

**BMGT 1009 – Project Management Basics**

 **Fall 2020**

**Instructor**: Tifani Ruffins - tifani.ruffins@hccs.edu

**General Information:**

**Location:**

Spring Branch Campus

 1010 Sam Houston Parkway N

 Houston, TX 77043

**Week:**

Monday and Wednesday 01/06/2019 - 3/04 /2020 6:00 PM – 9:00 PM

**Office Hours:**

Please feel free to contact me concerning any questions and/or problems that you may experience in this course.

**Course Description:**

Individuals completing this course will learn the importance of effective project management and develop the necessary skills used to effectively plan, organize, control, document, and close projects successfully and with minimum risks. In addition, students will develop core competencies to effectively plan, organize, control, document, and close projects successfully and with minimum risks.

**Grades and Attendance**

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| **Final Grading Scale** |
| **Total Points Earned**  | **Letter Grade**  | **Overall Grade**  |
| 448-500  | A | 90-100 |
| 398-447  | B | 80-89 |
| 348-397  | C | 70-79 |
| 298-347  | D | 60-69 |
| Below 298  | F | <60 |
| Incomplete  | I |

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| **Assessment**  | **Point Value**  |
| Quizzes (10)  | 200 |
| 10 Activity/Presentation | 100 |
| 1 Exam  | 100 |
| \*Class Attendance & Participation  | 100 |
| **Total**  |  |

\*Every academic and CE course has a mandatory attendance requirement. If you fail to attend 80% of the courses, you will be automatically dropped from the course!

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| **Textbooks & Learning Resources\*** |
| **Title** | **ISBN & Edition** | **Author** |
| Project Management: A Systems Approach to Planning, Scheduling and Controlling | 12th editionISBN: 9781119165354 | Harold Kerzner |
| A Guide to Project Management Body of Knowledge | 6th edition ISBN:9781628253825 | Project Management Institute (PMI) |

**Class Objectives:**

**1.** Identify and apply the 5 **Project Process Groups** as described in the PMBOK Guide

**2.** Identify and apply the 10 **Knowledge Areas** of project management

**3.** Define the role of the Project Manager and of the team

**4.** Set up a Project Management System

**5.** Create a Work Breakdown Structure (WBS)

**6.** Determine project success and project failure

**7.** Understand the importance of project estimating

**8.** Prepare a project plan

**9.** Evaluate and report on project performance

**Calendar of Topics**



**HCC Policy Statement – ADA Services to Students with Disabilities**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

**HCC Policy Statement: Sexual Misconduct**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main St. Houston, TX 77266-7517

 (713) 718-8271 Institutional.Equity@hccs.edu

**HCC Policy Statement: Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.

**HCC Policy Statement: Class Attendance**

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

**HCC Course Withdrawal Policy**

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Prior to the first scheduled class meeting, students must complete a Drop form in a Campus/Center office. Requests made after class has begun result in No Refund. Materials fees paid to instructors are non-refundable.

**Classroom Behavior**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

▪ Eating: Eating is permitted, however, please refrain from bringing food with strong aromas into the classroom.

▪ Cell Phone Usage: Cell phones are to be set to “vibrate” or “off” during class. Absolutely NO texting will be allowed during class. If you must take a call or respond to a text, please step outside of the classroom to do so.

▪ Breaks: A 10-minute break for every hour of class time will be provided.

**Use of Camera and/or Recording Devices**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.