

## **Project Management**

MGT 431

Fall, 2019

Mondays at 1:10 p.m.-4:00 p.m. ; October 7, 14, and 21

Room GH 2310

### **Course Schedule** (all dates are Mondays):

October 7: Initiating Process Group and Planning Process Group

October 14: Executing Process Group, Monitoring & Controlling Group and Closing Process Group, read User's Manual Chapters 1, 2, 3, 5, 7

October 21: **Project Charter due** and read User's Manual Chapters 9, 12, 13, 15, 17

October 28 (no classroom session): Read User's Manual Chapters , 18, 19, 21, 22 and 25

November 4 (no classroom session): **Project Forms due** and read User's Manual Chapter 26

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**Prerequisites:** None

**Course Description:** This class is designed to enable students to understand project management including project scope, project planning, milestones and project closing. Important themes include leadership, team dynamics, storytelling/creating a narrative, communication, and conflict management.

**Objectives:** Students will be able to

- Discuss the inputs, tools and techniques, and outputs that comprise each project management process
- Understand the relationship between the knowledge areas and the process groups in terms of actions and activities
- Choose a real student consulting project and apply the knowledge areas and process groups to it
- Use project management forms to plan a real student consulting project

### **Required Texts:**

Snyder, Cynthia. A Project Manager's Book of Forms: A Companion to the PMBOK Guide, 3<sup>rd</sup> Edition. 2017. Wiley: San Francisco. ISBN 1119393981

NOTE: Any edition of this guide is useful.

Snyder, Cynthia. A User's Manual to the PMBOK Guide. 2013. Wiley: San Francisco. ISBN 1118431073

NOTE: Any edition of this manual is useful.

### **Grades:**

Project Forms: 70%

Project Charter 10%

Participation: 10%

Peer Evaluation 10%

**Attendance:** Attendance does not equal participation. However, attendance is required for participation.

**Participation:**

Participation will be graded with a maximum of one point per hour of class session. The use of electronics in class will be considered as a lack of participation.

- Full points: Presence and participation during the entire hour.
- Zero points: Absence or lack of participation during the hour.

**Project Forms:**

This is a team project. Students will be assigned to teams of about five members each.

Choose any topic from the list at the following site that no member of your team participated in or has access to: <https://gsm.ucdavis.edu/past-client-projects>

Write a brief plan for the chosen project. Use the following forms from Snyder that are relevant to your chosen project as templates:

- Project Charter
- Stakeholder Analysis
- Project Management Plan
- Scope Management Plan
- Requirements Management Plan
- Schedule Management Plan
- Milestone List
- Communications Management Plan
- Risk Management Plan
- Team Performance Assessment
- Project Close-out

Project Forms will be graded and returned to students one week following submission. Students who wish to appeal grades regarding any of the elements of the class listed above must contact the instructor within one week of receiving the grade.

**Peer Evaluation:** Students will evaluate the participation of their teammates. Student grades could go up or down depending on the evaluation received from teammates.

**Code of Academic Conduct:** <http://sja.ucdavis.edu/files/cac.pdf>