

**PSPM 5300-701**

**Project Management Body of Knowledge Review**

**Dr. Casey Lowe, PMP**

**General Information**

Class: Project Management Body of Knowledge Review

Term: Summer 2014

Instructor e-mail: wcl8p@virginia.edu

**Class Description**

Provides an in-depth review of the Project Management Institute's required Body of Knowledge to master its powerful tools and techniques, apply to them to real-world situations, and help prepare students for the Project Management Professional (PMP) exam.

**Required Text**

*A Guide to the Project Management Body of Knowledge (PMBOK),* Fifth Edition; PMI.

*The PMP Exam: How to Pass on Your First Try*, Fifth Edition; Andy Crowe.

**Learning Outcomes**

At the conclusion of this course students will have completed an in-depth reviewed the Project Management Body of Knowledge (PMBOK). Specific outcomes include:

* Mastery of the PMBOK Knowledge Areas and Process Groups
* Application of the PMBOK tools and techniques to real-world situations faced by project manager
* Preparation for the Project Management Professional (PMP) exam

**Evaluation Procedures**

Grading is based on the mid-term exam (30%), Final Exam (30%), Practical Exercises (30%), and participation in live discussions and forum discussions (10%). Points are allocated for each according to the table below:

|  |  |
| --- | --- |
| **Category** | **Points Available** |
| Mid-Term Exam | 300 |
| Final Exam | 300 |
| Practical Exercises | 300 |
| Live Discussions | 100 |

Final grades will be determined as follows:

|  |  |  |
| --- | --- | --- |
| **Grade** | **%** | **Total Points** |
| A | 90% - 100% | A+ = 987-1000A = 936-986A- = 900-935 |
| B | 80% - 89% | B+ = 877-899B = 836-886B- = 800-835 |
| C | 70% - 79% | C+ = 787-799C = 736-786C- = 700-735 |
| D | 60% - 69% | D+ = 687-699D = 636-686D- = 600-635 |
| F | Below 60% | 599 Points & below |

**Course Schedule**

This course consists of a mix of experiences that will allow students to learn then demonstrate understanding. It includes Live Discussions, Recorded Lectures, Practical Exercises, and Exams.

Given the online nature of this course students should work at their own pace but seek to complete the activities in each session the same week as that shown on the course schedule below. Live discussions, however, must be attended on the date and time shown. Practical exercises and both exams should be completed within one week of the date they are posted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Activity** | **Topics** | **Readings** |
| 1 | 5/297PM ET | Live Discussion | The PMBOK, Foundational Concepts, Process Framework and the PMP Exam | Crowe, Ch. 1,2, & 3PMBOK v.5 |
| 2 | 6/5 | Recorded Lecture | Integration Management | Crowe, Ch. 4PMBOK v.5 |
| 3 | 6/12 | Recorded Lecture | Scope Management | Crowe, Ch. 5PMBOK v.5 |
| 4 | 6/19 | Practical Exercise | Time Management | Crowe, Ch. 6PMBOK v.5 |
| 5 | 6/26 | Live Discussion | Cost Management | Crowe, Ch. 7PMBOK v.5 |
| 6 | 7/3 | Mid-Term Exam | Demonstrate Understanding of Chapters 1-7 in Crowe and PMBOK | N/A |
| 7 | 7/10 | Recorded Lecture | Quality Management | Crowe, Ch. 8PMBOK v.5 |
| 8 | 7/17 | Recorded Lecture | Human Resource Management | Crowe, Ch. 9PMBOK v.5 |
| 9 | 7/24 | Practical Exercise #2 | Communications Management | Crowe, Ch. 10PMBOK v.5 |
| 10 | 7/31 | Recorded Lecture | Risk Management | Crowe, Ch. 11PMBOK v.5 |
| 11 | 8/7 | Live Discussion 7PM ET | Procurement Management, Professional Responsibility, and the PMP Exam | Crowe, Ch. 12, 13, & 14PMBOK v.5 |
| 12 | 8/14 | Final Exam | Demonstrate Understanding of Chapters 8-14 in Crowe and PMBOK | N/A |

**U.Va. Policies**

**SCPS Grading Policies:** Courses carrying a School of Continuing and Professional Studies subject area use the following grading system:  A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F.  S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University.

**University Email Policies:** Students are expected to check their official U.Va. email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

**University of Virginia Honor System:** All work should be pledged in the spirit of the Honor System at the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help a on this examination (quiz, assignment, etc.)”. The pledge must be signed by the student. For more information please visit [Honor System](http://records.ureg.virginia.edu/content.php?catoid=28&navoid=747)

**Special Needs:** It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.),should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC*:* 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available[: U.Va. Department of Student Health](http://www.virginia.edu/studenthealth/sdac.html#types)

For further policies and statements about student rights and responsibilities, please see [U.Va Website](http://www.scps.virginia.edu/audience/students) (<http://www.scps.virginia.edu/audience/students>)

**Technical Information**

**Technical Specifications: Computer Hardware:**

* Computer with basic audio/video output equipment
* Internet access (broadband recommended)
* Microsoft Word

**Technical Support Contacts:**

* Login/Password: scpshelpdesk@virginia.edu
* UVaCollab: collab-support@virginia.edu
* BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu or <http://support.blackboardcollaborate.com>