



Continuing and Professional Education

COURSE SYLLABUS AND OUTLINE

FOUNDATIONS OF SUCCESSFUL PROJECT MANAGEMENT

30.0 PDU Hours

The 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)®.

This introductory course is for anyone interested in learning the foundational principles and skills of project management to more effectively manage projects. Current project coordinators or Business Analysts wishing to expand their project management knowledge will also benefit. Anyone in the work place who finds themselves overseeing “special assignments” is likely performing project management activities and will benefit from the knowledge and skills acquired in this course.

Goals and Expectations

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

1. Define project management
2. List competencies and attributes needed in a project manager
3. Employ a Trade-off Matrix to rank relative priorities of triple constraints
4. Define an assumption and explain possible impact on a project
5. Describe organizational culture and its influence on projects
6. List and describe various categories of project stakeholders
7. List and describe the 5 *PMBOK*® *Guide* Process Groups and 10 *PMBOK*® *Guide* Knowledge Areas
8. Develop Project Charter

WHEN

TBD

INSTRUCTOR CONTACT

Tony S Oliver

UCDE PROGRAM ADVISOR

Michelle Dowling

Visit our website for detailed description and quarterly schedule.

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9. Perform Integrated Change Control
10. Discuss the purpose and development of a Project Management Plan
11. Describe the purpose and contents of the Plan Scope Management process
12. Define the terms “scope” and “scope creep”
13. Recognize different types of requirements as defined by the *PMBOK® Guide*
14. Create a Requirements Traceability Matrix
15. Describe the purpose of the Work Breakdown Structure (WBS)
16. Practice creating of a WBS with our sample project

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Technical Requirements

To ensure your success in this online course, please review our technical requirements page at <https://extension.ucdavis.edu/online-learning/tech-requirements>.

Required Textbooks

Project Management: The Managerial Process – Sixth Edition

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition

How to “Take” the Course

Because of the targeted nature of the reading assignments, it is important to read them in conjunction with the lessons in which they are assigned. Please go through the course in the order presented in the course modules, generally:

- Module Overview
- Video Lessons
- Assigned Reading (textbook, and occasionally some additional articles)
- Supplemental Videos
- Discussions, Activities, and Artifact Assignments
- Quizzes or other Assessments

As long as you click on the Modules tool in the Course Navigation and do everything in the order presented, you will do just fine.

Course Administration Information

This class is “self-paced” -- that means that you can go at your own pace, taking into account all the “stuff” that happens in life: deadlines at work, family issues at home, vacations, etc. This schedule flexibility is a strong advantage of the online class versus the ground classroom.

However, it also means that you are responsible for getting your work in on time – meaning before the class ends!

While “stuff” happens, I strongly urge you to try to stay on a pace of roughly one module per week. This will leave you some extra time for those unforeseen events that may impact your schedule. There are two benefits to this approach: (1) You will stay up with the rest of the class, and the class participation postings will be easier and mean more to you, and (2) I will be able to provide feedback and help for your written assignments, which will help you and make the class more enjoyable for me! (Also, you will avoid a “panic attack” at the end of the course if you are far behind!).

This course ends at [insert time and date] as indicated in the course settings although you have **1 week** to login and look over your submitted work (**until [insert date]**). No late assignments will be accepted after the course end date unless approved by the instructor in advance. If you wish to receive feedback and grade notification about the final exam, it is your **responsibility to submit the final two days or more** prior to the final course date. That will give the instructor time to respond with feedback and your final exam grade. UC Davis Extension will mail your course grade to you a few weeks following the end of the course.

The final course evaluation can be found at the bottom of the last lesson or under the Activities table on the left under Questionnaires. Your feedback is very important to us. Please complete the evaluation as candidly and completely as possible.

Assignment Policy

Your assignments and discussion forum posts for the entire course are **due at [insert time and date]** unless you make a prior arrangement with the instructor. However, as indicated elsewhere, you are highly encouraged to complete assignments on a weekly basis in order to fully participate and get the most out of the course.

Missing or Late Assignments

Posting to discussion forums, submitting assignments, and completing the team project in a timely manner are required to pass the course. If you have an unavoidable emergency, please contact the instructors IN ADVANCE of the due date to make arrangements for an accommodation. Such accommodations are at the discretion of the instructors. Note that all late work – unless approved in advance – will be subject to a reduction in grade (generally 10% reduction for each day late) or may receive a zero.

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Student Behavior

You are expected to be honest and fair in all your academic work. If you are not, you may be disciplined. You should be familiar with and adhere to

- The University of California Standards of Conduct for Students and
- The UC Davis Academic Code of Conduct at <http://sja.ucdavis.edu>

Withdrawals, Refunds and Transfers

For most updated policies please review this:

<https://extension.ucdavis.edu/student-services/withdrawals-refundsand-transfers> In this course, at the end of Module 1, you will be presented with a short, 1 question quiz confirming that you want to continue and complete the course. You must complete this in order to move on.

Grading and Assessment

This course includes discussion questions, simple learning activities, quizzes, and more complex "artifact" assignments designed to (1) support the learning objectives for you, and (2) provide a measure, for both you and me, of your progress through the course.

I will give you the opportunity to resubmit exercises if you "miss the boat" with your initial submissions of the major assignments. The intent is for them to serve as learning tools, to help you understand the concepts in the lessons.

