

MGT 172: Business Project Management

Undergraduate Course, Spring 2021
Version 7 Wednesday B00, v. 7

INSTRUCTOR: Kathleen Hedges
Instructor's EMAIL: kloftman@ucsd.edu
ROOM: On line
TA/Tutor: Brian Faung
TA/Tutor's EMAIL : bfaung@ucsd.edu
OFFICE HOURS: By appointment

Note: This syllabus may be updated and revised at a later date.

COURSE DESCRIPTION

Projects are becoming more complex and global and the demands placed on the project manager and the project management team are evolving. Whether working for a US Government contractor, a Fortune 500 company, or leading a small volunteer effort, competent project leadership requires the understanding of how to define the scope of the effort, allocate resources (financial, material, time, and human resources), and lead the project team.

Business projects are established for a wide array of purposes from product development, building construction, software installation, process re-engineering, and service deployment to producing a stage play or hosting the Super Bowl. While each of these project examples exhibits unique characteristics, the project manager is required to focus on the same constraints of cost, time, and performance expectations. Each project requires the project manager to motivate and lead the team members and to make appropriate decisions on quality levels, tradeoffs, and risk.

This course examines the theories and practices of the two interrelated areas in project management: methodologies for organizing the effort: quantitative tools for planning and monitoring the project and interpersonal skills for leading and communicating with the various stakeholders of the project. The topics covered in the course include the role of project management, organizational structures and culture, requirements definition, scheduling, estimating, performance measurement and evaluation, risk management, outsourcing, and leadership.

COURSE OBJECTIVES

The primary goal of this course is to provide students with the quantitative tools as well as the leadership insights required to affect the success of both simple and complex projects. Students will study a wide variety of project types, examining both the similarity and important differences among these projects. While this is an introductory course in project management, it will cover all the key topics at the appropriate depth to sufficiently provide the students with an understanding and appreciation of some of the key issues and solutions to organizing and managing different sizes and types of projects.

This course will utilize online lectures, exercises, and homework. This quarter length course is designed for upper division undergraduate students.

COURSE MATERIALS

The text book for this course is:

Project Management, The Managerial Process 7th Edition (6th Edition is also acceptable to use)
Clifford F. Gray and Erik W. Larson
McGraw-Hill/Irwin, New York, New York

The assigned readings, cases, homework and the class schedule are provided in the course outline. Each student is expected to have completed the reading and case preparation (as appropriate) for each class before the class starts. Homework will be due as assigned in the schedule and will be turned in before the class on the due date.

ATTENDANCE

Students are expected to attend every online class, and are responsible for the material covered in the class. This course will be available through Zoom. Each class will be recorded. Further instructions will be provided.

EVALUATION AND GRADING

Students will be evaluated based on their performance along the following dimensions:

Homework and Rady Lab Experiments 10% - There will be reading assignments that are due before the class when we talk about the topic, and homework to be submitted after the class and before the next class after we discuss the topic. You may work by yourself or in groups of two to three on the homework. The Rady Lab, which will be presented in class, is also a requirement.

Quizzes 20% - There will be five quizzes. The lowest quiz grade will be dropped.

Exercises and Videos 20% - There will be videos to watch and questions to respond to and exercises to be submitted after the class where we discuss the topic and before the next class after we discuss the topic. You may work by yourself or in groups of two to three on the exercises.

Students are responsible for reading the chapter(s) covered in each session as defined in the syllabus before the session and uploading any homework assignments, exercises, answers to questions about the videos, and taking the quiz onto Canvas PRIOR to the start of the next session (5:00 PM Pacific Daylight Time [PDT]). In the event of technical difficulties in uploading the homework, exercises, and answers to questions about the videos, it is your responsibility to inform the TA in sufficient time so that you do not miss the deadline. In addition, you are required to participate in the Rady Lab activities which will be discussed early in the course and information will be posted on Canvas.

Midterm 25% - There will be a midterm (see schedule below). It will cover text readings, homework assignments, lectures, videos, and exercises for Chapters 1-6.

