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American Public University System
American Military University | American Public University

BUSN452

Course Summary

Course : BUSN452 **Title :** Project Schedule and Scope Management
Length of Course : 8 **Faculty :**
Prerequisites : BUSN451 **Credit Hours :** 3

Description

Course Description:

This course delves into the theories, concepts, and practical applications of understanding how the scope of a project is translated into a project schedule and plan. The student will be exposed to developing a Work Breakdown Schedule (WBS) and project plan, which helps the student understand some of the concepts to monitor and control a project. The student will be exposed to creating a project schedule with resources and risks, as well as understanding scope management by creating a WBS and project plan.

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 learn about project schedules, tools and techniques, and project time management.

Objectives

The successful student will fulfill the following course objectives:

C01: The student will demonstrate resource loading for a project schedule by leveling resources within a project schedule and calculating a new critical path.

C02: The student will explain the scope of the project by creating a project plan.

C03: The student will illustrate the concepts of creating a Work Breakdown Schedule (WBS)

C04: The student will illustrate the concepts of time management by sequencing activities properly in a project schedule.

C05: The student will solve scheduling issues when a change order is presented

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Outline

Week 1: Defining the Scope and Scope Management

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Topic(s)

Project Management Process Groups
Creating the Scope Statement and Its Importance
Project Scope Management

Learning Objective(s)

LO1. Define the project management process groups.
LO2. Explain the importance of scope statements.
LO3. Examine the link between the project scope and the process groups

Weekly Objectives

Course Objective(s)

CO2: The student will explain the scope of the project by creating a project plan.

Reading

[Week 1: Defining the Scope and Scope Management](#)

Assignments

Introduction Post, due day 7

Week 2: The Work Breakdown Structure and Project Activities

Topic(s)

Project Activities
Creating the Work Breakdown Structure (WBS)
Inputs, Tools/Techniques, & Outputs of the WBS

Learning Objective(s)

LO1. Explain the steps in creating the WBS
LO2. Discuss the inputs, tools/techniques, and outputs of the WBS
LO3. Examine the significance of the WBS to the project's scope
LO4. Understand the importance of identifying all project activities using the WBS

CourseObjective(s)

CO3. The student will illustrate the concepts of creating a Work Breakdown Schedule (WBS)

Reading

[Week 2: The Work Breakdown Structure and Project Activities](#)

Assignments

Discussion Post Week 2, due day 3

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Week 2 WBS Assignment, due day 7

Week 3: Project Scheduling and Sequencing

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Topic(s)

Purpose of the Project Schedule

Creating the Project Schedule

Defining Sequence Activities in a Project

Learning Objective(s)

LO1. Understand the purpose of the project schedule

LO2. Explain the steps in creating the project schedule

LO3. Explain the importance of sequencing project activities within the schedule

Course Objective(s)

CO4 – The student will illustrate the concepts of time management by sequencing activities properly in a project schedule.

Readings

[Week 3: Project Scheduling and Sequencing](#)

Assignments

Discussion Post Week 3, due day 3

Quiz, due day 7

Week 3 Lessons Learned Assignment, due day 7

Week 4: Mid-Term

Topic(s)

All topics from Weeks 1 through 3

Prepare for the Mid-Term Exam

Learning Objective(s)

Learning objectives from Weeks 1 through 3

Successfully complete the Mid-Term Exam

Course Objective(s)

CO2 – The student will explain the scope of the project by creating a project plan.

CO3 – The student will illustrate the concepts of creating a Work Breakdown Structure (WBS)

CO4 – The student will illustrate the concepts of time management by sequencing activities properly in a project schedule.

Reading

All readings and resources from Weeks 1 through 3

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Assignment

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Mid-Term Exam – due day 7

Week 5: Gantt Charts, Critical Path Method, and Network Diagrams

Topic(s)

Estimating Techniques

Gantt Charts

Critical Path Method

Network Diagrams

Learning Objective(s)

LO1: Explain the purpose of Gantt Charts

LO2: Identify the components of the critical path method

LO3: Identify the differences between a Gantt Chart and network diagrams

CourseObjective(s)

CO1 – The student will demonstrate resource loading for a project schedule by leveling resources within a project schedule and calculating a new critical path.

CO4 – The student will illustrate the concepts of time management by sequencing activities properly in a project schedule

Reading

[Week 5: Gantt Charts, Critical Path Method, and Network Diagrams](#)

Assignments

Discussion Post Week 5, due day 3

Quiz, due day 7

Week 6: Scheduling Complications and the Critical Path

Topic(s)

Schedule Change Orders

Managing the Critical Path

Learning Objective(s)

LO1: Explain how to manage changes to the critical path

LO2: Discuss the steps for schedule changes

LO3: Discuss what a change order is and how the schedule may be impacted

Course Objective(s)

CO5: The student will solve scheduling issues when a change order is presented

Reading

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[Week 6: Scheduling Complications and the Critical Path](#)

Assignments

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Discussion Post Week 6, due day 3

Week 7: Tracking Project Time with New Technology

Topic(s)

Time Tracking
Time Tracking Software
Ethics in Scheduling

Learning Objective(s)

LO1: Explain the process of time tracking
LO2: Discuss the different technology/software options available for time tracking

Course Objective(s)

CO4: The student will illustrate the concepts of time management by sequencing activities properly in a project schedule.

Reading

[Week 7: Tracking Project Time with New Technology](#)

Assignments

Forum Post Week 7, due day 3

Week 8: Final Exam

Topic(s)

All topics from Weeks 5 through 7
Prepare for the Final Exam

Learning Objective(s)

All weekly objectives from Weeks 5 through 7
Successfully complete the Final Exam.

Course Objective(s)

CO1: The student will demonstrate resource loading for a project schedule by leveling resources within a project schedule and calculating a new critical path.
CO4: The student will illustrate the concepts of time management by sequencing activities properly in a project schedule.
CO5: The student will solve scheduling issues when a change order is presented

Reading

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All Reading and Resources from Weeks 5 through 7

Assignments

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Discussion Post Week 8, due day 3

Final Exam, due day 7

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Evaluation

Discussion (35%)

Assignments/Quizzes (35%)

Exams (30%)

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Materials

Various Online Educational References

Course Guidelines

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](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 classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arrangements have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

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.

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Disclaimer Statement

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

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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 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 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 need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

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 or exams will not be accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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.