**Spring 2013 Course Outline & Assignments**

| **Week** | **Date** | **Topic / Activity** | **Required Reading**  | **Assignment Due\*** |
| --- | --- | --- | --- | --- |
| 1 | 1/24 | IntroductionCourse ObjectivesProject Management OverviewProjects & Project ManagementRole of a Project ManagerProject Life Cycle & the OrganizationPMI & PMBOK® |  |  |
| 2 | 1/31 | Project Management Processes | CH 1 & 2 | Individual: Project Story |
| 3 | 2/7 | Key Knowledge Areas Overview(Teams Identified) | HBR, “Performing a Project Premortem” |  |
| 4 | 2/14 | Scope Management | CH 3 | Project: High-level project statement |
| 5 | 2/21 | Project PlanningWork Breakdown StructureEstimating | CH 4 | Project: Executive Summary |
| 6 | 2/28 | Time ManagementProject Proposals | CH 4 & 10 | Project: ID Project Priorities & Characteristics |
| 7 | 3/7 | \*We will not be meeting in person, this is a take home Quiz\* | Review Material Covered, Class Discussions | Individual: Quiz |
| 8 | 3/14 | Project LaunchBuilding a Team, Team DynamicsConflict Resolution | CH 5 | Individual: Scheduling, Critical Path ExerciseProject: Draft Work Breakdown Structure |
| 9 | 3/21 | Project ProgressProject ReportingIssues Log  | CH 6 | Individual: Project Interview Summary |
| 10 | 3/28 | Enjoy spring recess! |
| 11 | 4/4 | MetricsStatus MeetingsEscalation StrategyClosing & Sign Off | CH 7 “The Use & Misuse of Statistics” | Project: Draft Project Plan |
| 12 | 4/11 | Project Management Today | CH 8 & 9 | Project: Draft Project Risk Matrix, Risk Management Plan |
| 13 | 4/18 | Agile, Extreme Project Management | CH 11 & 12 | Individual: Agile, Extreme Research  |
| 14 | 4/25 | Project Support Office (PSO)Distressed ProjectsManaging Multiple Teams  | CH 16 & 17 | Project: Revised Draft Project Plan |
| 15 | 5/2 | Review and Q & A | Epilogue | Project: Final Project Plan & Presentations |
| 16 | 5/9 | RRR | Synthesize and review course material on your own or in small groups in prep for the final exam |
| 17 | 5/16 | Final Exam | All course material & required readings |