George Mason University  
Graduate Course Approval/Inventory Form  
Please complete this form and attach a copy of the syllabus for new courses. Forward it as an email attachment to the Secretary of the Graduate Council. A printed copy of the form with signatures should be brought to the Graduate Council Meeting. Complete the Coordinator Form on page 2, if changes in this course will affect other units.

Please indicate: _____ NEW  _____ MODIFY  _____ DELETE

Local Unit: School of Management  
Graduate Council Approval Date: 

Course Abbreviation: MBA  
Course Number: 712

Full Course Title: Project management

Abbreviated Course Title (24 characters max.):

Credit hours: 3  
Program of Record: MBA

Repeatable for Credit? ___ D=Yes, not within same term  Up to hours 
___ T=Yes, within the same term  Up to hours 
_X_ N=Cannot be repeated for credit

Activity Code (please indicate): 
_X_ Lecture (LEC)  ___ Lab (LAB)  ___ Recitation (RCT)
___ Studio (STU)  ___ Internship (INT)  ___ Independent Study (IND)  ____ Seminar (SEM)

Catalog Credit Format: 3:3:0  
Course Level: GF(500-600) ____ GA(700+) _X_

Maximum Enrollment:  
For NEW courses, first term to be offered:

Prerequisites or corequisites: 35

Catalog Description (35 words or less) Please use catalog format and attach a copy of the syllabus for new courses:  
Focuses on the design, planning, monitoring and control of projects. This involves the practical examination of how projects should be managed from start to finish, including specific emphasis on how to avoid common pitfalls.

For MODIFIED or DELETED courses as appropriate:

Last term offered: Summer 2005  
Previous Course Abbreviation: MBA  
Previous number: 712

Description of modification: Change in course description (see above for new description)

APPROVAL SIGNATURES: 
Submitted by: Phillip G. Buchanan  
email: buchanan@gmu.edu

Department/Program: Phillip G. Buchanan  
Date: September 1, 2005
## Approval from other units:

Please list those units outside of your own who may be affected by this new, modified, or deleted course. Each of these units must approve this change prior to its being submitted to the Graduate Council for approval.

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Graduate Council approval: _______________________________ Date: __________

Graduate Council representative: __________________________ Date: __________

Provost Office representative: ____________________________ Date: __________
MBA 712: Project Management
Master Syllabus

Prerequisite: Completion of MBA core or permission of instructor

Course Description:
The course focuses on the design, planning, monitoring and control of projects. This involves the practical examination of how projects should be managed from start to finish, including specific emphasis on how to avoid common pitfalls. Various types of projects are discussed. Particular emphasis is given on using Microsoft Project for managing projects. (3:3:0)

Learning Objectives:
The specific objectives of the course are:
- To understand the challenges and issues of project planning and control activities and the decision-making necessary to effectively manage projects.
- To develop the skills a manager needs to facilitate effective projects.
- To gain experience and knowledge of Microsoft Project software so as to effectively plan and manage projects.
- To gain expertise on the terminology, tools and key concepts from the Project Management Book of Knowledge (PMBOK), to aid in preparation for the PMP certification exam.

Approach to Learning:
The approach of the course will include lectures and assignments. The course materials have been carefully selected to illustrate the principles of project management as they apply to a variety of project types. The assignments are structured to enhance the learning experience.

Course Website: (See instructor syllabi for specific section addresses)

Representative Text(s) and Required Materials:
- Additional readings will be distributed in class.
- Lecture notes in PowerPoint will be posted on the course web site.

Methods of Student Evaluation:
The course grade will be based on:
- Mid-term Exam
- Final Exam
- Homework Assignments
- Course Assignment
- Class Participation
Topics Covered:
The following topics are the core subjects covered in the course.
- Defining the project scope
- Project planning
- Managing risk in projects
- Estimating time & cost
- Scheduling resources within the project
- Reducing project duration
- Measurement and evaluation of project performance
- Project control
- Ethical issues in project management
Other topics may be added at the instructor’s discretion.

Honor Code:
The faculty expects students to follow the University’s honor code as presented in the University’s publications.

DRC Statement:
If you are a student with a disability and you need academic accommodations, please see the instructor and contact the Disability Resource Center (DRC) at 993-2474. All academic accommodations must be arranged through the DRC.