2012

MGMT 654-4S Project Management

George Gordon
gordong@xavier.edu

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SYLLABUS

Project Management

MGMT 654 Summer Session 2012 July 07 to August 04, 2012

College Mission: At Xavier’s Williams College of Business We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition.

Course Purpose: The purpose of this course is to prepare students to plan, organize, lead, participate in, control, and improve projects that will benefit both their organizations and society.

Instructor:
George F. Gordon  Professor of Management & Entrepreneurship
Office Location: Williams College of Business Smith Hall 244
Office Phone: 513.745.3984
E-mail: gordong@xavier.edu
Office Hours: By appointment

Assisting with Community Outreach Through the Eigel Center:
Owen D. Raisch  Board Member of Cincinnati Independent Business Alliance
Office Location: Williams College of Business Smith Hall 223
Office Phone: 937.402.6596
E-mail: owenraisch@gmail.com
Office Hours: By appointment

Pre-requisites
MGMT 300

Required Text and Materials


Learning Outcomes
Upon completion of this course, students should be able to:

• Demonstrate an understanding of the project environment, life cycle, and the project selection & approval process.
• Demonstrate the role of the Project Manager in the successful initiation, planning and completion of a project.
• Demonstrate an understanding of, and make appropriate decisions concerning, organizational structure and roles of project participants.
• Develop and integrate core management plans needed for a project...e.g.,
  o Scope
  o Quality
  o Schedule
  o Budget & Cost
  o Communication.
• Demonstrate an understanding of, and make appropriate decisions concerning,
  o Human resources management
  o Risk management
  o Procurement management.
• Demonstrate an understanding of the tools, techniques & issues involved in monitoring and controlling projects.
• Effectively use project management software to support project management functions such as:
  o Planning work
  o Controlling project progress
  o Reporting project status to stakeholders.

Expectations:
• Class attendance required
• Assignments due on required dates for full credit

Evaluation
• Chapter review presentations 15 Points
• Individual class participation 15 Points
• Service project steps completed & presented 25 Individual Points / 35 Team Points
• Individual creativity in project participation 10

Points for the Service Project:
• Charter rough draft 5 Points
• Charter final 5
• Communications Plan 5
• Work Breakdown Structure (WBS) 5
• Schedule with Resources 5
• Progress Report 5
• Transition Plan/ Closeout Report 5
• Client Deliverables 10
• Presentation 10
• Service Project Total 60

Grading Scale
• A = 93-100 Points
• A- = 90-92
• B = 83-86
• B+ = 87-89
• B- = 80-82
• C = 73-76
• C+ = 77—79
• C- = 70-72

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<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>July 7, 2012</td>
<td>1. Personal introductions; project management experience; course expectations</td>
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<td>2. Over-view of course –GFG &amp; ODR</td>
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<td>3. MBTI; team development – GFG &amp; ODR</td>
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<td>4. Review of Chapter One - GFG</td>
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<td>5. Introduction of project; Q&amp;A -ODR</td>
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<td>6. Chapters 2-14 review &amp; presentation assigned – GFG &amp; ODR</td>
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<td>7. Chapter 15 Review – ODR &amp; GFG</td>
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<td>July 14</td>
<td>1. Chapters 2-14 review &amp; presentation – Teams</td>
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<td>2. “Managing &amp; Leading in a Six Sigma World” - GFG</td>
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<td>3. Chartering projects</td>
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<td>4. Project selection and prioritization</td>
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<td>5. Defining scope and WBS</td>
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<td>6. Microsoft Project Introduction</td>
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<td>July 21</td>
<td>1. Organizational structure, culture and roles</td>
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<td>2. Stakeholder analysis</td>
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<td>3. Communication planning &amp; delivery</td>
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<td>4. Resourcing projects</td>
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<td>5. Scheduling activities</td>
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<td>July 28</td>
<td>1. Budgeting</td>
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<td>4. PROJECT WORK – ODR</td>
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<td>August 4</td>
<td>PROJECT PRESENTATIONS</td>
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**George F. Gordon**

Professor Gordon has over 25 years of experience as an HRM (Human Resources Management) professional and executive career development coach, specializing in corporate training and project development. He has presented workshops for many Fortune 100 companies nationally and internationally, and is a certified presenter for The American Society of Quality in “Managing & Leading in a Six Sigma World.”

Gordon’s career includes experience in the managerial and executive level human resources and organizational development. He holds the position of Visiting Professor at Xavier University, where he recently received “The Dean’s Award of Excellence.” Additionally he has held a faculty position at The University of Cincinnati. He is the owner of a management consulting firm, and two investment firms.

George’s education background is in the areas of law, business and counseling, and is a Licensed Professional Counselor through the State of Ohio, and a licensed Professional Human Resources Manager through SHRM (Society of Human Resources Management). He is a past president of the Greater Cincinnati American Society of Training and Development (ASTD) and is a past-board member of The Greater Cincinnati Human Resources Association (GCHRA). He serves on numerous boards and community groups, and has several publications.

**Owen D. Raisch**

Owen Raisch is an undergraduate student at Xavier University studying Psychology, Economics, and Philosophy, Politics, and the Public, an honors degree centered on the historical relationship between government and citizen. He is also a “Community-Engaged Fellow” under the university’s Eigel Center for
Community Engaged Learning; the fellowship provides a scholarship and structure to enable deeper interaction with the area surrounding Xavier University.

Owen has experience working with various projects and independent businesses through national small business consulting firms. His passion for encouraging innovative educational methods and for stimulating the entrepreneurial spirit led Owen to found Students With A Purpose (SWAP) while attending high school. As a non-profit organization, SWAP raised $17,000 for community projects, while educating students through “experiential learning theory.”

Currently, he is working to further the cause of experiential learning as founder of Cincinnati’s first independent business alliance (CiNBA), which is in collaboration with Xavier University. He is also currently employed by Betta’s Italian Oven to manage store operations and to open the restaurant’s new Café Cornetti, a coffee and wine bar.