

Syllabus

Department: CIS

Course/Section:

Project Planning and Control - A Practicum (CIS 95B/Winter 2015)

Location

ATC 204

Schedule

CIS -095B-55L: Class meets for three weekends (9:30pm to 5:20pm) on Saturday and Sunday from Jan. 31st 2014 to Feb, 22nd 2014. (No class on Feb 14th and 15th)

Sukhjit Singh

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Office hours

Location - F51e - Mon/Wed 1pm to 3pm. You can also call me at 408 864 5566 during my office hours.

Course description

Create Project Scope statement that will act as basis for creating a Project Plan. Build Project plan that integrates time, resources and communication with cost and quality of work. Plan Controls to pro-actively mitigate risks.

Prerequisites

CIS or BUS 95A or Equivalent Experience

Grading System for this course [Edit Grading System for this course](#)

For Letter Grade:

Grade: A+ assigned with 97% or higher

Grade: A assigned with 93% or higher

Grade: A- assigned with 90% or higher

Grade: B+ assigned with 87% or higher

Grade: B assigned with 83% or higher

Grade: B- assigned with 80% or higher

Grade: C+ assigned with 77% or higher

Grade: C assigned with 73% or higher

Grade: D+ assigned with 70% or higher

Grade: D assigned with 63% or higher

Grade: D- assigned with 60% or higher

Grade: F assigned with 0% or higher
For Pass/No Pass:
Grade: Credit assigned with 70% or higher
Grade: No Credit assigned with 0% or higher
Incomplete
Audit
Withdrawal

Grading

Exams - 40% of the grade
Tasks - 60% of the grade

Assignment Due dates

1/31/2015 (Tasks) - Project Scope
1/31/2015 (Tasks) - Project Approach, Deliverables and Structure
2/1/2015 (Tasks) - Schedule Estimation
2/7/2015 (Exams) - Midterm - during class time
2/8/2015 (Tasks) - Cost Estimation and Change Mgmt
2/21/2015 (Tasks) - Schedule Controls and Scope Change
2/21/2015 (Tasks) - Budget and Quality Controls
2/22/2015 (Exams) - Final Exam - during class time

General information

A. Integrate and coordinate all project plans to create a consistent, coherent project plan document.

- a. Document Project planning assumptions.
- b. Document project planning decisions regarding alternatives chosen.
- c. Facilitate communication among stakeholders.
- d. Define key management reviews as to content, extent, and timing.
- e. Provide a baseline for progress measurement and project control.

B. Implement the project scope process to ensure that project includes only the required work.

- a. Authorizing the project or phase.
- b. Developing a written scope statement as the basis for future project decisions.
- c. Subdividing the major project deliverables into smaller, more manageable components.
- d. Formalizing acceptance of the project scope.
- e. Controlling changes to project scope.

C. Employ time management techniques to ensure timely completion of project

- a. Identifying the specific activities that must be performed to produce the various project deliverables.
- b. Identifying and documenting interactivity dependencies.
- c. Estimating the number of work periods that will be needed to complete individual activities.
- d. Analyzing activity sequences, activity durations, and resource requirements to create the project schedule.
- e. Controlling changes to the project schedule.

D. Implement cost management techniques to ensure that the project is completed within the approved budget.

- a. Determining what resources (people, equipment, materials) and what quantities of each should be used to perform project activities.
- b. Developing an approximation (estimate) of the costs of the resources needed to complete project activities.
- c. Allocating the overall cost estimate to individual work activities.
- d. Controlling changes to the project budget.

E. Evaluate project plan and utilize quality management process to ensure that project will satisfy the needs for which it was undertaken.

- a. Identifying which quality standards are relevant to the project and determining how to satisfy them.
- b. Evaluating overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards.
- c. Monitoring specific project results to determine if they comply with relevant quality standards and identifying ways to eliminate causes of unsatisfactory performance.

F. Implement controls in project plan to reduce the possibility of risks.

- a. In context of project plan implement scope change, schedule, cost and quality controls.

Methods of Evaluating Objectives

Tasks and Exams

Textbook

Project Planning, Scheduling and Control, 5th Edition, James Lewis, 2005, McGraw-Hill Publishing (ISBN 0071746528)

Supporting Reference

A Guide to the Project Management Body of Knowledge, 2008, Fourth Edition

Project Management Institute, Newtown Square, PA

Late work

Late work will be accepted with 50% credit assigned. Please stay on target for all project work.