<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>Project Risk and Quality Management MGT 6223 Fall 2011 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> and select CRN 1804</th>
</tr>
</thead>
</table>
| INSTRUCTOR   | Sharon Pohly  
CEO  
Girl Scouts of Northern Indiana-Michiana  
10008 Dupont Circle East  
Fort Wayne, IN 46825  
spohly@ltu.edu  
Cell Phone 248.249.0500  
Virtual office hours by appointment |
| SCHEDULE     | September 7 – December 17, 2011  
Refer to [http://www.ltu.edu/registrars_office/calendar_final_exam_index.asp](http://www.ltu.edu/registrars_office/calendar_final_exam_index.asp) for the last date to withdraw and other important registration related information. |
| LEVEL/HOURS  | Graduate Degree / 3 credit hours |
| PREREQUISITE | Risk Management  
Frame, J. Davidson  
Managing Risk in Organizations: A Guide for Managers  
ISBN: 978-0-7879-6518-1  
Hardcover  
Quality Management  
ISBN10:1932159487  
ISBN13:9781932159486  
Case Studies – Posted on Blackboard. |
| REQUIRED TEXT |  
(See Blackboard for additional resources)  
| TECHNICAL SUPPORT | Technical support for using Blackboard is provided by the Helpdesk,  
248.204.2330 or [helpdesk@ltu.edu](mailto:helpdesk@ltu.edu). Send the Help Desk a form detailing any issues by clicking here [http://tinyurl.com/3yqrvne](http://tinyurl.com/3yqrvne). |
| ADDITIONAL RESOURCES | LTU Online student resources: [http://www.ltu.edu/ltuonline/](http://www.ltu.edu/ltuonline/) |
This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Modules</th>
<th>Topics / Readings</th>
<th>Assignments Due</th>
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</thead>
<tbody>
<tr>
<td>Prior to Semester Start and Sep 7 – Sep 11</td>
<td>Module 0</td>
<td>Overview of textbook Online Learning Orientation Course Orientation</td>
<td>Introductory Post and Response Posts 1 pt</td>
</tr>
<tr>
<td>Week of Sep 12 – Sep 18</td>
<td>Module 1 Quality Basics and the History of Quality Assurance</td>
<td>Text- Rose Chapter 1 Chapter 2 Chapter 3</td>
<td>Bb Discussion Board Forums 2 pts</td>
</tr>
<tr>
<td>Week of Sep 19 – Sep 25</td>
<td>Module 2 Project Quality Planning</td>
<td>Text- Rose Chapter 4</td>
<td>Bb Discussion Board Forums 2 pts</td>
</tr>
<tr>
<td>Week of Sep 26 – Oct 2</td>
<td>Module 3 Project Quality Assurance, Quality Control and Quality Improvement</td>
<td>Text- Rose Chapter 5 Chapter 6</td>
<td>Bb Discussion Board Forums 2 pts</td>
</tr>
<tr>
<td>Week of Oct 3 – Oct 9</td>
<td>Module 4 Project Quality Tools Part 1</td>
<td>Text- Rose Chapter 7</td>
<td>Begin Seven Tools Exercise Bb Discussion Forum 1 pts</td>
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<td>In addition to your text readings this week, read the article from the January, 2009 Quality Progress located at Quality Progress Online. <a href="http://asq.org/quality-progress/2009/01/basic-quality/building-from-the-basics.html?ct=full">http://asq.org/quality-progress/2009/01/basic-quality/building-from-the-basics.html?ct=full</a> You will need to do a free registration in order to read it. It covers the basics of the 7 tools of Quality Improvement. It's a recent article, and very good!</td>
<td>Wimba Classroom session. Hours to be posted. Bring questions about the material and assignment.</td>
</tr>
<tr>
<td>Week of Oct 10 – Oct 16</td>
<td>Module 5 Project Quality Tools Part 2</td>
<td>Text- Rose Chapter 8,9</td>
<td>Bb Discussion Forum 1 pts</td>
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<td>Seven tools exercise due by Saturday 11:59pm</td>
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<tr>
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<td>Topics / Readings</td>
<td>Assignments Due</td>
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Chapter 10, 11, 12  
Visit the website below and learn about the seven tools for management and planning  
| Week of Oct 24 – Oct 30 | Module 7 Six Sigma | Six Sigma Executive Overview Presentation  
Visit the website below and learn about six sigma training and certification  
http://asq.org/learn-about-quality/six-sigma/training/certification.html | Bb Discussion Board Forums  
2 pts  
Wimba Classroom session  
Hours to be posted. Bring questions about the material and the assignment.  
Mid-term Case Study Due Saturday 11:59pm |
| Week of Oct 31 – Nov 6 | Module 8 Introduction to Project Risk Management | Text: Frame  
Chpts 1,2 and 3 | Bb Discussion Board Forums  
2 pts  
Wimba Classroom session  
Hours to be posted. Bring questions about the material and the assignment. |
| Week of Nov 7 – Nov 13 | Module 9 Risk Organization and Identification, Qualitative Risk Mgt | Text – Frame  
Chpts 4,5 | Bb Discussion Board Forums  
2 pts |
| Week of Nov 14 – Nov 20 | Module 10 – Quantitative Risk Assessment, Probability and Statistics in Risk Management | Frame 6 and 7 | Bb Discussion Board Forums  
2 pts |
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<tr>
<td>Week of Nov 28 – Dec 4</td>
<td>Module 12 - Planning for Risk management, Monitoring and Controlling Risk</td>
<td>Frame Chpt 8,9</td>
<td>BB Discussion 1 pt Exercise – Quantitative Risk Analysis</td>
</tr>
<tr>
<td>Week of Dec 5 – Dec 11</td>
<td>Module 13 - Business Risk, Operational Risk, Project Risk</td>
<td>Frame Chpt 10,11,12</td>
<td>Bb Discussion Board Forums 2 pts</td>
</tr>
<tr>
<td>Week of Dec 12 – Dec 17</td>
<td>Final Exams</td>
<td>Risk Management Case Study (Grovesnor Park) due</td>
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**STUDENT EVALUATION**

