

**American University – Central Asia
Business Administration Department
Spring Semester, 2014/2015**

Course Syllabus

MNG 450 / Project Management

Number of credits: 3

Classes per week: 2

Independent Study hours: 6

Class Schedule:

Monday 13:00 (#225)

Friday 13:00 (#225)

Language: English

Lecturer: Alibek A. Ismankulov, M.A.

Contact Information:

Lecturer e-mail: projectmanagement0115@gmail.com

BA Office: Room 202/1

Telephone: 66-15-17

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Contact hours: by appointment

Course Description

This undergraduate-level course offers a comprehensive review of project management such as methodology, toolsets and documentation, and the project life cycle including analysis, planning, design and evaluation. The course also includes a project management case study. With qualifications in Project Management in great demand internationally, this course will greatly enhance your career prospects.

Course Introduction

Every competent project manager or a person who deals with projects needs to know the various phases of project management and tools available do the job properly. This course will identify these phases and tools, enabling you to successfully manage any project.

Course Goals and Objectives

Upon completion of this course you will know what needs to be considered when planning a project and learn all about the history of project management. You will gain a good knowledge of project management methodology. Each phase is examined: investigation, planning, design, production, monitoring and evaluation. You will be able to identify and understand the most important tools used by a project manager including

GANTT charts, PERT Diagrams, estimating activity time, scheduling, expediting and Critical Path Method. You will gain a good knowledge of program, system, technical, user, paper-based, electronic and media project management documentation. This course will teach you the process of the project development life cycle to help identify problems and create solutions in each stage of the projects life including planning, analysis, design, implementation and evaluation.

Methodology

The lectures are delivered in interactive form in English and are accompanied with power Point presentations. All lecture presentations along with briefs notes (weekly according to subjects covered) are provided on the AUCA electronic resources in Business Administration Section / MNG 450 «Project Management» folder. Students bear individual responsibility for taking notes during classes, study of the materials from the mentioned resource and must use information provided in preparations to classes. The whole set of information might be used for assessment of students knowledge, including tests, is included in the curriculum, apart from home assignments subject for coverage and clarification in classes. The course includes also a number of mandatory readings to be assigned during classes. Mandatory readings are mentioned within the lecture notes and will be included into tests coverage. In this case the readings will be provided on the resources in pdf form, as the AUCA library doesn't have sufficient number of textbooks required.

The course doesn't imply any significant differences between the currently widely use scheme of lectures and seminars. Every class implies certain amount of information provided by the instructor followed by pairs or group discussions, or individual exercises.

Due to the fact the course is taught in English students are supposed to have sufficient level of English to be able to follow lectures and read relevant information, make contributions to discussions in classes. However, the essence of comments or responses makes up the subject for evaluation by the instructor, not the language. Therefore, students are encouraged to make individual contribution to the class in the form of verbal comments or responses even if there is any insecurity available due to language constraints or communication apprehension.

The main objective of the course participation is to insure that the course involves all students in meaningful discussion in the lectures and the seminars. No attendance points are provided.

Attendance and Participation

By registering for this course, students have made a commitment to participate in the course lectures and seminars as well as other course related activities. To contact the professor, an appointment is necessary at prior notice or within the mentioned office hours. For that, please use the available e-mail address.

Attendance WILL NOT be appreciated in points. However, if a student was absent on the pop-up quiz day, he/she receives 0 for the corresponding portion of the grade. Late quizzes will not be accepted or graded. There may be periods when a student must be physically absent from the classroom. During such periods, the student maintains the responsibility to obtain information concerning the material covered and upcoming assignments. All students are expected to adhere to the AUCA Honor Code and other general rules of etiquette.

Academic Dishonesty

As defined, academic dishonesty is a "failure to maintain academic integrity." Failing to maintain academic integrity includes obtaining or giving help on an examination, doing work for another student, and plagiarism.

Plagiarism is a serious issue in academic settings. There is a general rule for avoiding plagiarism: never attempt to pass off another's work as your own. More specific guidelines are:

- Do not copy words from any source without quoting and citing that source. The quotation should be reproduced in the exact manner in which the quote is taken.
- Do not use the ideas, concepts or opinions from any source without citing that source. Included are key terms, technical concepts and original views.
- Paraphrasing is acceptable; however, one must take care to cite the source and not misrepresent the original thesis. Paraphrasing often is the area in which most charges of plagiarism result.

Students are expected to maintain high ethical standards in all their courses. All cases of academic dishonesty will result in a failing grade and will be referred to the Chair, Business Administration Department for administrative review.

Academic Policies

Academic Policies are not course specific and therefore are created and maintained separately from this syllabus. One may examine AUCA Academic Policies in the AUCA Catalog.

Course Requirements

Tests:

The curriculum of the course involves one midterm test and one final test, which are delivered only once according to the curriculum timelines. Tests might include multiple-choice questions, essays issues and problem-solving. The information about number of questions in each test is not provided in advance. Testing is done within lecturing or seminar hours according to the timetable below. In case of late arrival, NO additional time for completion of tests as compared to all students is allowed. Mobile phones and other communication devices are strictly PROHIBITED for use during testing!!! Besides, students are NOT allowed to leave their seats and the room while testing!!! Students must follow rules of academic honesty and ethics, in particular, no copying is allowed during testing!!! If these cases revealed the tests results are annulled, repeated testing/other written tasks are not provided.

