

CORPORATE EDUCATION CENTRE (CEC)

COURSE OUTLINE



PROGRAMME: University of Sunderland - BA(Hons) Business Management
DURATION: 9:00 am to 12:00 pm
DAY(S): Saturday
MODE: Part-Time
COMPONENT: Managing Projects
LECTURER: Annmarie Dookie
CAMPUS: Trincity

Contract Hours: 40
Actual Hours: 40

Lecture Number	Lecture Day & Date	Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Sat 11-Mar-2016	9:00-12:00 pm	3.0	3.00	The Concept of a Project; Organisation Structures	1/ Lt	What is a Project; Types of Projects; What is Project Management; PLC; Role of the PM and Team; Organisation Structure and Culture: Functional, Matrix, Projectised;	Sunderland Manual Unit 1 Jeffrey K. Pinto Chap 1,2&4		Org. Structure	Sunderland Manual Unit 2 Jeffrey K. Pinto Chapter 2&3
2	Sat 18-Mar-2016	9:00-12:00 pm	3.0	6.00	Project Initiation	1/Lt/T	Identifying Objectives; Project Environment - Strategic Planning Feasibility Study - SWOT; Cost Benefit Analysis; Stakeholder Analysis;	Sunderland Manual Unit 2 Jeffrey K. Pinto Chapter 2&3		SWOT Stakeholder Analysis Project Charter	Sunderland Manual Unit 2&3 Jeffrey K. Pinto Chapter 5
3	Sat 25-Mar-2016	9:00-12:00 pm	3.0	9.00	Project Planning - Scope; WBS;	1/Lt/T	Project Charter Project Scope Management; Work Breakdown Structure (WBS);	Sunderland Manual Unit 2&3 Jeffrey K. Pinto Chapter 5		WBS; Network Diagram	Sunderland Manual Unit 3 Jeffrey K. Pinto Chapter 9&10
	Sat 1-Apr-2016				NO CLASS						
4	Sat 8-Apr-2016	9:00-12:00 pm	3.0	12.00	Project Planning - Schedule	1/Lt/T	Schedule Development;; Identification of Activities; Sequence Activities; Resource Estimation; Estimate Durations;; Drawing Network Diagrams [(Activity-on-Arrow AOA and Activity-on-Node AON)]	Sunderland Manual Unit 2&3 Jeffrey K. Pinto Chap 9&10		WBS; Network Diagram	Sunderland Manual Unit 3 Jeffrey K. Pinto Chapter 10
	Sat 15-Apr-2016				EASTER WEEKEND - NO CLASS						
5	Sat 22-Apr-2016	9:00-12:00 pm	3.0	15.00	Project Planning - Schedule	1/Lt/T	Drawing Network Diagrams [(Activity-on-Arrow AOA and Activity-on-Node AON)] Gantt Charts using MS Project	Sunderland Manual Unit 3 Jeffrey K. Pinto Chap 10		Network Diagram Gantt Chart	Sunderland Manual Unit 4&5 Jeffrey K. Pinto Chapter 7&8
6	Sat 29-Apr-2016	9:00-12:00 pm	3.0	18.00	Project Planning - Risk and Budget	1/Lt/T	Risk Identification; Risk Analysis (Risk Grid); Risk Response Plan; Cost Estimating and Budgeting	Sunderland Manual Unit 4&5 Jeffrey K. Pinto Chapter 7&8		Risk Identification Risk Analysis Risk Response Plan	Sunderland Manual Unit 6 Jeffrey K. Pinto Chapter 6
7	Sat 6-May-2016	9:00-12:00 pm	3.0	21.00	People in Projects	1/T	HR Planning - RAM/RACI Matrix; Acquire Project Team; Develop and Manage Team; Team Issues and Motivational Theories;	Sunderland Manual Unit 6 Jeffrey K. Pinto Chapter 6		RACI Matrix	Sunderland Manual Unit 7 Jeffrey K. Pinto Chapter 6
8	Sat 13-May-2016	9:00-12:00 pm	3.0	24.00	Quality and Change in Project Management	1/Lt/T	Quality Planning, Assurance and Control; Controlling Changes in Projects	Sunderland Manual Unit 7 Jeffrey K. Pinto Chapter 6		Quality Mgt Plan	
9	Sat 20-May-2016	9:00-12:00 pm	3.0	27.00	Project Comms Mgt and Procurement	1/Lt/T	Project Communications; Plan and Implement Procurement			Comms Matrix	Sunderland Manual Unit 8 Jeffrey K. Pinto Chapter 13&14
10	Sat 27-May-2016	9:00-12:00 pm	3.0	30.00	Closeout, Audit and Evaluation	1/Lt	Project Organising and Execution; Earned Value Analysis (EVA); Administrative Closure; Contract Closure; Lessons Learnt.	Sunderland Manual Unit 8 Jeffrey K. Pinto Chap 13&14		Earn Value Analysis; Variances	
11	Sat 3-Jun-2016	9:00-12:00 pm	3.0	33.00	Case 1 and 2 Questions - Group Case Assignment		Presentation of Groups' Case 1 and Case 2 Practice Assignment				
12	Sat 10-Jun-2016	9:00-12:00 pm	3.0	36.00			Discussion and Review of Final Assignment				
13	Sat 17-Jun-2016	9:00-1:00 p.m.	4.0	40.00		1/Lt	Class Consultation				

Key / Legend

Lt = Lecture T = Tutorial EP = Exam Prep

Annmarie Dookie

Lecturer Signature

January 12, 2016

Course Administrator Signature

Date Submitted

Date received

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.
Date syllabus last modified: Jan 3, 2012

Unit Manager Signature

Quality Assurance Manager Signature

Executive Director Signature

Date received

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