**Spring 2013 Course Outline & Assignments**

| **Week** | **Date** | **Topic / Activity** | **Required Reading** | **Assignment Due\*** |
| --- | --- | --- | --- | --- |
| 1 | 1/24 | Introduction  Course Objectives  Project Management Overview  Projects & Project Management  Role of a Project Manager  Project Life Cycle & the Organization  PMI & 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 Planning  Work Breakdown Structure  Estimating | CH 4 | Project: Executive Summary |
| 6 | 2/28 | Time Management  Project 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 Launch  Building a Team, Team Dynamics  Conflict Resolution | CH 5 | Individual: Scheduling, Critical Path Exercise  Project: Draft Work Breakdown Structure |
| 9 | 3/21 | Project Progress  Project Reporting  Issues Log | CH 6 | Individual: Project Interview Summary |
| 10 | 3/28 | Enjoy spring recess! | | |
| 11 | 4/4 | Metrics  Status Meetings  Escalation Strategy  Closing & 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 Projects  Managing 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 | |