

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.

BUSN663

Course Summary

Course : BUSN663 **Title :**
Length of Course : 8 **Faculty :**
Prerequisites : N/A **Credit Hours :**

Description

Course Description:

Course Scope:

This course delves into the theories, concepts, and practical application of project management and how the environmental factors, both internal and external, affect your project that you lead or oversee. You will analyze project scenarios to determine the best outcomes and what to do when the project overruns its budget or schedule. You will look at the future of project management and what technology is out there to help the business professional and the project manager.

Objectives

After successful completion of this course, you will be able to:

- CO-1: Create a WBS and project schedule based on a project charter and statement of work.
 - CO-2: Analyze project documentation to create a risk management plan.
 - CO-3: Compare and contrast a project, program, and a portfolio.
 - CO-4: Create a status report for the program management office by crafting a video.
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Outline

Week 1: Project Management Overview for the Business Professional

Course Objective

- CO-3 Compare and contrast a project, program, and a portfolio.

Topics of Discussion

- Projects and the business
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Project Charter

Learning Material

Week 1 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 1, 2, & 4

Activities & Assessment

Week 1 Welcome Discussion

Week 2: Project, Programs, and Portfolios

Course Objective

CO-3: Compare and contrast a project, program, and a portfolio.

Topics of Discussion

Projects, programs, and portfolios

How to establish programs and portfolios in a company

Learning Material

Week 2 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 5, 6, & 7

Activities and Assessment

Week 2 Discussion: Scope Creep

Week 2 Assignment: Three Levels within Project Management Paper

Week 3: Information Management

Course Objective

CO-1: Create a WBS and project schedule based on a project charter and statement of work.

Topics of Discussion

PMIS

Contracts

Virtual Projects

Learning Material

Week 3 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 9 & 11

Activities and Assessment

Week 3 Discussion: PMIS

Week 3 Assignment: MS Project Tutorial

Week 4: Risk Management and Project Closeout

Course Objective

CO-2: Analyze project documentation to create a risk management plan.

Topics of Discussion

Risk Management Plan

Project Close Out

Learning Material

Week 4 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 8 & 12

Activities and Assessment

Week 4 Assignment: Creating a Risk Management Plan

Week 5: The Bottom Line, Risk, and Earned Value

Course Objectives

CO-1: Create a WBS and project schedule using a project charter and statement of work.

CO-2: Analyze project documentation to create a risk management plan.

Topics of Discussion

Accounting principles

Project Risk Management

Earned Value

Learning Material

Week 5 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 7, 8, 9, & 10

[Profit and Prejudice : The Luddites of the Fourth Industrial Revolution](#) - Chapters 7 & 8

Activities and Assessment

Week 5 Discussion: Earned Value

Week 5 Assignment: MS Project Gantt Chart

Week 6: Technology and Project Management

Course Objectives

CO-1: Create a WBS and project schedule based on a project charter and statement of work.

CO-2: Analyze project documentation to create a risk management plan.

CO-3: Compare and contrast a project, program, and a portfolio.

CO-4: Create a status report for the program management office by crafting a video.

Topic of Discussion

Technology and project management

Learning Material

Week 6 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 14, 15, 16, 27 & 30

Activities and Assessment

Week 6 Discussion: Technology and the PM Profession

Week 6 Assignment: Entering Tasks Resources

Week 7: Ethical and Cultural Issue

Course Objectives

CO-1: Create a WBS and project schedule based on a project charter and statement of work.

CO-2: Analyze project documentation to create a risk management plan.

CO-3: Compare and contrast a project, program, and a portfolio.

CO-4: Create a status report for the program management office by crafting a video.

Topics of Discussion

Culture

Ethics

Learning Material

Week 7 Lesson

Reading and Resources: [Project Management for Business Professionals: A Comprehensive Guide](#) - Chapters 21 & 24

[Profit and Prejudice: The Luddites of the Fourth Industrial Revolution](#) - Chapters 4, 5, and 6

Activities and Assessment

Week 7 Discussion: Ethics

Week 8: Project Leadership

Course Objective

CO-4: Create a status report for the program management office by crafting a video.

Topics of Discussion

Leadership

Status reports

Learning Material

Week 8 Lesson

Reading and Resources: [A Guide to The Project Management Body of Knowledge](#) - Section 4.2

[A project manager's book of forms: a companion to the PMBOK guide](#) - Formal Acceptance (pp.241-242)

[Fundamentals of project management Chapter 3 \(pp. 35-44\)](#)

Activities and Assessment

Week 8 Assignment: 5-8 Minute Video

Evaluation

Grading:

Name	Grade %
Discussions	45.00 %
Week 1 Discussion Introduction	7.50 %
Week 2 Discussion	7.50 %
Week 3 Discussion	7.50 %
Week 5 Discussion	7.50 %
Week 6 Discussion	7.50 %
Week 7 Discussion	7.50 %
Assignments	55.00 %
Week 2 Assignment	9.17 %
Week 3 Assignment	9.17 %
Week 4 Assignment	9.17 %
Week 5 Assignment	9.17 %
Week 6 Assignment	9.17 %
Week 8 Assignment	9.17 %

Materials

Book Title: Project Management for Business Professionals : A Comprehensive Guide (Ebook available)

through the APUS Online Library)

Author: Joan Knutson

Publication Info: Wiley Lib

ISBN: 9780471380337

Book Title: Profit and Prejudice : The Luddites of the Fourth Industrial Revolution (Ebook available in the APUS Online Library)

Author: Paul Donovan

Publication Info: Taylor and Francis Lib

ISBN: 9780367566777

Book Title: This course requires MS Project software. This software is approximately \$10/month and may be downloaded from Microsoft. Please visit this link for access instructions:

https://apus.libguides.com/bookstore/Grad_Info

Author:

Publication Info:

ISBN: Software Note

Course Guidelines

Citation and Reference Style Students will follow APA

- 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 discussion assignments in the School of Business—only attribution of sources (please see details regarding discussion communication below).

Tutoring

- [Tutor.com](https://www.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

- Students are expected to submit assignments by the due dates listed in the classroom. Late assignments, including but not limited to Assignments, Discussions, posts and responses, quizzes, and exams, may or may not be accepted after the course end date. Submitting an assignment after the due date may result in a penalty of up to 10% of the grade per day late, not to exceed a maximum 50% of the grade. The amount of the penalty is at the faculty member's discretion. Faculty recognize that students have limited time and may be more flexible if potential delays are communicated ahead of time.*

*Doctoral and Programs with specialty accreditation may have different late policies.

**Students with DSA accommodations may have different late policies applied. For more information regarding our DSA services, please contact DSA@apus.edu.

Turn It In

- 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 Discussion

- Discussions 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 discussion. The purpose of the discussions 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 view points, 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 discussion prompt and post the required number of replies to other students – refer to the grading rubric and/or discussion instructions for specific expectations on number of replies and word count requirements.
- The main response to the discussion needs to be provided mid-week – refer to the grading rubric and/or discussion instructions for specific expectations.

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.