

**Project Management
MBA 641**

**Spring 2008
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Office Hours:

Monday, Tuesday, Wednesday, Thursday, and Friday: 11:30 – 12:30 p.m.
Wednesday 5:00 – 6:00 p.m.

I. COURSE DESCRIPTION:

This course provides an introduction to essential of project management. It will review the various stages of project management from the concept stage through implementation. The emphasis will be on modern techniques for planning, identifying, scheduling, reporting, controlling, and managing projects. The students will examine various team roles and responsibilities, budgeting, scheduling techniques, resource allocation, and project development. With the knowledge developed within this course, the students will be able to determine the critical success factors of a well-executed project.

II. COURSE OBJECTIVES:

At the end of this course, students will able to:

- Develop a Project Portfolio Management System.
- Apply different selection models.
- Develop Project Management Structures based on organizational culture.
- Establish project priorities and create the work breakdown structure.
- Integrate work breakdown structure with the organization.
- Estimate a project time table, costs, and resources.
- Create a budget and a database for all estimates.
- Identify and assess any risks involved and develop a risk response strategy.
- Develop a contingency plan for funding and time buffers.
- Identify the project constraints and classify a scheduling problem.
- Develop rationale for reducing project duration and construct a project cost-duration graph.
- Develop and manage project teams and identify factors affecting team development.
- Build high performance project teams.
- Develop project implementation and completion strategies.
- Structure of a project monitoring information system and control process.
- Develop a status report and forecast the final project cost.
- Develop the project audit process in order to evaluate team members and project managers.

III. INSTRUCTIONAL METHODS:

This course is primary skill course. Students are expected to develop the skill and ability necessary to develop, propose, plan, allocate resources, budget, lead, implement, and evaluate their project. In order to develop these skills, students must understand why organizations have developed a formal project management process to achieve the strategic goals of the organization. The emphasis is not on the concepts themselves, but rather on the process, details and techniques used when dealing with typical problems that arise in the course of project. The approach is to describe and demonstrate tools, skills, and techniques necessary to orchestrate projects from start to finish in a real situation in which a project manager is facing with in order to gain a competitive advantage. It is strongly suggested that students regularly work outside class on case studies and projects which they choose. It is imperative that students make a strong commitment to develop, start, implement, and evaluate a comprehensive project for this class.

IV. MATERIAL OF INSTRUCTION:

Project Management, The Managerial Process, Fourth Edition by Clifford F. Gray and Erick W. Larson, McGraw-Hill/IRWIN Publishing Company, 2006.

V. COURSE REQUIREMENTS AND EVALUATIONS:

Students will be evaluated based on:

TESTS	100 Points
Case Studies	100 Points
Project* (please see attached project outline)	200 Points
TOTAL	400 Points

* PROJECT:

Each student is required to choose and develop a project. The outline of the project is attached to this course syllabus. This project will be presented to the class at the last class period. This project should be new that has not been developed before. Each project should be included:

- The basic purpose of the project.
- An established and define goal/s and objective/s.
- Task and responsibilities.
- Planning schedules, baseline budgets, estimated costs, resource allocations, and barriers and constraints.
- Time lines, status reports, set up checkpoints, forecasts, any contingency plans.

- Work breakdown structure.
- Risk analysis
- Implementation.
- Evaluation.
- Recommendations

Scales:

A letter grade will be assigned to each student based on his/her performance and based on total points earned in this course as follows:

A	384 – 400 points
A-	360 – 383
B+	348 – 359
B	336 – 347

Please note:

- **A Course with a grade B- or below does not count toward fulfillment of degree requirements and may be repeated (subject to the “Repetition of Course “ policy).**

B-	320- 335
C+	308 - 319
C	296 - 307
C-	280 –295
D+	268 – 279
D	256 - 267
D-	240 – 255
F	Below 240 points

Please be advised that the MAKE-UP assignments and tests and case studies will be given with advanced notice and arrangement and only for conditions beyond student’s control.

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Project outline:

First Week:

Proposal:

- Define your project.
- Project specifications, establish a measurable indicator/s of progress of your project and expected outcomes over the life of project.
- Phased to complete.
- Your and others' responsibilities, objectives assignable to each person.
- Project schedule: state when the project can be started and when can be finished.
- Criteria for completion: identify time to complete and identify points for measuring progress.
- Resources: identify resources needed.
- Costs: identify the cost of each phase and completed costs.

Second Week:

Create a data base for:

- Cost estimates.
 - Labor
 - Materials
 - Equipment
 - Others
- Project overhead costs.
- General and Administrative overhead costs.

Third Week:

Project Network:

- Activities and description of each activity.
- Project network.
- Duration of each activity.
- PERT simulation.

Fourth Week:

Risk Assessment and Constraints:

- Technical Risks.
- Schedule Risks.
- Cost Risks.
- Funding Risks.
- Resource Constraints.
- Time Constraints.

Fifth and Sixth Week:

Managerial Reports (Performance and Progress Reports).

Seventh Week:

Project Audit and Recommendations for future.

Eight Week:

Report to the class.