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| **Course**: | ***BUS 525: Special Topics: Project Management*** |
| **Class**: | Tuesdays 6:30 pm - 9:30 pm |
| | Online via Live Zoom Sessions in Canvas |

- Meeting ID: 876 9673 9298
- Registration URL:
  - https://csuci.zoom.us/j/87696739298
- Up to 30% of the course instruction may be delivered asynchronously online

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| **Instructor**: | Larisa Cherkasov |
| **Email**: | Larisa.cherkasov@csuci.edu |
| **Phone**: | TBD |
| **Office Location**: | TBD |
| **Office Hours**: | Weekly Live  Zoom Meeting in Canvas |

- Tuesdays 10:00 am to 11:00 am
- Meeting ID:   875 8078 9400
- Join URL: https://csuci.zoom.us/j/87580789400

Additional Zoom meetings or chats are by appointment:

**Instructor Communication Policy:**

Please use the Canvas Conversation feature instead of email to reach me directly (click on Inbox in the left course navigation menu). Set your Canvas notifications to be notified about new messages via email and/or text messaging.

I will respond within 24 hours Monday – Friday, I may not be available to respond on a weekend, but please send me a message and I will respond on Monday. All email communications should have the following subject heading: BUS525, followed by a brief summary of the question such as "Assignment 1 upload question."   Please also explain the issue that you may have by telling me what you try to do, what you have done so far, and what an error message is if any.

Please check your course Announcements regularly, because that is where I leave class updates and good tips for your success.

If you would like to set up an individual Zoom meeting, please contact me two days in advance.

*THIS SYLLABUS IS SUBJECT TO CHANGE. I WILL DO MY BEST TO NOTIFY YOU IN ADVANCE.*

## Course Description and Objectives

Project Management is increasingly important in today's world. This course covers the fundamental concepts and applied techniques for cost effective management of both long-term development programs and short-term projects. This course will provide a foundation of the knowledge and skills that are prerequisite to fulfilling the project management role in planning and executing a project. Up to 30% of the course instruction may be delivered asynchronously online.

**Program Learning Outcomes:**
1) Demonstrate high proficiency in critical thinking, oral and written communication, personal ethical conduct, and collaboration skills.
2) Demonstrate orally and in writing analytical and integrative skills in making business decisions.
3) Demonstrate an understanding of the global operating environment of business.
4) Produce written innovative and integrative business plans, including plans that adapt to uncertain and unpredictable environments.
5) Demonstrate an understanding of relevant disciplines.
6) Demonstrate leadership skills in a variety of situations and settings

*By the successful completion of this course, your BUS 525 course learning outcomes will be:*
1) Understanding of the function of projects and project management, and how and when the project management model is applied to achieve work objectives. (1, 2, 5)
2) Working comprehension of the fundamental principles of the project management model and how the model is applied to achieve specific objectives. (1, 2, 3. 5)
3) Working knowledge of the role of the Project Manager including comprehension of the key technical and nontechnical qualifications of individuals needed to form an effective project team. (1, 3, 4, 5, 6)
4) Comprehension of the planning, monitoring and managing function for the key metrics of schedule, budget and project progress. (3, 5)
5) Understanding qualitative and quantitative challenges for project management and possible approaches to overcoming these challenges. (1, 2, 4, 6)
6) Working knowledge of the communication and risk management tools used in project management. (2, 3, 6)
7) Knowledge of project management execution and outcome and integration with organizational strategic objectives.(1, 2, 3, 4, 5, 6)
8) Application of Leadership traits to successful project execution. (1, 4, 6)

*Some of the most important topics or projects covered in this course:*
1) The definition of a project will be covered, as well as the role of the project manager.
2) Key course elements will include the planning phase during which the appropriate project organization is designed, and the project team members determined.
3) Other key planning and execution elements addressed will include schedule and budget development and management, risk management planning, scope definition, stakeholder management, and preparation of communication plans and project status metrics

## Course Requirements

- *Prerequisites -* Consent of Instructor Required for Enrollment

- *Required Materials and Texts*
  - o **Project Management – 2nd Edition (PM)**
    *Author:Adrienne Watt.*
    This textbook is considered OER or open educational resources, and is free to access on the web.
  - o **Project Management: from Simple to Complex Version 2.0 (PM S to C)**
    *Authors: Russell Darnall and John M. Preston*
    - ▪ Older version of this book is available as OER
      - **Beginning Project Management v. 1.1**
        - o Required chapters are based on the v2.2
  - ○ It is expected that assigned readings in the textbook will be completed before the corresponding class session.

