

Project Management – Syllabus

Professor: *Ken Wermann*

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Course Location: *On-line*

Course Dates: *January 14, 2013 through May 2, 2013*

Important Dates

Spring Break: *March 9-18*

Mid-term Exam: *Due by Saturday March 23, 2013 at 11:59PM ET*

Final Exam: *Due by Saturday May 4, 2013 at 11:59PM ET*

Text:

Successful Project Management, Fifth Edition

Authors: Gido & Clements

Thomson South-Western Publishing

Course Description:

This course will cover the basics of waterfall-based project management, but will also touch on some agile project management methodologies. The principles used in this course are generic as to not lock you into any project management suites/tools. The class will explore project management through the following tools: individual assignments, lecture, discussion, and reading.

Course Goals:

- Understanding of projects, their formation, and follow-through
- Understanding of the different types of project-based organizations
- Understanding of project management tools
- Dealing with real-world problems and the people associated with them
- The ability to transfer knowledge gained in this course to a production work environment

Reading and Assignments:

- Readings from the class textbook and other sources may be provided throughout the class.

- Students are responsible to complete all readings as assigned.
- Assignments will be provided throughout the class; all students are expected to complete all assignments
- Assignments, readings, and other postings will be placed on Blackboard. Please check the site, including the Announcements section, often for new information

Instructor Availability:

- The best way to get in contact is via email at kjwerman@uncg.edu
- Please feel free to email at any time, all emails will be replied to as they are received (usually within 24-48 hours)
- If we need to discuss a topic by telephone, we can pre-arrange a call via email; please let me know the issue/topic and I will setup a call

Course Grading:

- A total of 100% can be earned throughout the entire course
- The weighting of items is as follows:
 - Individual Assignments – 50% of the grade
 - Mid-term Test –20% of the grade
 - Final Exam – 30% of the grade
- Grade Key:

A+	98-100
A	94-97
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	66-67
D-	65
F	>65

Late Assignments:

An assignment is considered late if it is not submitted by 11:59 PM (2359) Eastern Standard Time (EST) on the specified due date or as requested by the instructor.

Assignments will receive zero points when submitted after the due date.

The only exception to this rule is if the student and I coordinate an alternative agreement due to extenuating circumstances (i.e. death in the family, business trip, etc.) *in writing over email ahead of the normal assignment due date.*

Every three missed individual assignments will result in a drop in letter grade.

- Some examples:
 - If three assignments are missed your grade letter will be dropped by one, so if you received an A- in the course, you would receive a B-
 - If six assignments are missed your grade letter will be dropped by two, so if you received an B- in the course, you would receive a D- in the course

The instructor reserves the right to modify this policy at any time.

Extra Credit:

Extra credit work will not be accepted or offered before, during, or after this course.

Course Standard for Assignments:

- Assignments allow the instructor to assess your knowledge and understanding of the course concepts and assignments
- To receive full credit on turned-in assignments, each assignment should have:
 - Your full name
 - Your login ID/username for Blackboard
 - Assignment description as provided by the instructor
 - Meet all elements of assignments

Mid-term and Final Exam:

The mid-term and final exam will have specifics to them that will be relayed over the course of the class, closer to each assignment. The mid-term is worth approximately 20 points and the final exam is worth approximately 30 points.

Reading:

- Each chapter should be read in the order shown at your own pace:
 - Read prior to mid-term exam
 - Chapter 1 – Project Management Concepts
 - Chapter 13 – Project Organizations
 - Chapter 2 – Identifying and Selecting Projects
 - Chapter 3 – Developing Project Proposals
 - Chapter 4 – Defining Scope, Quality, Responsibility, and Activity Sequence
 - Chapter 5 – Developing the Schedule
 - Chapter 6 – Resource Utilization
 - Chapter 8 – Managing Risk
 - Read prior to final exam
 - Chapter 7 – Determining Costs, Budget, and Earned Value
 - Chapter 9 – Closing the Project
 - Chapter 10 – The Project Manager
 - Chapter 11 – The Project Team
 - Chapter 12 – Project Communications and Documentation
- Please note that some versions of the text, such as the International version, swap around the chapters. Therefore I provided the chapter title for each section. If your book's chapters numbers and titles do not align to what is above, please read the chapter with the *same title name*.
- The contents of each chapter will help you to better understand the assignments and will aid you on individual assignments, the mid-term, and the final exam.
- **Questions on the mid-term and final exam may come directly from the book while not being mentioned in the lectures or class discussion board**
- Self-study:
 - Various chapters have appendices that teach Microsoft Project. You are not required to go through these appendices. MS Project is not used for any assignments that are turned in. That said, MS Project is an excellent tool and can help you outside of this course. I highly recommend you go through the appendices in your free time to learn the product.

Lecture Information:

- Lectures will be posted on Blackboard on a weekly basis on Tuesday nights each week in the discussion board
- Students are encouraged to post questions in response to lecture postings
 - Students should feel free to respond and participate in questions from other students
 - The instructor will also respond to student questions and comments
- The following presentations will be covered throughout the course (but not necessarily in this order):
 1. Intro to the Course
 2. Agile versus Waterfall Projects
 3. Project Management Fundamentals
 4. Project Management Organizations
 5. Project Fundamentals
 6. Work Breakdown Structure
 7. Linear Responsibility Matrix
 8. Risk Management
 9. Gantt Charts
 10. Network Diagrams
 11. Scheduling
 12. Project Documentation
 13. Presentations
 14. The Project Manager
 15. Project Teams

Assignments:

- Assignments will be posted on Tuesday nights
- If no assignment is required, a posting stating no assignment is required will be made by the instructor
- Assignments are due each week by Monday night at 11:59PM
- There are 14 individual assignments planned for the course
 - Each assignment is worth 3.57 points adding up to 49.98 points (rounded up to 50 points)

- You will either obtain full credit (3.57) for a correct assignment or zero points for an incorrect assignment/assignment not submitted by the due date/time
- In all cases of a zero point grade (when the assignment is submitted on-time), the instructor temporarily will provide the opportunity to correct the work within an allotted timeframe. If the correction is completed, full points will be awarded. If the correction is not made within the allotted time, the grade will remain at zero permanently. The point of this is to ensure you understand the material.