

## **Wheeling Jesuit University, Department of Business and Engineering Syllabus for BUSN 475; Project Management; Spring 2019**

**Instructor:** Robert Yahn

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**Course description:** Presents methods essential to successful execution of projects, from initiation, to planning, to execution, monitoring and controlling, and to closure. Topics include organizational structures, management functions, planning tools, scheduling techniques, pricing and estimating, cost control, trade-off analysis, and risk management. This course aligns with the Project Management Institute (PMI) standards for professional certification as a certified Project Management Professional (PMP). senior standing. F

**Textbook:** Project Management, 12<sup>th</sup> Edition, Harold Kerzner, Wiley  
ISBN-13: 978-1-119-16535-4

**Wheeling Jesuit University Primary Educational Goals:** This course develops critical thinking and creative skills in the discipline of project management which include effective communications, decision making and leadership.

**Learning outcomes:** Upon successful completion of this course:

1. Students will understand the concepts and definitions of project management: To include the ability to:
  - a. Recognize the advantages and disadvantages of different organizational structures
  - b. Formulate a management plan based on the project and the organization
  - c. Resolve conflicts
  
2. Students will be able apply the skills required to manage projects. To include the ability to:
  - a. Develop a project schedule
  - b. Apply various cost control techniques
  - c. Perform a project trade-off analysis
  - d. Understand the processes used to identify and manage project risks

**Attendance Policy:** none. However, when you do attend class, please do NOT use your cell phone during class.

**Last Date to Drop the Course:** The last day of the Add/Drop Period for this session is Friday, 11 Jan 2019. The last day to withdraw from this course with a grade of a W is Friday, 8 Feb 2019.

**Academic Integrity Statement:** Students are advised that WJU's Academic Integrity Policy will strictly be enforced in this course (see [www.wju.edu/studenthandbook](http://www.wju.edu/studenthandbook)). Questions regarding the policy may be directed to the Office of the Academic Vice-President.

- Collaboration is encouraged for all out-of-class assignments
- In-class evaluations are individual effort ... open textbook (Nise) and a calculator

**Official E-mail:** An official WJU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this WJU e-mail address.

**The Academic Resource Center:** The Academic Resource Center (ARC) is a totally free academic-support service available to all enrolled Wheeling Jesuit University students and staffed almost exclusively by WJU students recommended for employment by WJU faculty. The ARC is located in Bishop Hodges Library and is open five days a week:

Sundays 6:00-8:00 p.m.  
Mondays-Thursdays 1:00-9:00 p.m.

Please visit the ARC's website (readily accessible on the Cardinal homepage under "Quick Links" or as the first listing under "Student Services") [www.wju.edu/arc](http://www.wju.edu/arc) to learn about the ARC's services (emphasizing writing, math, and the sciences) and to schedule appointments.

**Disability Statement:** Wheeling Jesuit University offers students with documented disabilities individual accommodations on a case-by case basis with confidentiality in compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

In order to receive academic or physical accommodations, students with disabilities must provide current (within three years) and comprehensive documentation concerning the nature and extent of the disability and communicate their needs to the Disability Services Director, located in Ignatius Hall Room G 24 or call 304-243-4484. Students are required to meet with the director to develop accommodation plans that they will present to their course instructors at the beginning of each semester. Students with disabilities that require specific housing accommodations must contact both the Director of Residence Life and the Disability Services Director.

Ultimately, all students with disabilities are responsible for their own academic achievement. They must attend classes, complete course assignments, and fulfill all university requirements for their chosen field of study. It is up to students with disabilities to seek out available assistance on campus and to utilize individualized accommodations that promote academic success.

**Title IX Statement:** Wheeling Jesuit University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct, or assault we encourage you to report this. If you report this to a faculty member, she or he must notify our college's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at WJU, please go to <http://wju.edu/titleix/>

**Course grading:** Quizzes (10 of 12, 5% each) 50%  
 Out-of-class assignments (10 of 12, 2% each) 20%  
 Final Exam 30%

**Course Grade Assignments:**

A	93% and above	C+	77-79%
A-	90-92%	C	73-76%
B+	87-89%	C-	70-72%
B	83-86%	D+	67-69%
B-	80-82%	D	60-66%
		F	59% and below

**Office hours:** By appointment. My Class schedule

Course	Monday	Tuesday	Wednesday	Thursday	Friday
MATH 192, Acker 205	1000-1050	0930-1020	1000-1050		1000-1050
MATH 235, Acker 205	1100-1150		1100-1150		1100-1150
<b>ENGR 475, Acker 205</b>	<b>1300-1350</b>		<b>1300-1350</b>		<b>1300-1350</b>
ENGR 476, Acker 205		1800-1915		1800-1915	
BUSN 410, Acker 205		1930-2045		1930-2045	
MATH 482, Donahue 112					1400-1550

<b>DATE</b>	<b>TOPIC</b>	<b>Out-of-Class Assignments</b>	
7 – 11 Jan	Project Management Overview	1	Read Kerzner CH1 Problems: 1.1, 1.2 and 1.3 Case Study: Williams Machine
14 Jan	Quiz #1		
16 – 23 Jan	Project Management Growth: Concepts and Definitions	2	Read Kerzner CH2 Problems: 2.1, 2.2 and 2.3 Case Study: Creating a Methodology
25 Jan	Quiz #2		
28 – 30 Jan	Organizational Structure	3	Read Kerzner CH3 Problems: 3.1, 3.2, 3.3 and 3.4
1 Feb	Quiz #3		
4 - 6 Feb	Organizing and Staffing the Project Management Office and Team	4	Read Kerzner CH4 Problems: 4.1, 4.3 and 4.4
8 Feb	Quiz #4		
11 - 13 Feb	Management Functions	5	Read Kerzner CH5 Problems: 5.1, 5.2 and 5.3 Case Study: The Trophy Project
15 Feb	Quiz #5		
18 – 20 Feb	Working with Executives	6	Read Kerzner CH10 Problems: 10.4 and 10.5 Case Studies: TBD
22 Feb	Quiz #6		
25 Feb – 1 Mar	SPRING BREAK		
4 – 8 Mar	Planning	7	Read Kerzner CH11 Problems: 11.1, 11.2, 11.3 and 11.6
11 Mar	Quiz #7		
13 – 18 Mar	Network Scheduling Techniques	8	Read Kerzner CH12 Problems: 12.6, 12.7 and 12.9 Case Study: The Invisible Sponsor
20 Mar	Quiz #8		

DATE	TOPIC	Out-of-Class Assignments	
22 – 27 Mar	Pricing and Estimating	9	Read Kerzner CH13 Problems: 13.1, 13.2 and 13.4 Case Study: The Estimating Problem
29 Mar	Quiz #9		
1 – 5 Apr	Cost Control	10	Read Kerzner CH14 Problems: 14.1, 14.6, 14.7 and 14.8 Case Studies: TBD
8 Apr	Quiz #10		
10 – 17 Apr	Trade-Off Analysis	11	Read Kerzner CH6 Problems: 16.1, 16.2 and 16.3
19 Apr	Quiz #11		
22 – 24 Apr	Risk Management	12	Read Kerzner CH17 Problems: 17.1 Case Studies: TBD
26 Apr	Quiz #12		
29 Apr	Final Exam		1400-1630