  - ○ Additional reading materials will be assigned in Canvas to complement the textbooks for increased comprehension

- *Technology and Equipment*
  - ○ It is your responsibility to check your CSU email account regularly for additional announcements and communications
  - ○ Canvas is used for course announcements, threaded discussions, assignments, projects, grade roster, and as a repository for course resources. Students are expected to check the Canvas course website regularly
  - ○ Access to a PC with adequate software products such as Microsoft Office and other software recommended by the instructor.
  - ○ You are required to have WIFI or other computer access sufficient to attend the lectures with video via Zoom, to take quizzes, and to complete assignments and projects as needed.

## Grading Criteria

Grades will be posted on the class Canvas site. Students are required to check Canvas every week to ensure the accuracy of recorded grades. Students have 2 weeks after a grade is recorded to contact your Instructor to report an error, otherwise the grade becomes permanent.

- *Attendance, Activities, Discussions and Class Participation 15%*

  Individual and group activities will be given over the course of the semester. Each week students will be assigned a discussion topic, which will be the focus of an in class discussion. Attendance. participation in class discussions, asking questions during presentations, and such are graded elements of this class.

- *Quizzes 20%*

  Weekly quizzes will be given over the course of the semester.

- *Individual Activities 20%*

  Throughout the term students will complete several graded, out-of-class activities in the form of essay questions, mini-cases and exercises (calculations) that allow them to apply the concepts they learn throughout the course.

- *Case Analysis 15%*

  Throughout the semester, case analysis will be assigned in Canvas. The assignment will be completed individually, submitted and discussed/presented in class. Assignment instructions, expectations, and requirements will be discussed in class.

- *Final Group Project 30%*

  There is a major Final Project due at the end of the course. Students will be required to demonstrate their understanding of the key features of project management, as well as the practical application of the concepts, principles, tools, and methods learned throughout the semester. Project instructions, expectations, and requirements will be discussed in class.

**Grade Scale**

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|-----|-------------|
| A   | 93 +        |
| A - | 90 - 92.99  |
| B + | 88 - 89.99  |
| B   | 83 - 87.99  |
| B - | 80 - 82.99  |
| C + | 78 - 79.99  |
| C   | 73 - 77.99  |
| C-  | 70 - 72.99  |
| D+  | 68 - 69.99  |
| D   | 63 - 67.99  |
| D-  | 60 - 62.99  |
| F   | 60 <        |

## Schedule of Assignments

Below is a list of major assignments and projects with tentative due dates.

| Exams and Assignments | Description | Due Date |
|---|---|---|
| Quizzes | Knowledge check quizzes | Weekly |
| Individual Activities | Out-of-class activities in the form of essay questions, discussion and exercises | Weekly |
| Case Study | Business case analysis | Several dates throughout the semester (TBD) |
| Final Project | Students are expected to demonstrate understanding of the key features of project management | 12/05/23 |

## Late Assignment Policy

Assignments and Projects not submitted by the end of class on the due date will not be accepted except the documented extension is granted by the instructor. If you anticipate a problem with a due date as a result of an unforeseen emergency, communicate it to the instructor in advance to ensure an extension of the due date is approved. This policy will be strictly enforced

## Attendance, Participation and Make-Up Policy

Students are expected to attend all lectures. Alternative activities to make up attendance or participation grades will be given only in the case of unforeseen, documented emergencies and medical conditions if a legitimate excuse is presented to the instructor. For absences with extenuating circumstances related to a medical condition or disability for which you may require reasonable accommodation, please refer to the Disability Statement..

## Class Recording Policy

Students may not record (audio or video) in this class except in accordance with approved ADA accommodations. Any recordings made in connection with a disability accommodation are for

the student's personal academic use only and may not be distributed in any manner to any other individual..

## Resources for Students of All Abilities

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of needed services. You can apply for DASS services.

Faculty, students, and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

### Disruption Policy

In case of my unexpected absence or classroom/campus closure any changes in the course delivery  will be communicated via Canvas announcement or/and an e-mail to the class. Alternative asynchronous activities and/or a zoom meeting link will be provided to minimize impact on the learning process.