Final Exam 25% - There will be a final examination. It will not be cumulative. The exam will cover text readings, cases, homework assignments, videos, lectures, and exercises for Chapters 7-16.

Students are responsible for regularly checking the online course management system, Canvas, to ensure their grades are properly reflected. If there is a discrepancy, students are responsible for bringing the issue to the attention of the TA and/or the instructor by June 3, 2021. No corrections will be considered after **June 3, 2021**.

COURSE OUTLINE

The following is a tentative schedule. In general, even if the specific date of coverage may change slightly, the order of coverage and the associated material should remain as presented below.

Mar 31, 2021	Modern Project Management	Chapter 1
Reading Assignment: <ul style="list-style-type: none"> • None Homework due: <ul style="list-style-type: none"> • None Exercises due: <ul style="list-style-type: none"> • None Video: <ul style="list-style-type: none"> • None 		

This session will define what is a project, examine the importance of project management, the role of the project manager, and discuss project management in the ever changing and dynamic world in which we live.

Apr 7, 2021	Organization Strategy and Project Selection Organization: Structure and Culture	Chapter 2 Chapter 3
Reading Assignment: <ul style="list-style-type: none"> • Read Chapters 1, 2 & 3 Homework due: <ul style="list-style-type: none"> • None Exercises due: <ul style="list-style-type: none"> • Why Are You Taking the Class • What is a Project Video: <ul style="list-style-type: none"> • Introduction to Project Management 		

This session will discuss the strategic management process, the outcomes of the process, the need for and definition of an effective project portfolio management system, the application of a selection model, and how to manage a portfolio system. It will also define the three major types of project structures and discuss the advantages and disadvantages of each structure.

Apr 14, 2021	Defining the Project	Chapter 4
Reading Assignment: <ul style="list-style-type: none"> • Read Chapter 4 Homework Due: <ul style="list-style-type: none"> • Complete Exercise #7 (Page 54) Custom Bike Company • Read Case: Moss & McAdams Accounting Firm (Pages 94-96) and answer questions 1-3 Exercises due: <ul style="list-style-type: none"> • Film Prioritization Video: <ul style="list-style-type: none"> • None 		

This session will discuss the five steps in defining the project: (1) defining the project scope; (2) establishing the project priorities; (3) creating the Work Breakdown Structure (WBS); (4) integrating the

WBS with the organization; and (5) coding the WBS for the information system. This session will also discuss process breakdown structure, responsibility matrices, and the project communication plan.

Apr 21, 2021	Estimating Project Times and Costs	Chapter 5
<p>Quiz #1 (Chapters 1-4) must be completed on Canvas by 5:00pm PDT on 4/21/2021</p> <p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapter 5 <p>Homework due:</p> <ul style="list-style-type: none"> • Read Manchester United Soccer Club Case (Page 125-6) and answer questions 1-4 <p>Exercise due:</p> <ul style="list-style-type: none"> • Wright Brothers Exercise • Work Breakdown Structure for the Flying Machine <p>Video:</p> <ul style="list-style-type: none"> • Wright Brothers Trial Flights 		

This session will discuss estimating project time and costs, including the factors influencing the quality of estimates, estimating guidelines for times, costs, and resources, top-down versus bottom-up estimating, and the methods for estimating project times and costs.

Apr 28, 2021	Developing a Project Plan	Chapter 6
<p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapter 6 • Read Contract Management section (Pages 451-456) <p>Homework due:</p> <ul style="list-style-type: none"> • Read Case: Sharp Printing, AG (Pages 155-156) and answer questions 1-3. <p>Exercise due:</p> <ul style="list-style-type: none"> • Basis of Estimate <p>Video:</p> <ul style="list-style-type: none"> • Alton Bridge 		

This session will discuss developing a project plan. This involves constructing the project network, the network computation process, the use of forward and backwards pass methodology, and practical considerations for developing the plan.

