Project Management

Syllabus

Revised: 7 October 2013

OPMGT 550 C/D
Winter, 2014
Wednesday, 6:00 – 9:30 PM
Room: Paccar Hall 294

Instructor: Robin Nicklas
Email: rnicklas@uw.edu

Course Web Site: https://canvas.uw.edu/courses/nnnnnn (UW NetID protected)

Campus Office Hours: Wednesdays, 4:00-5:45 PM, room TBD; and, immediately after class
Virtual Office Hours: By appointment. See course web site for details.

Course Description:

This course covers project management principles and tools that managers need to understand and use in order to implement projects on time and within budget. It concentrates on methods used to define, organize, plan, and control projects. These methods are practiced through the completion of graded problem sets, the use of scheduling software, and participation in a project management simulation.

Specific topics covered in the course include project lifecycle strategies, project selection, scope definition and control, estimation, risk management, resource allocation and leveling, schedule compression, preparing project baselines, tracking (including earned value management), project team building and stakeholder management.

Course Materials:

Required Text

Klastorin, Ted
Project Management: Tools and Trade-offs.
Pearson Learning Solutions, 2011.
ISBN: 0-558-97712-X

Additional materials will be linked from the Canvas course web site.
**Software**

We will use MS Project Professional 2013 to complete a required exercise. Microsoft Project Professional 2013 is available to students through MSDNAA. Or, a 60-day trial version can be downloaded from microsoft.com. MS Project is installed in the Foster computer labs. Apple/Mac users must run a Windows emulator in order to run MS Project.

MS Excel will be used throughout the course to prepare problem sets and to model various decisions and trade-offs faced by project managers. Other MS Office products can be used for supporting documentation and presentations.

**Course Prerequisites:**

Successful completion of MBA core courses (or equivalent), including statistics, quantitative methods, operations management, finance, marketing, and managerial accounting.

**Course Requirements:**

**Attendance and Class Participation**

Attendance is expected. If you do miss a class, you are responsible for everything discussed in class, whether it is in the text or not. I would appreciate knowing in advance that you will not be able to attend a class.

**Problem Sets**

Three graded problems sets must be completed (see the course schedule). The sets can be found on the course web site. *Each student must individually prepare and submit the problem sets.*

**Computer Exercise**

This graded exercise involves using Microsoft Project to plan and track a project. The exercise is accomplished in a series of steps that are due at various times throughout the course (see the course schedule). Other Microsoft Office tools, such as Word, Excel and PowerPoint, can be used to prepare supporting documentation.

**Project Simulation Exercise**

Students will work in teams. Each team will bid, plan and construct a model. Bids will be competitive. During construction, team performance according to plan will be measured and evaluated. In addition to each team serving as a prime contractor, each team will perform as subcontractor to another team.

Each student will write an individual report sharing insights and lessons learned. Each team member will evaluate the performance of other team members during the exercise.
Electronic Submittal of Assignments:

All assignments should be submitted electronically via the Canvas LMS course site. Assignments must be submitted before the start of class on the day they are due (see the course schedule for details and exceptions). Standard Microsoft Office and Adobe Acrobat file formats are acceptable.

Grading:

Your final grade will be the weighted average of these course components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Sets</td>
<td>50%</td>
</tr>
<tr>
<td>Computer Exercise</td>
<td>20%</td>
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<tr>
<td>Project Simulation Exercise</td>
<td></td>
</tr>
<tr>
<td>Team deliverables</td>
<td>15%</td>
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<tr>
<td>Individual Paper</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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Evaluation of Student Work

You may expect to receive comments on and evaluations of assignments and submitted work in a timely fashion. All work from the course will be returned, with comments, within two weeks of the last class of the quarter.

Grading Criteria

General grading information for the University of Washington is available at: http://www.washington.edu/students/gencat/front/Grading_Sys.html

Academic Integrity:

Please acquaint yourself with the Foster MBA Code of Conduct: http://www.foster.washington.edu/academic/mba/currentstudents/Pages/honorcode.aspx

Course Evaluation:

At the end of the term, students will evaluate the course in accordance with Office of Educational Assessment practice. However, to ensure that you get value from the course, your feedback is welcome at any time during the term. If you have any issues or concerns, please see me.
Schedule

OPMGT550 C/D Project Management
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Winter 2014, Wednesdays, 6:00 PM – 9:30 PM, Paccar 294

<table>
<thead>
<tr>
<th>Date (204)</th>
<th>Topics</th>
<th>Reading (chapters)</th>
<th>Class Exercises</th>
<th>Problem Sets</th>
<th>Simulation</th>
<th>Computer Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/8</td>
<td>Introduction; Project Lifecycle Strategies; Project Selection</td>
<td>1</td>
<td>Portfolio Exercise</td>
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<tr>
<td>2</td>
<td>1/15</td>
<td>Scope Definition; Estimating</td>
<td>2</td>
<td>WBS Exercise</td>
<td></td>
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<tr>
<td>3</td>
<td>1/22</td>
<td>Scheduling</td>
<td>4</td>
<td>Scheduling Exercises</td>
<td></td>
<td>Steps 1-4a</td>
</tr>
<tr>
<td>4</td>
<td>1/29</td>
<td>Resource Allocation; Constrained Schedules</td>
<td>5,8</td>
<td>Crashing and Leveling Exercises</td>
<td>Set 1</td>
<td>Overview</td>
</tr>
<tr>
<td>5</td>
<td>2/5</td>
<td>Risk Management</td>
<td>6,7</td>
<td>PERT and Simulation Exercises</td>
<td></td>
<td>Bid Workshop Steps 5-5c</td>
</tr>
<tr>
<td>6</td>
<td>2/12</td>
<td>Performance Monitoring</td>
<td>9</td>
<td>EVMS Exercises</td>
<td>Set 2</td>
<td>Bids Due (2/11 5:30 PM)</td>
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<tr>
<td>7</td>
<td>2/19</td>
<td>Project Leadership; Managing Project Teams</td>
<td>3</td>
<td>Resource Negotiation Exercise</td>
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<td>Planning Workshop Steps 6-7</td>
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<td>8</td>
<td>2/26</td>
<td>Projects within Organizations; Stakeholder Management; Partnering</td>
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<td>Set 3</td>
<td>Plans Due (2/25 5:30 PM)</td>
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<td>9</td>
<td>3/5</td>
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<td>Build Step 8</td>
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<td>10</td>
<td>3/12</td>
<td>Project Close Out; Handling Multiple Projects</td>
<td>10</td>
<td></td>
<td></td>
<td>Debrief; Performance Reports Due (3/11 5:30 PM)</td>
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<tr>
<td>3/18 (Tues)</td>
<td>All Work Due 5:30 PM</td>
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<td></td>
<td>Extra Credit Due</td>
<td>Individual Papers Due</td>
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1The schedule may change at the instructor’s discretion. Please check for changes periodically.
2Further class exercises and readings may be announced
3Problem sets can be found on the course web page.