

BUS 299 – Project Management

Syllabus - Summer 2004

INSTRUCTOR: R. C. (Bob) Chrisman

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COURSE DESCRIPTION: This course will explore the dimensions and elements of project management; concepts, methodologies, strategies, and structures. Attention will also be given to cost controls, teamwork, and quality management. The student may focus on general business project management, or specific information technology project management. (3 credits).

CLASS SCHEDULE: Summer, 2004 – Guided Study. Initial meeting (mandatory): Sunday 6/13 9-12:30 Taylor 101, McMinnville.

TEXT: Dinsmore, P. C. (Ed.). (1993) The AMA Handbook of Project Management. AMACOM.

COURSE OBJECTIVES: By the end of the course students will:

- Ⓢ Be able to establish project goals,
- Ⓢ Fix managerial philosophy and strategy,
- Ⓢ Plan project,
- Ⓢ Design organizational structures,
- Ⓢ Generate and maintain teamwork,
- Ⓢ Manage a project life cycle,
- Ⓢ Meet project objectives,
- Ⓢ Handle the transition to operational start-up.

INSTRUCTOR BIOGRAPHY: I earned a bachelor's degree in human relations with double majors in psychology and sociology, intent on going into personnel administration when I "grew up." As the son of a World War II warrant officer, I realized a dream and followed President Kennedy's challenge to serve my country by spending the next four years at sea as a naval officer. After my service I began my 25+ career in human resource administration as a personnel assistant for a school district. I was recruited by Stanford University Medical Center where I served as employment manager and assistant personnel director. I then went on to serve in several health service organizations as personnel director, director of labor relations, associate administrator, and vice president-human resources; a career of over twenty years. Concurrent with this career I completed the coursework for a master's degree in general systems theory, focusing on human

resource systems, at San Jose State. I was invited to teach a graduate course in personnel administration at San Francisco State University, and fell in love with leading the learning process. I decided to improve my teaching skills and earned a master's degree in education at Heritage College, Toppenish, WA. I have had the privilege of leading courses in business administration, computers, and adult learning for the past ten years. I continue my own quest for learning and have completed the coursework for a doctorate in educational leadership at Gonzaga University (through week-end and summer courses).

OTHER STUFF:

Assistance: If you require any specific instructional accommodations or assistance, please notify me at your earliest convenience. Students with physical or learning challenges, or special needs, please discuss them with me at any time, but preferably at our first meeting.

Students with disabilities: Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term.

Academic honesty: Cheating and plagiarism will not be tolerated. Any student found to be engaging in either of these activities at any point in the course will receive a failing grade for the course and may be subject to further college sanctions.

plagiarize, plagiarism

1. To use and pass off as one's own (the ideas or writings of another).
2. To appropriate for use as one's own passages or ideas from (another).

verb, intransitive

To put forth as original to oneself the ideas or words of another.

The American Heritage⁷ Dictionary of the English Language, Third Edition copyright © 1992 by Houghton Mifflin Company

Note that it is quite appropriate to quote the work of others in academic work, just ensure that the author(s) is given credit in citations and references.

Incompletes: A grade of incomplete is given only in emergency situations. The student must request an incomplete in writing and must receive the instructor's approval. All work must be completed within time limits set by the instructor. If work is not submitted by the due date, a grade will be calculated only on work previously received by the instructor.

Academic freedom: Collegial discourse should be a place where individual thought can be expressed without fear of retribution, ridicule, or attack. Disagreement is encouraged, and will be rewarded when succinct, relevant and articulate. Critique is encouraged, along with consideration, courtesy and respect. The authors of the text,

as well as the instructor, are humans. As such, we are imperfect and subject to making mistakes. Students will be honored for illuminating such mistakes.

Copyright: Students are advised to honor all copyrights, and specifically to not download or copy material from the internet except for educational puposes.