May 5, 2021	Quiz #2	Online
<p>Quiz #2 (Chapters 5-6) must be completed on Canvas by 5:00pm PDT on 5/5/2021</p> <ul style="list-style-type: none"> • You will have 15 minutes to take the quiz once you start <p>Reading Assignment:</p> <ul style="list-style-type: none"> • None <p>Homework due:</p> <ul style="list-style-type: none"> • Complete Exercise #4 (Page 191) • Complete Exercise #8 (Page 192) <p>Exercise due:</p> <ul style="list-style-type: none"> • Schedule <p>Video:</p> <ul style="list-style-type: none"> • Four Hour House 		

May 5-7, 2021	Midterm Examination	Online
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- There will be a midterm examination that will cover text readings, cases, homework assignments, videos, and class lectures and discussions from Chapter 1 through Chapter 6.
- The exam will be available on Canvas from Wednesday, May 5 at 5:00pm to Friday, May 7 at 5:00pm PDT
- You will have 75 minutes to take the exam once you start
- There will be no class presentation on May 5, 2021

May 12, 2021	Managing Risk Scheduling Resources and Costs Reducing Project Duration	Chapter 7 Chapter 8 Chapter 9
<p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapter 7 in book • Read presentation material for Chapters 8 & 9 prior to class. • Skim Chapters 8 & 9 in the book. • For Chapters 8 & 9, the topics in the <u>class presentation</u> are what <u>will be covered on the final exam</u> <p>Homework due:</p> <ul style="list-style-type: none"> • None <p>Exercise due:</p> <ul style="list-style-type: none"> • None <p>Video:</p> <ul style="list-style-type: none"> • None 		

This session will discuss managing project risk, describing the four steps of the risk management process: (1) risk identification; (2) risk assessment; (3) risk response development; and (4) risk response control. Change control management will also be discussed. In addition, this session will discuss scheduling resources and costs and reducing the project duration.

May 19, 2021	Leadership: Being an Effective Project Manager Managing Project Teams Outsourcing: Managing Inter-organizational Relations	Chapter 10 Chapter 11 Chapter 12																														
<p>Quiz #3 (Chapters 7-9) must be completed on Canvas by 5:00pm PDT on 5/19/2021</p> <p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapters 10, 11, and 12 <p>Homework due:</p> <ul style="list-style-type: none"> • Read the Alaska Fly Fishing Expedition case on Pages 233-4. Complete questions #1-3 on page 233. • Draw a project network from the following information: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e1eef6;"> <th style="text-align: left;">Activity</th> <th style="text-align: left;">Predecessor</th> <th style="text-align: left;">Duration</th> </tr> </thead> <tbody> <tr><td>A</td><td>None</td><td>2</td></tr> <tr><td>B</td><td>A</td><td>4</td></tr> <tr><td>C</td><td>A</td><td>3</td></tr> <tr><td>D</td><td>A</td><td>2</td></tr> <tr><td>E</td><td>B</td><td>3</td></tr> <tr><td>F</td><td>C</td><td>6</td></tr> <tr><td>G</td><td>C,D</td><td>5</td></tr> <tr><td>H</td><td>E,F</td><td>6</td></tr> <tr><td>I</td><td>G</td><td>5</td></tr> </tbody> </table>			Activity	Predecessor	Duration	A	None	2	B	A	4	C	A	3	D	A	2	E	B	3	F	C	6	G	C,D	5	H	E,F	6	I	G	5
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G	C,D	5																														
H	E,F	6																														
I	G	5																														

J	H,I	5
<p>Activities B and H can be shortened to a minimum of 2 weeks. Which activity would you shorten to reduce the project duration by 2 weeks? Why?</p> <p>Exercises due:</p> <ul style="list-style-type: none"> • Risk Exercise <p>Video:</p> <ul style="list-style-type: none"> • Carmageddon 		

This session will discuss what constitutes an effective project manager. This involves managing and influencing project stakeholders, social network building, ethics, building trust, and influence. This session will also discuss managing project teams, which involves defining the five stage team development model, identifying the situational factors affecting the project team, building high-performance project teams, managing virtual project teams, and identifying project team pitfalls. This session will discuss outsourcing or managing inter-organizational relations, including how to outsource project work, identifying best practices in outsourcing, the art of negotiating, customer relations, and contract management.

