**COURSE PMG 650**

# Foundations of Successful Project Management

## Course Overview

This course teaches you the core fundamentals of project management and builds on your knowledge for effectively initiating a project and managing the project scope. This course lays the foundation for creating a project plan, work breakdown structure (WBS), schedule, budget, and communication plan, and for managing resources, identifying and managing risks, and understanding the project quality and procurement processes. You will learn how to effectively manage a project by understanding project lifecycles, standards, and methodologies developed by Project Management Institute (PMI®).

The course is part of a series of courses that leads to the Certificate in Project Management offered by UC Davis Continuing and Professional Education. The course may be taken either as a standalone course or as the first step in the certificate program. The certificate program in its entirety provides an in-depth understanding of the practice of project management. The certificate program is designed to prepare you for a career as a project manager. While it should help you in your preparation for the Project Management Professional (PMP®) examination offered by PMI, that is not this course's sole focus. However, we recognize that many of you are interested in becoming a certified PMP and this course should help you get there.

## Instructor

**Tony Oliver, MBA, PMP, CSM, CSSBB**

Tony Oliver is a Senior Business Process Analyst with VSP. Tony has over 15 years of experience in supply/demand planning, pricing, marketing, product development, and project management with stints at Intel, Cisco Systems, and AMS (now CGI). While at Intel he was recognized as Instructor of the Year for his courses on project management, storytelling, and presentation skills. He is also a recipient of the UC Davis Continuing and Professional Education's Outstanding Service Award for teaching. Tony is fluent in Spanish and conversant in French, Catalonian and Portuguese.

## Course Topics

- Project Risk Management Foundations
- The Triple Constraint
- Organizational Structures and Project Lifecycle
- Project Process Groups and Knowledge Areas
- Initiating a Project and Ensuring its Activities are Integrated
- The Project Management Plan
- Planning the Project Scope
- Identifying Project Requirements
- Defining Project Scope
- Creating a Work Breakdown Structure

## Course Outcomes

By the time you finish this course you should be able to:

- Develop a plan to initiate and manage a project

- Describe and plan a project scope and collect project requirements

- Identify organizational structures and define the project lifecycle

- Define create, and manage the project management plan

- Develop a project charter to authorize the beginning of a project

- Create a work breakdown structure (WBS) to organize the team's work into manageable sections

- Manage triple constraints of the project scope, budget and schedule to ensure smooth

- management of the project and expected outcomes

- Identify and manage key project stakeholder

## Time Commitment

This course is offered for 3 quarter units of academic credit. Students can expect to spend about 8 hours each week on lectures, discussions and homework assignments.

## Readings

*A Guide to the Project Management Body of Knowledge: PMBOK(R) Guide*, 6th edition, by Project Management Institute, ISBN 1628251840 *(*used in all courses)*

*A Project Manager's Book of Forms: A Companion to the PMBOK Guide Sixth Edition,* 3rd edition, ISBN 9781119393986

*Textbooks may change. Please refer to this course on the website for the most updated information.

## Course Requirements and Teaching Strategies

Submissions will be graded every 1-2 days. Your instructor can answer any questions you may have before you submit the assignment for grading. Take advantage of this opportunity to ensure you have understood the assignments and to confirm you are on the right path.

Typically assignments will include rubrics denoting what answers (and details) are desired. *Be sure to follow these to obtain the maximum number of points per the exercise.* Grading methods will vary by assignment; specifically:

- Quizzes are auto-graded. You may take the quizzes *up to* two times and the system will record the higher score. You will receive your grade immediately.

- Discussion forums will be evaluated on the depth and originality of the posting, and the feedback/responses you provide to your peers. Put some thought into these – you will learn a lot from each other. Since the grade depends on the depth of your responses *and* the engagement will the other students, be sure to read your peers' entries and exchange ideas.

- Exercises focus on the specific topics for each module.

- The artifact assignments are critical to the course as they will demonstrate how to create project documents. You will likely have a lot of questions about them so be sure to give yourself time to work through them. This isn't an area that you want to shortcut. The topics build on each other so it's important to cement your knowledge. However, your instructor is available to answer any questions you may have before you submit the assignment for grading. Take advantage of this opportunity to ensure you've understood the assignments and to confirm you are on the right path.

Check the course calendar and the module list to ensure you are aware of due dates and times. The opportunity to receive timely feedback is helpful as you navigate through the assignments, so plan wisely.

## Grading Criteria

This course includes discussion questions, learning activities, quizzes, and more complex artifact assignments designed to support the learning objectives for you, and provide a measure, for both you and your instructor, of your progress through the course. The grading breakdown is as follows:

- Artifact Assignments: 50%

- Discussion, Learning Activities, and Quizzes: 30%

- Final Exam:  20%

Activities and assignments are primarily set up for you to download a file, complete it offline, then upload the completed file to the same Assignment page. Your instructor will attempt to reply to all submissions with feedback on a timely basis (comments and points earned), however, please understand that our instructors are also working professionals with their day jobs, and so it may take a few days. If you have a question about an assignment you may ask for guidance via the Discussion Tool or Canvas Inbox, and your instructor will do their best to answer promptly.

At the conclusion of the course, a final examination will be given. This examination will be "open book" and will consist of a series of questions and problems that cover the entire course content. However, it is to be your work, so you are on the honor system not to discuss it with others or complete the exam with a partner or group.

## Want to learn more about our Project Management program? Talk to an enrollment coach!

**Cathy Zhao**

Call: (530) 752-9046

Email: ycazhao@ucdavis.edu

Schedule a consultation: https://calendly.com/cathyyzhao