

Syllabus  
De Anza College

Department: CIS

Course/Section:  
Project Management - A Practicum (CIS 95a)

Location  
ATC 204

CIS -095A: Schedule  
Jan 10th 2015 to Jan 24th 2015  
Office hours - In room F51e -  
Location - F51e - Mon/Wed - 1pm to 3pm. You can also call me at  
408 864 5566 during my office hours.

Sukhjit Singh  
phone: 408 864 5566  
email: singhsukhjit@fhda.edu

Course description  
Focus on your role as a Project Manager; selecting a project;  
selecting a team; documentation and tracking of a project using  
Project Manager Book of Knowledge (PMBOK) Theory. Pl. note the  
4th edition is now out and being used - A Guide to the Project  
Management Body of Knowledge: (PMBOK Guide)

Prerequisites  
Business 10 or Equivalent Experience

Grading System for this course

For Letter Grade:

Grade: A+ assigned with 97% or higher  
Grade: A assigned with 93% or higher  
Grade: A- assigned with 90% or higher  
Grade: B+ assigned with 87% or higher  
Grade: B assigned with 83% or higher  
Grade: B- assigned with 80% or higher  
Grade: C+ assigned with 77% or higher  
Grade: C assigned with 73% or higher  
Grade: D+ assigned with 70% or higher

Grade: D assigned with 63% or higher  
Grade: D- assigned with 60% or higher  
Grade: F assigned with 0% or higher

For Pass/No Pass:

Grade: Credit assigned with 70% or higher  
Grade: No Credit assigned with 0% or higher

Incomplete

Audit

Withdrawal

#### Grading

Individual Contribution - 20% of the grade  
Tasks - 80% of the grade

#### Assignment Due dates

1/10/2015 (Tasks) - Project Initiation  
1/18/2015 (Tasks) - Project Planning and Organization  
1/24/2015 (Tasks) - Project Execution - Scenario 1  
1/24/2015 (Tasks) - Project Execution - Scenario 2  
1/25/2015 (Tasks) - Project Closing  
Scheduled twice (Individual Contribution) - Quizzes  
1/25/2015 (Individual Contribution) - Feedback from 360

#### Eval

#### General information

#### Withdrawing

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Once you are added to the class it is your responsibility to withdraw. I will not drop you from the class. The earned grade will be assigned at the end of the quarter.

#### Adding the class and Late Adds

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At Instructor's discretion you may be assigned an addcode. you should add the class within normal dates provided in academic calendar on De Anza's website. If you do not add the class, during the scheduled time, no late adds will be processed by instructor.

#### Course Objectives

The student will be

- A. Introduced to the range, scope, and complexity of modern projects.
- B. Introduced to a strategic, system perspective on the management of projects.
- C. Introduced to the role of the modern project manager.
- D. Practice applying modern project management tools and techniques.

#### Expanded Description

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- A. Introduce the range, scope, and complexity of modern projects.
  - 1) Project Management Introduction (PMBOK Theory)
  - 2) Project Management Scope and Complexity
  - 3) Project Integration and Scope
  - 4) Project Management Process and Teaming
  - 5) Social-Economic-Environmental and Organizational influences.
  
- B. Introduce a strategic, system perspective on the management of projects.
  - 1) Human Resource Management, Project Risk Management,
  - 2) Scoping of Projects, Planning, Definition and Verification.
  - 3) Change Management
  - 4) Cost Management
  - 5) Time Management including Sequencing event, Work Breakdown Structures, Activity sequencing, Schedule development and control of schedules.
  - 6) Resource Planning, Cost Estimation, Budgeting for Projects and Control its costs.
  
- C. Introduce the role of the modern project manager.
  - 1) Quality, Communication and Procurement in a project
  - 2) Organizational Planning
  - 3) Staff Acquisition and Team Development, including Multicultural teams.
  
- D. Practice applying modern project management tools and techniques.
  - 1) Communication Management between global and multicultural

teams.

- 2) Risk Identification and Mitigation strategies
- 3) Risk Analysis, Response and Control
- 4) Procurement Planning and Contract Management.

#### Methods of Evaluating Objectives

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##### A. Tasks

#### Texts and Supporting References

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A Guide to the Project Management Body of Knowledge: PMBOK(R)  
Guide [Abridged] [Paperback] - 5th Edition.  
[Project Management Institute](#) (Author)