Activities and assignments are primarily set up for you to download a file, complete it offline, then upload the completed file from to the same Assignment page. I will attempt to reply to all submissions within 24 hours with feedback (comments and points earned) on assignments. If you have a question about an assignment, you may ask for guidance via the Discussion Tool or Canvas Inbox, and I will do my best to answer.

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. It is to be your personal work, so you are on the honor system not to discuss it or with others or complete the exam with a partner or group. The final exam is worth 20% of your grade.

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Grades

The grading breakdown is as follows:

Artifact Assignments: 50%
Discussion, Learning Activities, and
Quizzes: 30%
Final Exam: 20%

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	61-63%
F	<61%

Applying coursework toward a certificate requires a grade of C or better, unless otherwise noted.

Weekly Course Plan

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Module 1	Defining Project Management	Lesson Overview <ul style="list-style-type: none"> <input type="checkbox"/> The Project Life Cycle <input type="checkbox"/> The <i>PMBOK® Guide</i> Areas of Knowledge <input type="checkbox"/> Project Management Processes
	READ: <i>PMBOK® Guide</i> , Chapter 3: <i>Project Management Processes</i>	
	ASSIGNMENTS: Knowledge Areas, Progressive Elaboration, Knowledge Areas Activity, Module 4 Quiz	

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Module 2	The Triple Constraint	Lesson Overview <ul style="list-style-type: none"> <input type="checkbox"/> Company Organization and Culture Influences <input type="checkbox"/> Project/Program/Portfolio Relationships <input type="checkbox"/> The Project Management Office <input type="checkbox"/> Project Stakeholders
	READ: TBD	
	ASSIGNMENTS: Building a Deck, Applying the Triple Constraint, Module 2 Quiz	

Module 3	Organizational Structures and Project Lifecycle	Lesson Overview <ul style="list-style-type: none"> <input type="checkbox"/> The Need for Project-Specific Organization Structures <input type="checkbox"/> Characteristics of a Functional Project Organization <input type="checkbox"/> Characteristics of a Dedicated Project Organization <input type="checkbox"/> Characteristics of a Matrix Project Organization <input type="checkbox"/> Strengths and Weaknesses of Project Organizations
	READ: <i>PMBOK® Guide</i> , Chapter 2: <i>Organizational Influences and Project Life Cycle</i>	
	ASSIGNMENTS: Identifying Stakeholders, Organization Structures, Module 3 Quiz	

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Module 4	Project Process Groups and Knowledge Areas	Lesson Overview <input type="checkbox"/> The Project Life Cycle <input type="checkbox"/> The <i>PMBOK® Guide</i> Areas of Knowledge <input type="checkbox"/> Project Management Processes
	READ: <i>PMBOK® Guide</i> , Chapter 3: <i>Project Management Processes</i>	
	ASSIGNMENTS: Knowledge Areas, Progressive Elaboration, Knowledge Areas Activity, Module 4 Quiz	

Module 5	Integration Management and Initiating a Project	Lesson Overview <input type="checkbox"/> Initiating the Project <input type="checkbox"/> Planning the Project Scope <input type="checkbox"/> Planning the Project Schedule and Budget <input type="checkbox"/> Planning for Customer Satisfaction <input type="checkbox"/> Organizing the Project Team <input type="checkbox"/> Planning Project Procurements <input type="checkbox"/> The Project Management Plan
	READ: <i>PMBOK® Guide</i> , Chapter 4: <i>Project Integration Management</i>	
	ASSIGNMENTS: Project Charter, Artifact Assignment: Project Charter, Part 1, Module 5 Quiz	

Module 6	Project Management Plan	Lesson Overview <input type="checkbox"/> Overview of all project management plan sections <input type="checkbox"/> Stakeholder identification
	READ: TBD	
	ASSIGNMENTS: Titanic Blunders, Project Plan Activity, Artifact Assignment: Project Charter, Part 2, Module 6 Quiz	

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Module 7	Planning the Project Scope	Lesson Overview <input type="checkbox"/> Project scope management processes <input type="checkbox"/> Scope management planning
	READ: <i>PMBOK® Guide</i> , Section 5.1: <i>Plan Scope Management</i>	
	ASSIGNMENTS: Scope Creep, Module 7 Quiz	

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Module 8	Identifying Project Requirements	Lesson Overview <input type="checkbox"/> Collecting and documenting requirements <input type="checkbox"/> Tools and techniques for gathering requirements <input type="checkbox"/> Creating a requirements traceability matrix
	READ: <i>PMBOK® Guide</i> , Section 5.2: <i>Collect Requirements</i>	
	ASSIGNMENTS: Requirements Gathering, Requirement Type Identification, Artifact Assignment: Requirements Traceability Matrix, Module 8 Quiz	

Module 9	Defining Project Scope	Lesson Overview <input type="checkbox"/> Creating a scope statement
	READ: <i>PMBOK® Guide</i> , Section 5.3: <i>Define Scope</i>	
	ASSIGNMENTS: Artifact Assignment: Scope Statement, Module 9 Quiz	

Module 10	Defining Project Scope	Lesson Overview <input type="checkbox"/> Creating a scope statement
	READ: <i>PMBOK® Guide</i> , Sections 5.4-5.6: <i>Define Scope Create WBS, Validate Scope, and Control Scope</i> (respectively)	
	ASSIGNMENTS: Artifact Assignment: Scope Statement, Module 9 Quiz	