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Stevens Institute of Technology

Howe School of Technology Management

## Syllabus

**BT 353**

# Introduction to Project Management

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| Semester: **Fall, 2012** | Day of Week/Time:  Wednesday, 9:00-9:50am  Friday 11:00 – 12:50pm |
| Instructor Name & Contact Information:  Mr. Dominic Lepore  201-216-8235  Email: Dominic.Lepore@stevens.com | Office Hours:  By Appointment  Class Website: |

**Overview**

This course will describe the problems of managing a project within a permanent organization for the purpose of achieving a specific objective. It will broadly cover the operational and conceptual issues faced by modern project managers. At the end of this course, students should be able to *develop, execute, and control a basic project plan capable of supporting business objectives linked to measures of success for a single project.*

**Learning Goals**

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| * To address the role of the project manager in an organization and ways of structuring organizations to manage projects. * To understand the range, scope and complexity of modern projects * To develop a strategic system perspective on the management of projects. * To learn how to apply modern project management tools and techniques. |

**Pedagogy**

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| Successful students will engage in the following activities:   * Attend and participate in the weekly classes. * Active participation in the in-class discussions is expected from each participant. * Read assigned material prior to the indicated class lectures. * Prepare written assignments in accordance with the guidelines. * Participate in one written exam, which are based on the readings and the lectures. * Complete a final paper that involves the analysis of a real-life project using the frameworks, concepts, and tools presented in this course. |

**Required Text(s)**

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| Project Management: A Managerial Approach, 8th Edition  by Jack R. Meredith, Samuel J. Mantel, Jr. ISBN 978-0-470-53302-4 ©2012 |

**Optional Text**

A Guide to the Project Management Body of Knowledge, 4th Edition

by the Project Management Institute (PMI) 2008 ISBN: 978-1-933890-51-7

**Grading**

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| **Assignment** | **Grade Percent** |
| In-Class assignments / Class Participation | 10% |
| Mid-Term Exam | 20% |
| Homework Assignments | 30% |
| Final Project Plan | 40% |
| **Total Grade** | **100%** |

# Ethical Conduct

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| The following statement is printed in the Stevens Graduate Catalog and applies to all students taking Stevens courses, on and off campus.  “Cheating during in-class tests or take-home examinations or homework is, of course, illegal and immoral. A Graduate Academic Evaluation Board exists to investigate academic improprieties, conduct hearings, and determine any necessary actions. The term ‘academic impropriety’ is meant to include, but is not limited to, cheating on homework, during in-class or take home examinations and plagiarism.”  Consequences of academic impropriety are severe, ranging from receiving an “F” in a course, to a warning from the Dean of the Graduate School, which becomes a part of the permanent student record, to expulsion.  *Reference: The Graduate Student Handbook, Academic Year 2003-2004 Stevens*  *Institute of Technology, page 10.*  Consistent with the above statements, all homework exercises, tests and exams that are designated as individual assignments MUST contain the following signed statement before they can be accepted for grading. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination. I further pledge that I have not copied any material from a book, article, the Internet or any other source except where I have expressly cited the source.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that assignments in this class may be submitted to [www.turnitin.com](http://www.turnitin.com), a web-based anti-plagiarism system, for an evaluation of their originality. |

**Course Schedule**

Note: The schedule may change based on the pace of the course and other factors such as class cancellations due to weather.

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| **Date** | **Material** |
| Aug 29 | In Class Assignment #1  Review Syllabus |
| Aug 31 | **Ch. 1: Introduction to Project Management** |
| Sept 5 | **Ch. 2: Project Selection** |
| Sept 7 | **Ch. 2: Project Selection** |
| Sept 12 | **Ch. 3: The Project Manager** |
| Sept 14 | In Class Assignment #2 (Meredith and Mantel (M&M) Chapters 1-3) |
| Sept 19 | **Ch. 4: Conflict and Negotiation** |
| Sept 21 | **Ethics** |
| Sept 26 | **Ch. 5: Project Organization** |
| Sept 28 | **Ch. 5: Project Organization** |
| Oct 3 | **Ch. 6: Project Planning**  Introduce HW #1: Project Scope (Individual) |
| Oct 5 | **Ch. 7: Budgeting** |
| Oct 10 | In Class Assignment #3 (M&M) Chapters 4-6)  HW #1 Due |
| Oct 12 | **Ch. 8: Scheduling** |
| Oct 17 | **Ch. 8: Scheduling** |
| Oct 19 | **Ch. 9: Resource Allocation**  Introduce HW #2: Project Plan (Team) |
| Oct 24 | In Class Assignment #4 (M&M Chapters 7-9) |
| Oct 26 | Mid-Term Exam |
| Oct 31 | Review Mid-Term Exam  **Ch. 10: Monitoring** |
| Nov 2 | **Ch. 10: Monitoring**  HW #2 Due |
| Nov 7 | **Ch. 11: Controlling** |
| Nov 9 | **Ch. 11: Controlling** |
| Nov 14 | **Ch. 12: Auditing** |
| Nov 16 | **Ch. 13: Termination** |
| Nov 21 | ---THANKSGIVING BREAK--- |
| Nov 23 | ---THANKSGIVING BREAK--- |
| Nov 28 | Class Review |
| Nov 30 | Class Review |
| Dec 5 | Final Project Plan Due  Project Presentations – Session 1 |
| Dec 7 | Project Presentations – Session 2 |