums. However, when we have a need for communication that is private, whether personal, interpersonal, or professional, we will use individual email or telephone. Our primary means of communication is written. The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such a lack of the face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose your comments in a positive, supportive, and constructive manner.

Academic Honesty Policy

The University is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, faculty, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at the University of California, Irvine. Cheating, forgery,



dishonest conduct, plagiarism, and collusion in dishonest activities erode the University's educational, research, and social roles.

If students who knowingly or intentionally conduct or help another student perform dishonest conduct, acts of cheating, or plagiarism will be subject to disciplinary action at the discretion of UC Irvine Extension.

Disability Services

If you need support or assistance because of a disability, you may be eligible for accommodations or services through the Disability Service Center at UC Irvine. Please contact the DSC directly at (949) 824-7494 or TDD (949) 824-6272. You can also visit the DSC's website: <http://www.disability.uci.edu/>. The DSC will work with your instructor to make any necessary accommodations. Please note that it is your responsibility to initiate this process with the DSC.

Course Outline

Orientation Week (First Week of Course)

Orientation Week Objectives:

- Navigate around the course site
- Post self-introduction message to a discussion forum
- Describe the contents of the course syllabus

Lesson 1 – Introduction to Project Management (Second Week of Course)

• *Lesson Learning Objectives:*

- Identify the key characteristics of a project
- Identify primary project constraints
- Define the roles and responsibilities of the project manager

• *Assignments Due:*

- Class project proposal brief

• *Method(s) of Instruction:*

- Narrated PowerPoint presentation (recorded)
- Text document with lesson notes
- Discussion forum

Lesson 2 – Project Life Cycle

• *Lesson Learning Objectives:*

- Identify project stakeholders
- Identify the five process groups described in the PMBOK guide

• *Assignments Due:*



- Case study evaluation
- Second assignment due
- **Method(s) of Instruction:**
 - Narrated PowerPoint presentation (recorded)
 - Text document with lesson notes
 - Discussion forum

Note: For illustrative purposes, only two lessons are shown here.