BUSN333

Course Summary

Course : BUSN333 **Title :** Project Management for Business Analysts
Length of Course : 8
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course focuses on project requirements as the basis for managing development life cycles. Students learn to define project cycle time, measure and estimate project efforts, and set priorities.

Course Scope:

Emphasis in this course will be placed on problems and opportunities of project managers. This course will provide the student with an understanding of the relationship between system requirements and project management. Through practical applications and case studies, the student will learn about project requirements, human interaction, legacy systems, interrelated projects, project ROI and resource management.

Objectives

A successful student will fulfill the following learning objectives:
1. Define an effective requirements process for a project
2. Set requirements priorities
3. Estimate requirements efforts
4. Determine if the project will have value to the organization
5. Communicate across business and technical boundaries

Outline

Week 1:

Topics

Modern Project Management.

Organization Strategy and Project Selection.

Learning Objectives

- Understand why project management is crucial in today's world.
- Define a project and differentiate projects from routine operations.
- Establish the importance of projects in implementing organization strategy.
- Identify the significant role projects contribute to the strategic direction of the organization.
- Understand the importance of establishing project priorities and top management support.
- Examine the linkages of strategies and projects.

Week 2:

Topics

Organization: Structure and Culture.
Defining the Project.

Learning Objectives

- Illustrate different types of project management structures.
- Understand the strengths and weaknesses of different project management structures.
- Exam the significance that organizational culture plays in managing projects.
- Interpret the culture of an organization.
- Understand the importance of a complete scope statement acceptable to your customer as a condition for project success.
- Illustrate the guidelines for creating a WBS for a project.
- Identify the process for setting up a communication plan.

Week 3:

Topics

Estimating Project Times and Cost.

Learning Objectives

- Understand estimating project times and costs are the foundation for project planning and control.
- Identify the methods, uses, and advantages and disadvantages of top-down and bottom-up estimating methods.
- Illustrate estimating guidelines for time, cost, and resources.

Week 4:

Topics

Prepare for Mid-Term Exam

Learning Objectives

- Successfully complete Mid-Term Exam

Week 5:

Topics

Developing a Project Schedule.
Managing Risk.

Learning Objectives

- Establish the linkage between the WBS and the project network.
- Illustrate a project network using AON methods.
- Identify a process for computing early, late, and slack activity times and identify the critical path.
- Demonstrate understanding and application of "lags" in compressing projects or constraining the start or finish of an activity.
- Describe the risk management process.
- Identify different kinds of risks.
- Illustrate approaches for risk identification, analysis, and assessment.

Week 6:

Topics

Reducing Project Duration.
Leadership: Being an Effective Project Manager.

Learning Objectives

- Understand how to use the critical path to reduce project duration.
- Identify alternative methods for crashing activities.
- Identify the risks associated with compressing or crashing a project.
- Create an awareness of the network of relationships that need to be managed to be a successful project manager.
- Identify the "currencies" a project manager can use to influence others.

Week 7:

Topics

Managing Project Teams.
Project Closure.

Learning Objectives

- Identify key characteristics of a high-performance project team.
- Understand the impact situational factors have on project team development.
- Develop strategies for developing a high-performance project team.
- Build skills that encourage functional conflict and discourage dysfunctional conflict.
- Understand the importance of engaging in project reviews.
- Identify the major elements of a project review.
- Understand key issues surrounding project closure.

Week 8:

Topics

Prepare for Final Exam

Learning Objectives

- Successfully complete final exam.

Evaluation

Grading:

Name	Grade %
Discussion Forums	25.00 %
Introduction Forum	3.57 %
Week 2 Forum	3.57 %
Week 3 Forum	3.57 %
Week 5 Forum	3.57 %
Week 6 Forum	3.57 %
Week 7 Forum	3.57 %
Week 8 Forum	3.57 %
Homework	15.00 %
Week 2 - Homework	7.50 %
Week 7- Homework	7.50 %
Quizzes	30.00 %
Quiz 1 (Chapter 1 & 2)	5.00 %
Quiz 2 (Chapters 3 & 4)	5.00 %
Quiz 3 (Chapter 5)	5.00 %
Quiz 4 (Chapters 6 & 7)	5.00 %
Quiz 5 (Chapters 9 & 10)	5.00 %
Quiz 6 (Chapters 11 & 14)	5.00 %
Exams	30.00 %
Mid-Term Exam (Chapters 1-5)	15.00 %
Final Exam (Chapters 6, 7, 9, 10, 11, & 14)	15.00 %

Materials

Book Title: Project Management: The Managerial Process with MS Project, 6th ed.- the VitalSource e-book is provided inside the classroom

Author: Larson, Erik / Gray, Clifford

Publication Info: VS-McGraw-Hill

ISBN: 9781259813153

The VitalSource e-book is provided via the APUS Bookstore.
Please visit http://apus.libguides.com/bookstore for more information.
APUS Bookstore
Required Readings

- Course book

Software Requirements
Microsoft Word 97 – 2003 – 2007 or newer.

Adobe Reader -- Go to http://www.adobe.com/products/acrobat/readstep2.html to download the latest version. This download is free.

Web Sites

In addition to the required course texts, the following public domain websites and video links are useful. Please abide by the university's academic honesty policy when using Internet sources. Note website and video addresses are subject to change.

- American Psychological Association (APA) Style Website
- Purdue Online Writing Lab
- YouTube Video on Formatting an APA Style Paper
- Microsoft Office Training Website
- YouTube Videos on Microsoft Excel for Beginners
- Needles, Powers, and Crosson Textbook Companion Website
- Turnitin Website
- YouTube Video Accounting Lectures by Susan Crosson
- principlesofaccounting.com
- NetMBA.com

Additional Resources

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Site Name	Website URL/Address
American Psychological	http://www.apastyle.org/
Purdue Online Writing Lab	http://owl.english.purdue.edu/owl/resource/560/01/
APA Guide	https://owl.english.purdue.edu/media/pdf/20090212013008_
APA Formatting Software– Perrla	https://www.perrla.com/
When to use a Commas	https://owl.english.purdue.edu/owl/resource/607/02/
What constitutes a paragraph	https://owl.english.purdue.edu/owl/resource/606/02/

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these

resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for all written assignments, quizzes and exams submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.

- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to

other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.

- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late initial response to forums will be penalized 10% if submitted after the due date (Wednesday). Initial and peer responses are not accepted for grading outside the week of discussion without prior instructor approval.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz/exam. Weekly quizzes/exams must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes and the mid-term exam submitted 1-7 days past the due date will be penalized 10%. The final exam must be submitted by the last day of the course unless prior instructor approval has been granted.

University Policies

Student Handbook

- Drop/Withdrawal policy

- Extension Requests

- Academic Probation

- Appeals

- Disability Accommodations

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.