

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.

American Public University System
American Military University | American Public University

BUSN451

Course Summary

Course : BUSN451 **Title :** Introduction to Project Management

Length of Course : 8 **Faculty :**

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description:

This course is designed to provide students with an introduction to the common terms and concepts used in project management. The course will examine the project management theory, terms, and concepts highlighted in the PMBOK, Project Management Book of Knowledge, with an emphasis on the key components of successful project planning, time constraints, resources, scope, budgeting, scheduling, and execution. We will investigate project life cycle concepts including agile, scrum, costs, and closing. This course will analyze best practices for successful projects from cradle to grave, and from pre-implementation to completion. We will also explore challenges and opportunities for those in the PM field of employment.

Course Scope:

This course provides an overview of the processes involved in business project management. The student will be exposed to the practical aspects of running a project, including planning, scheduling, budgeting, and developing various plans needed during a business project life cycle. Various techniques needed to track and control a project are introduced. Techniques will include critical path, earned value analysis, variance analysis, and trend analysis.

Objectives

A successful student will fulfill the following learning objectives:

CO1 – The student will apply the concepts of schedule management by creating a comprehensive schedule.

CO2 – The student will demonstrate the planning process by creating a project management plan

CO3 – The student will create a WBS using PowerPoint .

CO4 – The student will apply the concepts of earned value by analyzing a project's status

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Outline

Week 1: Introduction to Project Management

Learning Objectives

LO1: Plan the processes, phases, domains, and measures for effectively managing projects

Assignments

Discussion: Week 1, due day 7

Assignment: No Assignment Week 1

Week 2: Planning a Project

Learning Objectives

LO1: Discuss the 5 phases, domains, and measures for effectively managing projects.

Assignments

Discussion: Week 2, due day 3

Assignment: Paper Week 2, due day 7

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Week 3: Scheduling a project

Learning Objectives

LO1: Apply the techniques and methods to implement effective strategy planning.

Assignments

Discussion: Week 3, due day 3

Quiz: Week 3, due day 7

Week 4: Budgeting a project

Learning Objectives

LO1: Plan the processes for effectively creating the budget for a project

Assignments

No discussion this week.

Assignment: Mid-Term Exam, due day 7

Week 5: Ethical Considerations

Learning Objectives

LO1: Demonstrate how to conduct a project according to high principles and ethics

Assignments

Discussion: Week 5, due day 3

Assignment: Week 5, due day 7

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Week 6: Discuss Agile and Six Sigma

Learning Objectives

LO1: Discuss processes to enhance the project management process and execution; Agile, Scrum, Kanban, and Six Sigma

Assignments

Discussion: Week 6, due day 3

Quiz: Week 6, due day 7

Week 7: Discuss Risk Management and Project Completion

Learning Objectives

LO1: Discuss the key aspects of Risk Management and Project Closure/Completion

Assignments

Discussion: Week 7, due day 3

Assignment: no assignment week 7

Week 8: Wrapping up the course/Review

Learning Objectives

LO1: Completion of the final exam.

Assignments

No discussion this week.

Exam: week 8, due day 7

Evaluation

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Name	Grade %
Discussions	35.00 %
Assignments	30.00 %
Quizzes	15.00 %
Exams	20.00 %

Materials

The course is taught with Online Educational Resources (OER)

Course Guidelines

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

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 a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

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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. 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.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

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 time after which the instructor will grade comments, 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 hopefully 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.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes and the mid-term exam submitted late will be graded per the late policy outlined here: [Student Deadlines](#) The final exam must be submitted by the last day of the course unless prior instructor approval has been granted.

Identity Verification & Live Proctoring

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Faculty may require students to provide proof of identity when submitting assignments or completing assessments in this course. Verification may be in the form of a photograph and/or video of the student's face together with a valid photo ID, depending on the assignment format.

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Faculty may require live proctoring when completing assessments in this course.

Proctoring may include identity verification and continuous monitoring of the student by webcam and microphone during testing.

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](#)

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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

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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.

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