Subjects covered within each test are stated in the curriculum, and is be specified/itemized on a lecture prior to test. The information provided within relevant lecture notes on the AUCA electronic resources («MNG 450» «Project Management» page) is to be studied by students and will be used within tests, including hard and soft handouts, and compulsory readings provided as home assignments circulated during lectures and seminars. Each lecture note mentions compulsory readings. The students must refer to the materials, provided on the AUCA resources.

Arrangements for a make-up of the final examination will be made only for official emergencies and must be made prior to the examination date. Documentation must be provided showing the reason for the student's absence. No makeup examinations will be

given without sufficient written documentation.

The midterm examination will be administered in the middle of the course and makes up 30 percent of the final grade. The final examination will be administered during the final week of the course and makes up 40 percent of the final grade. The examination will be comprehensive. No notes or textbook will be allowed during the examination. Examination also might take place in the form of a take-home exam when students will be expected to develop a project plan using project management software.

Individual home assignments:

The curriculum envisages individual hometasks. The tasks are subject to be provided by appropriate deadlines indicated by the instructor. No make up tasks are provided without any sufficient documentation, subject to submission PRIOR to the deadline. If a student has no attended the class, when the hometask was provided, the instructor leaves it to student personal responsibility to follow up. Please, consult your groupmates for task and deadlines, the deadline for those who didn't attend remains the same as for all students of the group unless PRIOR sufficient documentation was provided and recognized by the instructor on inability to perform on time.

Hometasks are submitted to the instructor through emails ONLY with files attached. Students must include «Hometask» in the subject line, the attachment title must follow the pattern: "Hometask_LastName".

Students are STRONGLY recommended to keep soft or hard copies of the home assignments provided to the instructor. For that, students might be open an additional email box on any free-mail websites to secure enough storage capacity (as AUCA mailbox might not be enough for that to keep the files sent to the instructor and providing an opportunity to refer back to the sent messages to demonstrate the hometask sent within set deadlines, if needed. Failure to immediately provide soft or hard copies of your hometasks upon request of the instructor leads to 0 points within the relevant grading component.

Textbooks

Textbooks used for reading during the course include, but not limited to the following list:

Project Management Institute. (2008). *A guide to the project management body of knowledge (PMBOK guide), fourth edition*. 4th ed. Newtown Square, Pa: Project Management Institute.

Instructor reserves the right to modify, update and expand the list of reading materials during the period of the course according to circumstances in order to improve students' quality of understanding the material.

Grading Information

Grades will be based upon:

Quizzes (100 questions)	30 pts
Midterm	30 pts
Final project	40 pts

Total: 100 pts

While final calculation of points to make final assessment for the course if decimal digits are available and equal to or exceed 0.4 points, the integer is to be rounded up to the next higher integer. For example, if total score makes up 85.4 and more up to 86, then the final assessment is rounded to 86 points.

AUCA Business Administration Department Grading Scale:

A	100 - 93	C	76 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 87	D+	69 - 67
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77	F	59 - 0

The grade of **C** is assigned when a student's performance is "satisfactory". This represents a student that has understood the subject material, shows reasonable competence, and conforms to the minimum requirements.

The grade of **B** represents "good scholarships." This identifies a student that has performed at a higher than satisfactory level, exhibits proficient use of course related terminology, and deals with challenging topics.

The grade of **A** is assigned for "outstanding scholarship." This is reserved for those students that have shown distinction in their performance, advance the general understanding of the material, and apply both terminology and principles in completing course related assignments.

In order to receive full credit, assigned work must be submitted before the scheduled submission deadline. Therefore, students keeping up with the course work and submitting assignments on time is essential. **Late assignments will NOT be accepted for grading.** Absence from class on the scheduled test or presentation and final examination dates does not imply a make up test or final examination will be administered. If commitments make submitting assignments on schedule impossible, students must consult with the instructor in advance to make other arrangements. Failure to plan on your part does not constitute an emergency on the part of the instructor.

Tentative Discussion Schedule

<i>Topic 1</i>	Introduction to Project Management
<i>Topic 2</i>	Project Management Processes
<i>Topic 3</i>	Project Integration Management
<i>Topic 4</i>	Project Scope Management
<i>Topic 5</i>	Project Time Management
<i>Topic 6</i>	Gantt Chart + PERT Chart + Critical Path Method
<i>Topic 7</i>	Project Cost Management
<i>Topic 8</i>	Project Quality Management
<i>Topic 9</i>	Project Human Resource Management

<i>Topic 10</i>	Project Communications Management
<i>Topic 11</i>	Project Risk Management
<i>Topic 12</i>	Project Procurement Management
<i>Topic 13</i>	Project Management Software

Additional requirements:

Please, respect others, in particular, by switching OFF all ALERTS of your mobile phones, including vibrating alerts. If you must answer an incoming call, please leave the classroom quietly. No mobile phones are allowed for tests!

If late, take the nearest seat quietly. If early leave or late coming is needed, inform the instructor in advance and state the reason.

If required the present curriculum may be altered or amended.

Creative proposals from students are welcomed, including active participation and use of additional materials and practical examples on the issues and subjects under discussion.

The professor reserves the right to modify any and all portions of this syllabus at any time during the period of the course.