Any absence by the student must be proactively communicated as described in the Instructor Communication and Make-up Policies,

### Campus Public Health Requirements

County Department of Public Health to promote safety during the COVID-19 pandemic for CSUCI students, employees, and visitors on the campus, to help prevent and protect themselves and others from the spread of the virus. Students are required to adhere to all health and safety requirements outlined on the University's website regarding COVID-19, including wearing masks properly during each class session. Failure to do so may result in removal from the classroom and, in keeping with CSU policy, the student may also be denied access to campus/programs.

### Civil Discourse

All students, staff, and faculty on our campus are expected to join in making our campus a safe space for communication and civil discourse. If you are experiencing discomfort related to the language you are hearing or seeing on campus (in or out of classes), please talk with a trusted faculty or staff member. Similarly, please consider whether the language that you are using (in person or on Canvas) respects the rights of others to "engage in informed discourse and express a diversity of opinions freely and in a civil manner" (language from Academic Senate Resolution SR 16-01, Commitment to Equity, Inclusion, and Civil Discourse within our Diverse Campus Community).

In addition, students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action. Students that disrupt this course may receive a verbal and written warning from the instructor, they may be excused from the class for the day, they may be excused from the class for up to one class period, and/or they may be referred to the Dean of Students office for further review and possible disciplinary action.

### Academic Dishonesty

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling, or stealing any material for an examination, or substituting for another person may be considered violations of the Student Conduct Code. If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an

assignment or in the course, and a disciplinary referral will be made and submitted to the Dean of Students office. For additional information, please refer to CSUCI's Academic Dishonesty Policy.

Written assignments might be screened using Turnitin or some other plagiarism detection services that compare the work against a large database of past work and other internet resources. Please ask about my expectations regarding academic dishonesty in this course if they are unclear.

## Additional Student Resources

- ### *Emergency Intervention and Basic Needs*

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals, or experiencing homelessness/housing insecurity (e.g. sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries, and basic necessities for current CI students. For additional assistance, please contact the Dean of Students office at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up-to-date information on the Basic Needs Program at CI: https://www.csuci.edu/basicneeds/.

- ### *Counseling and Psychological Services (CAPS)*

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867, and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support; or text "Hello" to 741741); you can also email us at caps@csuci.edu or visit our website at https://www.csuci.edu/caps.

- ### *Writing & Multiliteracy Center*

The Writing and Multiliteracy Center (WMC) provides all CI students with FREE online support services and programs that help them become more effective writers and communicators. WMC peer consultants help students at any stage of the composition process in any discipline for writing or speaking (such as online slideshow presentations). Students are also welcome to bring in other types of non-academic or creative work. WMC professional consultants are CI faculty who can help students working on graduate-level writing or personal and research statements required for graduate school applications. WMC tutors can also help those who want to talk about or wish to learn new skills in speaking in academic or online contexts. Students can drop in for a 30 min tutorial session or ask for one-hour sessions for longer projects. Make an appointment by visiting http://www.csuci.edu/wmc.

- ### *Title IX and Inclusion*

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSU Channel Islands prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic

information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding CSU Channel Islands' commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit https://www.csuci.edu/titleix/.

- ***Preferred Pronouns***

Students have the option to update their chosen/preferred name, pronouns, and gender identity through their myCI portal, within CI Records. Additionally, students may request to change their email address to match their chosen name. Click the menu items below for more details. Visit the Registrar's Gender Identity and Pronouns page for instructions.

- ***Campus Tutoring Services***

You are encouraged to make early and regular use of campus tutors and/or peer-led study groups. For campus tutoring locations, subjects and hours, go to: http://go.csuci.edu/tutoring.

- ***Digitally Accessible Course Materials--ALLY***

CSUCI is committed to providing you with the best learning experience possible. With this goal, we have activated ALLY in your Canvas courses. ALLY is a product that focuses on making digital course content more accessible to all students. You will now be able to download most course files in the format that fits best with your learning needs; PDF, HTML, .EPUB and Audio files are now available for most content items. To learn more about formats available as well as what each format offers visit Ally Support. Should you have any questions or experience issues while using ALLY, please contact ITS Solution Center at (805) 437-8552.

