

## COURSE SYLLABUS: Project Management Fundamentals

<b>Course No.</b>	: POM.199.2
<b>Title</b>	: Project Management Fundamentals
<b>School</b>	: John Gokongwei School of Management
<b>Department/Program</b>	: Department of Quantitative Methods and Information Technology Minor in Project Management
<b>School Year/Semester</b>	: First Semester (2012-2013)

### A. Course Description

This course provides students with an overview of project management, focusing on project initiation and control. A discussion of the different types of projects, the project life cycle as well as the intricacies of defining and monitoring project resources, cost, scope and schedule – through work breakdown structures, the precedence diagramming method and earned value analysis among other tools – is included. Popular project management software will also be introduced.

### B. Course Objectives

Upon completion of this course, the student should be able to:

- Understand what a Project is, the Project Life Cycle, Stakeholders and Roles, Challenges and Importance of Project Management.
- Learn and apply the tools and techniques in initiating and planning a project such as estimating the project budget and cost, developing a project plan, developing a project schedule, management of risks, preparing project proposals, mobilizing the project resources, and evaluating which project to select.
- Learn and apply different project management processes, tools and techniques from executing, monitoring and controlling, up to project closure.
- Put together a proposal for a project, present a business case.

### C. Course Outline and Timeframe

Schedule*	Module	Duration (Hours)
	<b>Course Overview</b> <ul style="list-style-type: none"><li>▪ Administrative Matters</li><li>▪ Introduction to the Course</li><li>▪ Setting of Course Objectives</li><li>▪ Ground Rules</li><li>▪ Grading System</li><li>▪ Case Study Introduction</li></ul>	
	<b>Module 1: Introductory Concepts</b> <ul style="list-style-type: none"><li>▪ What is a Project?</li><li>▪ The Project Lifecycle</li><li>▪ Projects in the Context of Strategic Management</li><li>▪ Organization: Structure and Culture</li><li>▪ Stakeholders and Roles</li><li>▪ Challenges and Opportunities</li></ul>	
	<b>Module 2: Project Preparation and Design</b> <ul style="list-style-type: none"><li>▪ Goal Hierarchy</li></ul>	

Schedule*	Module	Duration (Hours)
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- Logical Framework
- Project Strategy
- Technology Strategy
- Organizational Strategy
- Scheduling
- Budgeting/Cost Estimation
- Reducing Project Duration
- Risk Assessment

**Module 3: Resource Mobilization**

- The Project Proposal/Authorization
- Resource Scheduling
- Standards

**Module 4: Project Evaluation/Appraisal**

- Project Selection Methods

**Module 5: Project Execution**

- Contract Management and Outsourcing Practices
- Managing Implementation

**Module 6: Monitoring and Evaluation**

- Progress Performance Measurement and Evaluation
- Progress Performance Measurement and Evaluation (continued)

**Module 7: Project Closure**

- Project Audit and Closure
- Project Audit and Closure (continued)

**FINALS: Case Study Presentation (Individual and Group)**

- Individual Presentations
- Group Presentation

**Course Completion**

Case Study Debrief

**D. Required Readings**

The required readings will be distributed via a Drop Box link.

**E. Suggested Readings**

A Guide to the Project Management Body of Knowledge (PMBOK Guide 3<sup>rd</sup> Edition)  
by The Project Management Institute

Visit PMI's website at [www.pmi.org](http://www.pmi.org) and online bookstore at [www.pmi bookstore.org](http://www.pmi bookstore.org).

**F. Course Requirements**

*Class Participation*

- Lectures and Class Discussions

- Reading and Written Assignments
- Quizzes and Long Exams, Cases

*Final Case Study (Individual and Group)*

- The class will be divided in groups of 3 or 4 (for group projects) .
- Each individual/group will be asked to put together a proposal or business case for a project that they will put up.
- The main deliverables for each individual/group will be the following:
  - Project Proposal
  - Business Case
- The contents of the above deliverables will be discussed and could be built upon as the course progresses. Checkpoints may occur during the duration of the course to check the progress of the deliverables.
- The deliverables will be submitted to the instructor(s) on the appointed time as shown above. Each individual/group will be given 20 minutes to conduct the presentation.”.
- The final grade of the individual/group will be determined by a ranking system.

**G. Grading System**

*Breakdown of Marks*

Exams	30%
Quizzes	
Long Exams	
Papers/Cases	
Individual Project	40%
Group Project	30%

**H. Classroom Policies**

1. Attendance will be checked at the start of the sessions. Students are allowed to miss a maximum of nine class hours for this course. Hours missed due to tardiness will be counted towards this maximum number.
2. Deadlines will be strictly enforced. Deliverables received after the designated deadlines will not be checked.
3. Graded work will be returned to the students within a reasonable period of time. One week after the release of graded work, students are allowed to appeal for changes of grade. Beyond this period, appeals will no longer be entertained.
4. Make-up activities may be given only to students who have missed or are unable to complete or undertake a major class requirement due to:
  - Participation in an official school activity
  - Illness which involves hospitalization or contagious diseases

In either case, students are required to present proper documentation prior to taking the make-up exam.

5. Students are not allowed to eat or drink inside the classrooms. If students should choose to eat dinner or any snack during the break, they must take their food outside the classroom.

6. Students are required to turn off their cellular phones and pagers before the start of class. Any device that goes off during class may be confiscated. A first offense is punishable with a warning. A second offense can be subjected to discipline proceedings.
7. Students should come to class in proper attire as enforced by the John Gokongwei School of Management in a memo date December 9, 2003. Student not in proper attire will not be allowed inside the classroom.
8. Other AdMU and JGSOM rules and general academic policies will apply.

#### **I. Consultation**

For urgent matters, students may send e-mails through the following contact information:

Vicente P. Reventar III  
(vreventar@yahoo.com)