Syllabus
De Anza College

Department: CIS

Course/Section:
Project Management - A Practicum (CIS 95a)

Location
ATC 204

CIS -095A: Schedule
Jan 10th 2015 to Jan 24th 2015
Office hours - In room F51e -
Location - F51e - Mon/Wed - 1pm to 3pm. You can also call me at 408 864 5566 during my office hours.

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Course description
Focus on your role as a Project Manager; selecting a project; selecting a team; documentation and tracking of a project using Project Manager Book of Knowledge (PMBOK) Theory. Pl. note the 4th edition is now out and being used - A Guide to the Project Management Body of Knowledge: (PMBOK Guide)

Prerequisites
Business 10 or Equivalent Experience

Grading System for this course
For Letter Grade:
    Grade: A+ assigned with 97% or higher
    Grade: A assigned with 93% or higher
    Grade: A- assigned with 90% or higher
    Grade: B+ assigned with 87% or higher
    Grade: B assigned with 83% or higher
    Grade: B- assigned with 80% or higher
    Grade: C+ assigned with 77% or higher
    Grade: C assigned with 73% or higher
    Grade: D+ assigned with 70% or higher
Grade: D assigned with 63% or higher
Grade: D- assigned with 60% or higher
Grade: F assigned with 0% or higher
For Pass/No Pass:
Grade: Credit assigned with 70% or higher
Grade: No Credit assigned with 0% or higher
Incomplete
Audit
Withdrawal

Grading
Individual Contribution - 20% of the grade
Tasks - 80% of the grade

Assignment Due dates
1/10/2015 (Tasks) - Project Initiation
1/18/2015 (Tasks) - Project Planning and Organization
1/24/2015 (Tasks) - Project Execution - Scenario 1
1/24/2015 (Tasks) - Project Execution - Scenario 2
1/25/2015 (Tasks) - Project Closing
Scheduled twice (Individual Contribution) - Quizzes
1/25/2015 (Individual Contribution) - Feedback from 360 Eval

General information
Withdrawing
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Once you are added to the class it is your responsibility to withdraw. I will not drop you from the class. The earned grade will be assigned at the end of the quarter.

Adding the class and Late Adds
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At Instructor's discretion you may be assigned an addcode. you should add the class within normal dates provided in academic calendar on De Anza's website. If you do not add the class, during the scheduled time, no late adds will be processed by instructor.

Course Objectives
The student will be
A. Introduced to the range, scope, and complexity of modern projects.
B. Introduced to a strategic, system perspective on the management of projects.
C. Introduced to the role of the modern project manager.
D. Practice applying modern project management tools and techniques.

Expanded Description
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A. Introduce the range, scope, and complexity of modern projects.
   1) Project Management Introduction (PMBOK Theory)
   2) Project Management Scope and Complexity
   3) Project Integration and Scope
   4) Project Management Process and Teaming
   5) Social-Economic-Environmental and Organizational influences.

B. Introduce a strategic, system perspective on the management of projects.
   1) Human Resource Management, Project Risk Management,
   2) Scoping of Projects, Planning, Definition and Verification.
   3) Change Management
   4) Cost Management
   5) Time Management including Sequencing event, Work Breakdown Structures, Activity sequencing, Schedule development and control of schedules.
   6) Resource Planning, Cost Estimation, Budgeting for Projects and Control its costs.

C. Introduce the role of the modern project manager.
   1) Quality, Communication and Procurement in a project
   2) Organizational Planning
   3) Staff Acquisition and Team Development, including Multicultural teams.

D. Practice applying modern project management tools and techniques.
   1) Communication Management between global and multicultural
teams.
2) Risk Identification and Mitigation strategies
3) Risk Analysis, Response and Control
4) Procurement Planning and Contract Management.

Methods of Evaluating Objectives
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A. Tasks

Texts and Supporting References
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Project Management Institute (Author)