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MASSACHUSETTS SCHOOL OF LAW at ANDOVER

**SYLLABUS for**

**Project Management & the Law – Fall 2025**

**Professor Michael B. Leamy**

**INSTRUCTOR:** Professor Michael B. Leamy, EdD. – Email:[leamy@mslaw.edu](mailto:leamy@mslaw.edu)

Phone: 978-906-3512

**TEXTBOOKS:** The required textbook is a free, open source textbook located at the link below. It can be viewed online and/or printed as a free downloadable pdf from OPENSTAX

<https://open.umn.edu/opentextbooks/textbooks/1269>

Project Management: Navigating the Complexity with a Systematic Approach

Abdullah Oguz, New Britain, CT

Copyright Year: 2022

ISBN 13: 9781936323999

Publisher: [MSL Academic Endeavors](https://engagedscholarship.csuohio.edu/msl_ae_ebooks/)

Language: English

**CLASS TIMES:** Online

**OFFICE HOURS:** By appointment in person, Zoom, or by phone as requested

***See TWEN for detailed weekly schedule and all course content.***

**COURSE DESCRIPTION:**

Managers and professionals in the legal field need to ensure the efficient and effective use of an organization's resources.  Many businesses start out with a great idea or an opportunity.  As operations ramp up, managers are often left without the knowledge or training for planning and organizing a project and its resources.  This course will explore how managers and legal professionals can assure the vision of a project is met while supporting stakeholders and overall objectives through project management principles. The course will specifically address the application of these theories and principles in the legal field.

**COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Understand the fundamental principles and concepts of project management.
2. Develop effective project plans.
3. Analyze and manage project budgets, including cost estimation, budget allocation, and cost control measures throughout the project life cycle.
4. Apply leadership and interpersonal skills to effectively communicate, collaborate, and motivate project team members and stakeholders.
5. Evaluate project performance through the use of key performance indicators (KPIs) and project metrics, and implement corrective actions as necessary to keep projects on track.
6. Understand the ethical considerations and professional responsibilities in project management.
7. Apply project management skills and principles to the legal field.

Students will be expected to submit assignments on a weekly basis. The course consists of seven major areas, each of which includes a series of formative assignments. There are two major papers and a final exam. The Student Learning Outcomes above will be measured via seven modules meant to assess student achievement of the outcomes both formatively and summatively. The seven modules are:

1. Introduction to Project Management
2. Planning and Project Initiation
3. Scheduling and Management
4. Resource Management
5. Risk & Control
6. Project Management & Closing
7. Project Management in the Legal Profession

**GRADING PROCEDURES**

Minor Assignments 10%

Major Papers (2): 40%

Final 50%

**ASSIGNMENTS**

1. All assignments must be typed, doubled-spaced, using word processing (unless otherwise instructed); and use APA format when appropriate.
2. All assignments must be submitted on the due date unless other arrangements have been made with the instructor **PRIOR TO THE DUE DATE**. No late work will be accepted unless arrangements have been made with the instructor and an extended due date negotiated. Late assignments may incur a reduction in points per day late.
3. Candidates are expected to have technological proficiency in using e-mail, including sending attachments properly formatted; navigating the Internet; using Power Point; and developing web pages, brochures and other publications as needed. If you need help in this regard, please see me so that I can assist you in acquiring these skills.

**INSTRUCTIONAL STRATEGIES:**

**X**  Lecture  Laboratory

**X**  Discussion/Questioning  Pre-Practicum

**X**  Viewing/Listening/Answering  **X**  Role Playing/Simulation

**X**  Problem Finding/Solving  **X**  Independent Learning

**X**  Discovery  **\_\_\_** Field Trips

**X**  Interviewing  **\_\_**  Computer Applications

**X**  Collaborative Learning  **X**  Data Collection

**X**  Reflective Response  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COURSE OUTLINE

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| Week | Dates | Topics (chapter) & **Major Assignments** |
| 1 | 8/18 – 8/24 | Course Welcome  Chapter 1. Introduction to Project Management |
| 2 | 8/25 – 8/31 | Chapter 2. Strategy, Objectives, and Project Selection |
| 3 | 9/1 – 9/7 | Chapter 3. Project Initiation |
| 4 | 9/8 – 9/14 | Chapter 4. Project Planning and the Project Scope |
| 5 | 9/15 – 9/21 | Chapter 5. Stakeholder Management |
| 6 | 9/22 – 9/28 | Chapter 6. Communication Management, Leadership, and Project Team Management  **Major Assignment 1 Due** |
| 7 | 9/29 – 10/5 | Chapter 7. Scheduling |
| 8 | 10/6 – 10/12 | Chapter 8. Resource Management |
| 9 | 10/13 – 10/19 | Chapter 9. Budget and Procurement |
| 10 | 10/20 – 10/26 | Chapter 10. Project Risks |
| 11 | 10/27 – 11/2 | Chapter 11. Monitoring and Controlling |
| 12 | 11/3 – 11/9 | Chapter 12. Agile (Adaptive) Project Management  **See special assignment for week 12: email question to** [leamy@mslaw.edu](mailto:leamy@mslaw.edu) |
| 13 | 11/10 – 11/16 | Chapter 13. Closing the Project |
| 14 | 11/17 – 11/23 | Project Management in the Legal Field  **Major Assignment #2 Due**  Thanksgiving Week |
| 15 | 11/24 – 12/1 | Project Management in Action for Professionals in the Legal Field  Final Review  Course Wrap |
|  |  | **Final Exam: Date to be posted** |