

# Business Administration

Course Number: **BUAD 331**

Course Title: **PROJECT MANAGEMENT**

Credits: 3

Calendar Description: This course is an introduction to project management. Theory and practice are blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include project management knowledge areas, process groups and industry best practices.

Semester and Year: **Fall 21**

**Professors**

<b>Robert Wright</b> <i>Course Captain</i>	<b>250</b>
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**Notes**

Assignments are posted in the presentation slides, and made available on Moodle the day of the relevant lecture or sooner.
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All assignments must be handed in to the professor on or before the prescribed due date.
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Please note that the exams in this class are Internet-based (via Moodle). In the event of Internet or computer system failures, make-up exams may be scheduled, or the instructor may proportionately re-allocate the related marks to the other categories.
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**Required Texts/Resources**

Revised An Introduction to Project Management, Fifth Edition, Kathy Schwalbe, Schwalbe Publishing, 2016, ISBN: 978-1533000781
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Access to Microsoft Project & Office Productivity Software Applications
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Course Schedule (*Subject to Change*)

Week of:		Tuesday Sept 5 College-wide Orientation Day Wednesday Sept 6 Classes Begin Monday Oct 9 Thanksgiving Day <i>no classes</i> Monday Nov 13 Statutory Holiday for Remembrance Day <i>no classes</i> Tuesday Dec 5 Last Day of Regularly-scheduled Classes		
Sep	10-16	Introduction to Project Management	Ch 1	Task List Lab
	17-23	Project, Program, and Portfolio Selection	Ch 2	Selection Lab
	24-30	Initiating Projects	Ch 3	Triple Constraint Exercise
Oct	1-7	Project Integration Management Project Scope Management	Ch 4,7 (Integration & Scope)	Start Microsoft Project Tutorial
	8-14	Project Time Management Project Cost Management	Ch 5 (Time & Cost)	Continue Microsoft Project Tutorial
	15-21	Project Human Resource Management Project Communications Management	Ch 6,7 (HR, Comm., & Stakeholder)	Complete Microsoft Project Tutorial
	22-28	Mid-term Exam		No Lab
Oct Nov	29 4	Project Quality Manageme44 43.704 reW*		