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# BUS 525 Sec  01 Fall 2023 Tentative Course Calendar
## (Schedule Subject To Change)

| Date | Topic | Due |
|---|---|---|
| W1<br>Module 1<br>08/22 | Course Overview<br>Project Management Introduction | • Course Syllabus<br>• PM Ch1   Ch2<br>• *"PM S to C"* Ch 1,1-1.4 |
| W2<br>Module 2<br>08/29 | Project Management Framework, Life Cycle and Organizational Structure of the Project.<br>Final Project Overview | • PM Ch3   Ch4<br>• *"PM S to C"* Ch 1.5, Ch 2, Ch 3<br>• Mini-Case Study<br>• Expectation Letter post |
| W3<br>Module 3<br>09/05 | Stakeholder Analysis, Engagement and Communications<br>Group  Work | • PM Ch5,   Ch 6,    Ch15<br>• *"PM S to C"* Ch 5, Ch7<br>• Activity/Discussion<br>• Case Study<br>• Sign for the Group |
| W4<br>Module 4<br>09/12 | Project Initiation<br>Project Charter | • PM Ch7<br>• *"PM S to C"* Ch 4<br>• Activity/Discussion<br>• Business Case In Practice Activity<br>• Final Project Team Introduction and Description |
| W5<br>Module 5<br>09/19 | Project Planning Overview. Business Requirements. Project Scope | • PM Ch8   Ch9<br>• *"PM S to C"* Ch 4<br>• Activity/Discussion<br>• Software Project Decision Point Activity<br>• Activity: Business Requirements Development<br>• Final PM Project Charter |
| W6<br>Module 6<br>09/26 | The Work Breakdown Structure (WBS)<br>PM Software Tools Overview | • PM Ch9<br>• Activity/Discussion<br>• Case Study<br>• Final PM Project Scope Statement |

| W7<br>Module 7<br>10/03 | Cost Estimation and Budget Planning<br>PM Software tools | <ul><li>PM Ch12 Estimating Costs</li><li>*"PM S to C"* Ch 9.1</li><li>Case Study</li><li>Activity/Discussion</li><li>Outline WBS with Excel Activity</li><li>Sign up for the Group PM Software Tool Presentation</li></ul> |
|---|---|---|
| W8<br>Module 8<br>10/10 | Project Schedule Planning<br>The network diagram and the critical path<br>PM Software tools | <ul><li>PM Ch10</li><li>*"PM S to C"* Ch 8</li><li>Activity/Discussion</li></ul> |
| W9<br>Module 9<br>10/17 | Project Resource Planning. Human Resources<br>PM Software tools | <ul><li>PM Ch11</li><li>*"PM S to C"* Ch 6</li><li>Activity/Discussion</li></ul> |
| W10<br>Module 10<br>10/24 | Budget and Earned Value Management<br>PM Software tools | <ul><li>PM Ch12</li><li>*"PM S to C"* Ch 9.2</li><li>Activity/Discussion</li></ul> |
| W11<br>Module 11<br>10/31 | Procurement Management<br>PM Software tools | <ul><li>PM Ch13</li><li>*"PM S to C"* Ch 12</li><li>Activity/Discussion</li><li>Case Study</li></ul> |
| W12<br>Module 12<br>11/07 | Quality Planning<br>PM Software Packages presentations | <ul><li>PM Ch14</li><li>*"PM S to C"* Ch 10</li><li>Activity/Discussion</li></ul> |
| W13<br>Module 13<br>11/14 | Risk Analysis<br>PM Software Packages presentations | <ul><li>PM Ch16</li><li>*"PM S to C"* Ch 11</li><li>Activity/Discussion</li></ul> |
| W14<br>Module 14<br>11/21 | Project Implementation<br>Change Management<br>Final Project time | <ul><li>PM Ch 17</li><li>*"PM S to C"* Ch 13</li><li>Activity/Discussion</li></ul> |
| W15<br>Module 15<br>11/28 | Closing Project<br>Leadership and Ethics<br>Project Management Skills and Career Path<br>Final Project time | <ul><li>PM Ch 18</li><li>*"PM S to C"* Ch 13, Ch 14</li><li>Activity/Discussion</li><li>Case Study</li></ul> |
| W16<br>Module 16<br>12/05 | Final Projects Presentations | <ul><li>Final Project Report</li><li>Final Project Presentations</li></ul> |

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