

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

BUSN664 Advanced Project Schedule and Scope Management

Course Syllabus

Description

Course Description:

The course is an in-depth analysis of developing a project schedule and controlling the project scope. The skills reviewed include analyzing a contract and statement of contract for requirements, developing a Work Breakdown Structure, and developing a project schedule to control and monitor a project. Is this the description from the form I sent you?

Course Scope:

Emphasis in this course will be placed on the project's scope and schedule of project managers. This course will provide the student with an understanding of the relationship between scope management and project schedule management. Through practical applications and discussions, the student will create project schedules, learn about the tools and techniques to create and monitor project schedules, and project scope management.

Objectives

CO1: Students will analyze project change requests and will determine how they affect the project by updating project schedule

CO2: The student will evaluate the Statement of Work and contract to develop a requirements traceability matrix

CO3: The student will create a work breakdown schedule by examining the statement of work and contract

Outline

WEEK ONE

Topics

- The Scope Statement and Scope Planning
- Statement of Work
- Requirements Traceability Matrix

Learning Objectives

- Create the Statement of Work (SoW)
- Explain the importance of scope statements
- Explain the use of the requirements traceability matrix

Deliverables

- Welcome Discussion – Due Day 3 and Day 7

WEEK TWO

Topics

- Project Activities
- Creating the Work Breakdown Structure (WBS)
- Using the WBS

Learning Objectives

- Explain the steps in creating the WBS
- Discuss the inputs, tools/techniques, and outputs of the WBS
- Examine the significance of the WBS to the project's scope
- Create the WBS

Deliverables

- Week 2 Discussion – Due Day 3 and Day 7
- Week 2 Assignment – Due Day 7

WEEK THREE

Topics

- Resource Allocation
- Tools used in Resources Allocation
- Tips for Allocating Resources

Learning Objectives

- Discuss what resource allocation is
- Explain the process of allocating resources

Deliverables

- Week 3 Discussion – Due Day 3 and Day 7
- Week 3 Assignment – Due Day 7

WEEK FOUR

Topics

- Tools/Technology to Estimate Activity Duration
- The WBS and Durations
- Calculating the Activity Durations

Learning Objectives

- Discuss the tools and technology used to estimate an activity duration
- Explain the use of the WBS in creating the activity durations

- Calculate activity durations

Deliverables

- Week 4 Discussion – Due Day 3 and Day 7
- Week 4 Assignment – Due by Day 7

WEEK FIVE

Topics

- Activity Dependencies
- Sequencing of Project Activities
- Network Diagrams

Learning Objectives

- Discuss how to determine activity dependencies
- Explain the importance of sequencing project activities within the schedule
- Create a network diagram

Deliverables

- Week 5 Discussion – Due Day 3 and Day 7
- Week 5 Assignment – Due Day 7

WEEK SIX

Topics

- Purpose of the Project Schedule
- Creating the Project Schedule
- Gantt Charts
- Critical Path Method
- Scheduling Risk

Learning Objectives

- Explain the purpose of the project schedule
- Explain the steps in creating the project schedule
- Create the project schedule and the critical path
- Discuss the risks in project scheduling

Deliverables

- Week 6 Discussion – Due Day 3 and Day 7
- Week 6 Assignment – Due by Day 7

WEEK SEVEN

Topics

- Schedule Change Orders and the Change Control Board
- Managing the Critical Path
- Earned Value Management

Learning Objectives

- Explain how to manage changes to the critical path
- Discuss the steps for schedule changes
- Discuss the use of the change control board
- Explain how earned value management (EVM) is used to measure project performance and progress

Deliverables

- Week 7 Discussion – Due Day 3 and Day 7

WEEK EIGHT

Topics

- Ethics and Project Management
- Prepare for project presentations

Learning Objectives

- Discuss the situations where ethical concerns exist
- Explain how to conduct a project using ethical practices
- Present the final project

Deliverables

- Week 8 Discussion – Due Day 3 and Day 7
- Final Project Presentations – Due Day 7

Evaluation

Grading:

| Assessment Name | Grade % |
|-------------------------------|------------|
| Discussions | 37% |
| Welcome Discussion (Week One) | 2% |
| Week 2 Discussion | 5% |
| Week 3 Discussion | 5% |

| | |
|--------------------------------------|------------|
| Week 4 Discussion | 5% |
| Week 5 Discussion | 5% |
| Week 6 Discussion | 5% |
| Week 7 Discussion | 5% |
| Week 8 Discussion | 5% |
| Assignments | 43% |
| Week 2 Assignment | 3% |
| Week 3 Assignment | 10% |
| Week 4 Assignment | 10% |
| Week 5 Assignment | 10% |
| Week 6 Assignment | 10% |
| Final Project | 20% |
| Final Project Presentations (Week 8) | 20% |

Materials

Book Title: Various resources from the APUS Library & the Open Web are used.

Software Requirements

- Microsoft Word 97 – 2003 – 2007 or newer.
- Adobe Reader -- Go to <http://www.adobe.com/products/acrobat/readstep2.html> to download the latest version. This download is free.
- Microsoft Project

Web Sites

In addition to the required course texts, the following public domain websites and video links are useful. Please abide by the university's academic honesty policy when using Internet sources.

Note website and video addresses are subject to change.

- [American Psychological Association \(APA\) Style Website](#)
- [Purdue Online Writing Lab](#)
- [YouTube Videos on Microsoft Excel for Beginners](#)
- [Turnitin Website](#)
- [YouTube Video on Microsoft Project for Beginners](#)

Additional Resources

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

[Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments **Student Deadlines**

TurnItIn

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

Some assignments may have very specific requirements for formatting (such as font, margins, etc.) and submission file type (such as .docx, .pdf, etc.). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified. It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on- going discussion about the assigned content.
- “Substantive” means comments that contribute something new and important to the discussion. Thus, a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting viewpoints, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum needs to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late initial response to forums will be penalized 10% if submitted after the due date (Wednesday). Initial and peer responses are not accepted for grading outside the week of discussion without prior instructor approval.

Communications

Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
- Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
- The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
- Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.

University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society

Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.