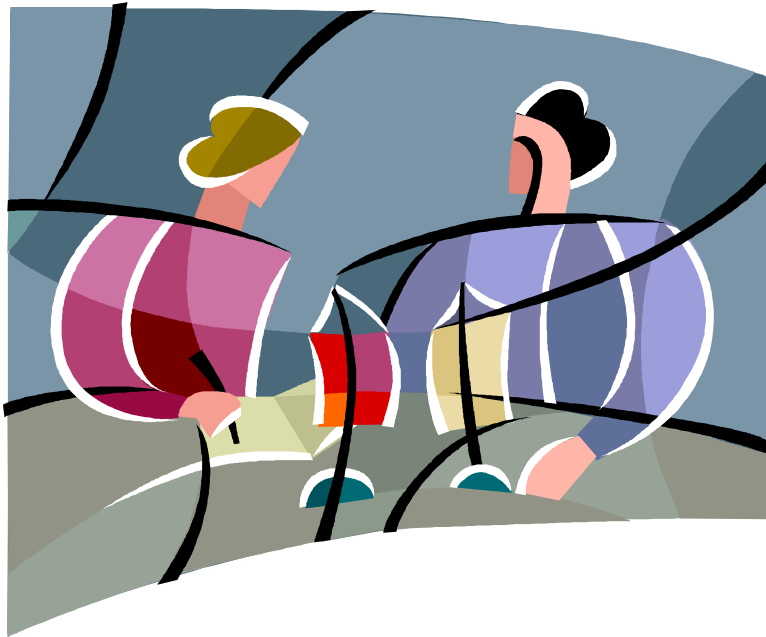


The Role of the Project Manager



Course Syllabus

Michael D. Taylor

www.projectmgt.com

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COURSE DESCRIPTION



This course is intended to be an introduction to the field of project management. The primary objective of this course is to acquaint students with a broad basic overview of project management, and the role of a project manager throughout the five primary processes of managing projects. The other three required core courses will provide a more comprehensive coverage. This is a 15-hour course comprised of five classes, each being three hours in duration.

IN THIS COURSE YOU WILL LEARN:

- What "project management" means.
 - About the context of modern project management.
 - How to manage projects throughout the five major process groups.
- How the triple constraint affects the project manager.
 - How to develop an effective project plan.
 - How to gain commitment to the project plan.
 - How to efficiently execute the project plan.
 - How to minimize or eliminate scope creep.
 - How to organize and develop successful project teams.
 - How to develop an effective project control system.
 - How to develop realistic project schedules.
 - How to efficiently close out a project.

SKILLS TO BE DEVELOPED

- The ability to explain what project management is.
- The ability to understand how the project manager functions in a matrix type organization.
- The ability to explain the five project management processes and the role of the project manager within these processes.
- The ability to understand and apply the "triple constraint" concept.
- The ability to develop a basic project plan.
- The ability to develop work breakdown structures which organize and define the total scope of a project.
- The ability to develop a project schedule using PERT diagrams.
- The ability to understand the importance of the project schedule's critical path.
- The ability to organize project teams using organizational breakdown structures.
- The ability to know when and how to conduct efficient project status review meetings.

- The ability to apply basic project scope management techniques, including introductory configuration management techniques.
- The ability to apply basic project risk management techniques.
- The ability to ensure commitment to the project through the use of participative management.
- The ability to conduct a lessons learned review at the end of a project.

TEXTBOOKS

- Required: *The Fast Forward MBA in Project Management*, 3rd Edition, by Eric Verzuh (Hoboken, NJ: John Wiley & Sons, 2008).
- Required: *The Role of the Project Manager*, by Michael D. Taylor (unpublished, September 2008). This free booklet will be available at the first class. It supplements the course textbook by presenting alternative aspects to the textbook authors' views, and by including terms and concepts consistent with PMI's Project Management Body of Knowledge (PMBOK®).
- Recommended: *A Guide to the Project Management Body of Knowledge-4th Edition* (Newton Square, PA: PMI. Inc).

READING ASSIGNMENTS

"Role of the Project Manager" Section	Textbook Reading
Introduction	Chapters 1, 2
Project Initiation	Chapters 3, 4
Project Planning	Chapters 6, 7
Project Execution	Chapters 5, 10
Project Monitoring & Control	Chapters 9, 11 (297-313)
Project Closeout	Chapter 11 (313-314)

ATTENDANCE

Only one excused absence is permitted. More than one absence will result in receiving an "incomplete" status for this course. Each student is required to sign in each week.

GRADING

LETTER GRADE POINTS

A = 90 - 100 points

B = 80 - 89 points

C = 70 - 79 points

D = 60 - 69 points

Failing = 59 points or below

SCORING

Class participation.....30 points

Final Exam.....70 points (35 questions, multiple choice, closed book).
The exam will be based on this course booklet material and the required textbook reading assignments.

GRADING POLICY

Incomplete grade - given to those students who are passing the course but are unable to attend more than 80% of the classes or take the final exam. In order to apply courses toward the certificate program an average of "B" or better is required.

AGENDA

Class No.	Topics Covered
1	How to Successfully Initiate a Project
2	How to Plan a Project Efficiently
3	How to Plan a Project Efficiently, continued
4	How to Execute a Project Effectively
5	How to Monitor, Control, and Closeout a Project Systematically Final Exam

INSTRUCTOR'S BACKGROUND

MICHAEL D. TAYLOR, M.S., MPM, FAAPM, is a master project manager with over 30 years of project/subcontract management and engineering experience. During this time, he managed projects and subcontracts ranging in value from \$2 million to \$20 million by successfully directing multifunctional, multicultural project teams. Mr. Taylor managed subcontracted projects with other major companies including:

- Honeywell Satellite Systems, Phoenix, Arizona
- Harris Corporation, Melbourne, Florida
- Scientific Atlanta, Atlanta, Georgia
- LNR Incorporated, Long Island, New York
- AEC-Able Engineering, Santa Barbara, California
- LTV Incorporated, Dallas, Texas
- RACAL Communications Corporation, Baltimore, Maryland
- Electrospace Systems Incorporated, Garland, Texas

Mr. Taylor is principal of Systems Management Services, a management training and consulting company specializing in project and program management, and is a member of

the Project Management Institute. In addition to conducting project management courses, he is also the UCSC Extension Business and Management Coordinator for the Project and Program Management (PPM) Certificate Program. He has conducted project management training at companies such as GTE, Siemens, TRW, Sun Microsystems, Loral, Minolta, Santa Clara Valley Water District, and Inprise (Borland). He has conducted classes in the UCSC Extension Leadership & Management Program (LAMP) and was a guest speaker at the Santa Cruz Technology Symposium.

In addition to teaching project management courses at UCSC Extension in Silicon Valley, regularly contributes relevant articles to the International Community for Project Managers (ICPM), and the Project Manager's HUT, considered to be the largest database of categorized Project Management articles.

MAJOR AWARDS

- Space Station Freedom Superior Performance Award
- Lockheed Project P285 Subcontracts Management Award
- Lockheed President's Award (Dr. F. Oder)
- Lockheed Project P377 Proposal Team Award

UCSC EXTENSION INVOLVEMENT

Mr. Taylor has been teaching in the UCSC Extension Business and Management Department's "Project and Program Management (PPM) Certificate" program since 1995 and is the PPM Certificate Coordinator.

COMMUNITY INVOLVEMENT

Big Brothers/Big Sisters of Santa Cruz

CONTACTING THE INSTRUCTOR

Contact information can be found at: www.projectmgt.com