May 26, 2021	Progress and Performance Measurement and Evaluation	Chapter 13
<p>Quiz #4 (Chapters 10-12) must be completed on Canvas by 5:00pm PDT on 5/26/2021</p> <p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapter 13 <p>Homework due:</p> <ul style="list-style-type: none"> • Complete Exercise Chapter 10 #6 (Pages 363-365) • Complete Exercise Chapter 11 #2 (Pages 406-407) • Read The Accounting Software Installation Project Case (Pages 446-447) and answer questions 1-3. <p>Exercises due:</p> <ul style="list-style-type: none"> • Appropriate Communications • Managing Conflict Scenario <p>Videos:</p> <ul style="list-style-type: none"> • Normalcy of Deviance • Conference Call 		

This session will discuss progress and performance measurement and evaluation, including the structure of a project monitoring information system, the project control process, monitoring time performance, the development of an Earned Value system, the development of a status report, performance indices that are used to monitor program performance and forecasting the final project cost.

Jun 2, 2021	Project Closure International Projects Oversight Introduction to Agile Project Management Project Management Career Paths	Chapter 14 Chapter 15 Chapter 16
<p>Reading Assignment:</p> <ul style="list-style-type: none"> • Read Chapters 14, 15, and 16 <p>Homework due:</p> <ul style="list-style-type: none"> • Chapter 13 Pages 487, Complete Exercises #1-3 <p>Exercise due:</p> <ul style="list-style-type: none"> • EV Exercise • A-12 <p>Video:</p>		

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| <ul style="list-style-type: none"> Earned Value |
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This session describes the challenges of international projects, including environmental and cross-cultural considerations and selection of training for international projects. This session discusses project oversight, audit and closure, including the project team evaluation process, project management career paths and challenges. The session also introduces the concept of agile project management techniques.

Jun 10, 2021	Quiz #5	Online
<p>Quiz #5 (Chapters 13, 14-16) must be completed on Canvas by 5:00pm PDT on 6/10/21</p> <ul style="list-style-type: none"> You will have 15 minutes to take the quiz once you start <p>Reading Assignment:</p> <ul style="list-style-type: none"> None <p>Homework due:</p> <ul style="list-style-type: none"> Read Amex Hungary Case Chapter 15 (Pages 574-576) and answer questions 1-3. Pages 596-597 Exercise #4 <p>Exercise due:</p> <ul style="list-style-type: none"> Firefighting Assignment <p>Video:</p> <ul style="list-style-type: none"> None 		

Jun 7-10, 2021	Final Examination	Online
<ul style="list-style-type: none"> The final examination will <u>not</u> be comprehensive. The exam will cover text readings (as defined in the syllabus), exercises, homework assignments, videos, and lectures since the midterm (Chapters 7 through 16). The exam will be available on Canvas from Monday, Jun 7 at 5:00 pm to Friday, Jun 10 at 5:00pm PDT You will have 75 minutes to take the exam once you start There will be no class on Jun 9, 2021 		

ACADEMIC INTEGRITY

Integrity of scholarship is essential for an academic community. As members of the Rady School, we pledge ourselves to uphold the highest ethical standards. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

The complete UCSD Policy on Integrity of Scholarship can be viewed at:
<http://academicintegrity.ucsd.edu>

STUDENTS WITH DISABILITIES

A student who has a disability or special need and requires an accommodation must register with the Office for Students with Disabilities (OSD). The OSD will determine what accommodations may be made and provide the necessary documentation to present to the faculty member.

The student must send the OSD letter of certification and OSD accommodation recommendation to the appropriate faculty member in order to initiate the request for accommodation for the presentation, examinations, or other academic program activities. **No accommodations can be implemented retroactively.**

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