

Syllabus

Course Description

Project Management II, 3 credits

Based on the PMBOK (R) core knowledge areas, this course develops the students' knowledge and tool kit for successful project execution and change management. Key topics will include use of MS Project to monitor and control schedules, progress reporting, risk management, quality management, cost management as well as contracting and procurement. Project Management I is a pre-requisite.

Intended Audience and Rationale

Students who plan to work in project-based organizations. As this course builds on and develops the skills needed for project execution, management and close-out, students who intend to make project work a significant part of their careers will benefit. Students interested in earning the PMP Certification will also find this a very useful building block to PMP preparation. While the course is geared towards project and resource managers, programmers, teachers, and engineers will also benefit from the material.

Goals

The broad goals in the course are three:

- Skill Building – Build confidence in each student's ability to manage or participate in complex projects and work with project stakeholders.
- Project Management Subject Matter Expertise – Be conversant with the PMI Project Management Body of Knowledge (PMBOK). Extend and share the current best practices in information technology project management.
- Develop a community of project managers who can serve as on-going resources for each other.

Learning Objectives

The student will be able to:

- Understand and use the PMBOK across all phases of a project
- Apply the project management knowledge areas to the execution of an active project.
- Demonstrate competency in the management of a project plan, especially:
- Effectively monitor and control a project schedule and budget
- Track project progress
- Share best practices and tools related to project management

Topical Outline

Session 1	Introductions, Review Project Process Groups, Project Recap, Communication
Session 2	Systems Thinking, Organizational Context, Scope and WBS Management
Session 3	Time Management, and Human Resource Management

Session 4	Procurement, Quality Management
Session 5	Risk and Cost Management
Session 6	Integration, Project Recovery, Project Close
Session 7	Final Presentations

Format

This course has a face-to-face component and an online component. You are expected to attend and participate in class discussions in both formats (students: please contact me if you will not be attending the face-to-face meetings).

Each face-to-face class will be recorded and made available at [
http://gradcenter.marlboro.edu/class_recordings/]http://gradcenter.marlboro.edu/class_recordings/

Instructional Procedures

This course will use multiple approaches. The face-to-face classes will consist of lecture, discussion, and hands-on activities. The intent is to allow students to try out different tools and techniques for project management in the relatively safe environment of the classroom. Students are expected to apply successful techniques to their current work situation and report back on the results.

We will use the Marlboro College Graduate Center First Class environment to manage our online conversations. Plan to log in to First Class at least once every 48 hours. I will post each week's discussion questions on Saturday in the appropriate FirstClass conference. Each conference will be open for approximately two weeks, until the next class meeting. You are expected to write at least two substantive posts and two substantive replies each week. You should feel free to initiate discussions as well.

Evaluation Procedures

Class Attendance and Participation	20%
FirstClass Online Participation	20%
Weekly Assignments	40%
Final Presentation	20%

Prerequisites

Successful Completion of MSM602 Project Management
 A defined project with draft plan developed.

Instructional Resources

Required Texts

There is assigned reading for the first class meeting. Please make every attempt to obtain the texts in a timely manner.

Schwalbe, Kathy. Information Technology Project Management, 4th Edition. Boston, MA, Thomson Course Technologies, 2005. Includes MS Project 2003 (120-day license). Available from <http://www.coursedirect.com/> or [<http://www.amazon.com/exec/obidos/tg/detail/-/0619215267>]www.amazon.com

This text has an online student companion: it is not required but you are welcome to use it.

Project Management Institute. A Guide to the Project Management Body of Knowledge. Newtown Square, PA, Project Management Institute, 2005. Available from <http://www.pmibookstore.org>

McConnell, Steve. Rapid Development: Taming Wild Software Schedules. Redmond, WA, Microsoft Press, 1996. Available from [<http://www.amazon.com/exec/obidos/tg/detail/-/1556159005>]www.amazon.com.

Berkun, Scott. The Art of Project Management. O'Reilly, 2005. Available from [<http://www.amazon.com/exec/obidos/tg/detail/-/0596007868>]www.amazon.com

Additional, readings will be assigned and provided.

Additional useful reading resources will be listed in Additional Resources in the FirstClass Conference.

Software

Microsoft Project 2003 (included with Schwalbe text) or 2000 (available on MCGC computers). Note: MS Project is not available for Apple computers; please plan accordingly. The copy provided in the Schwalbe text is a student license which expires in 120 days. For students who have used the text for Project Management I, the license will expire. Licenses are available for reduced student prices at: <http://www.creationengine.com/>. Proof of academic standing is required.

Microsoft Office: Use MicroSoft software for class documents, or contact me if you need to use other products. Use the following naming convention for all files: "Identifier_YourLastName" where "Identifier" is replaced appropriately, e.g. "bio" or "wbs." All pages must have your name, the course title, and the submission date in the header information and must be numbered using the "Page N of NN" format.

Competence Statement

I have worked for 19 years as a project manager at Digital Equipment Corp, Hewlett-Packard and Newsbank, Inc. I am certified as a Project Management Professional (PMP) by the Project Management Institute (PMI), a global leader in the development of standards for the practice of project management. I am also certified as a Quality Technician from ASQC.

I participated as a team member and as a project leader and project manager both as an IT professional and as a business professional within the Services Supply chain organization. My current position is in project management at a publishing company. I am skilled in business process definition as well as project management.

I hold a MS in Library and Information Science from Drexel University.

My non-professional interests include gardening, sewing, cooking and walking.

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