The course has two exercises, one quiz, two case studies and online participation totaling 100 points. Letter grades are awarded based on the total number of points achieved. No late assignments are accepted.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Seven Tools Exercise</td>
<td>15</td>
</tr>
<tr>
<td>Quality Journey Case Study</td>
<td>25</td>
</tr>
<tr>
<td>Quiz on Probability and Statistics</td>
<td>5</td>
</tr>
<tr>
<td>Exercise – Quantitative Risk Mgt</td>
<td>5</td>
</tr>
<tr>
<td>Risk Case Study</td>
<td>25</td>
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<tr>
<td>Online Participation</td>
<td>25</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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<table>
<thead>
<tr>
<th>Class Points</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>96 and above</td>
<td>A</td>
</tr>
<tr>
<td>90 – 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
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<tr>
<td>83 – 86</td>
<td>B</td>
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<tr>
<td>80 – 82</td>
<td>B-</td>
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<tr>
<td>77 – 79</td>
<td>C+</td>
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<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>61 – 70</td>
<td>D (Undergrad Only)</td>
</tr>
<tr>
<td>60 and below</td>
<td>E</td>
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</table>

*Note: Grades lower than a “B” fall below the LTU graduate standard*
EDUCATIONAL GOALS
The intention of this course is to provide an understanding of both quality and risk management concepts as they apply to project management.

STUDENT LEARNING OBJECTIVES / OUTCOMES
The objectives of this course are for the students to be able to:
1. Understand basic six sigma and quality improvement tools, including the DMAIC cycle
2. Apply the appropriate tools and techniques to improve project and product quality
3. Develop and implement a quality plan within a project, program or portfolio
4. Understand and apply the risk identification process
5. Assess risks both qualitatively and quantitatively
6. Understand differences between risks and uncertainties
7. Understand differences between risks and opportunities
8. Prioritize the risks according to their impact significance on the overall project
9. Create and use a risk register in managing project quality
10. Lead risk management at the project level, understand and explain its application at the program and portfolio level

PREREQUISITE SKILLS
The student should have a basic understanding of project management concepts, either through a graduate level course project management or through practical experience. Have or be willing to learn basic Microsoft Office skills (Word and Excel).

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated PowerPoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages and telephone conference calls.
Self-Assessments – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.
Required Reading – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.
Publisher Web Site – The publisher of our quality text has a website with templates that will be required for two assignments during our quality segment. The website is: http://www.jrosspub.com/

Assignments – The assignments in this class include two case studies and three assignments and a quiz that reinforce the readings,

CLASS POLICIES AND EXPECTATIONS
I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU email account. If you wish to use a different email address for this course, please change your email address in Blackboard under “Blackboard Tools”, then “Personal Information” and send an email to me so I can store your address in my email directory.
Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:
- I will be available to you via e-mail and phone, and will with 24 hours reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems with 24 hours as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you with 48 hours, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester (the Summer semester is compressed into 10 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
  - 8-9 hours preparing your case study review;
  - 24-40 hours working with your group on the three parts of your semester-long project;
  - 8-9 hours working on the various components of your reflective consolidation (final exam).
These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic may be used to guide you in planning your weekly course work to remain on schedule:

**ASSIGNMENT DETAILS**

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” or “SafeAssign” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

**Assignment Seven Tools of Quality Improvement (15 Points)**

Overview- In this assignment, using Microsoft Word and Excel, as well as templates provided by our text's author, you will analyze a simple process and data using the seven tools of quality improvement. The data will be generated by members of the class and posted on the discussion board.

Deliverables and Evaluation –

DATA NOT POSTED IN A TIMELY MANNER AS INSTRUCTED WILL RESULT IN A “0” GRADE FOR THIS ASSIGNMENT. YOUR PARTICIPATION IS CRUCIAL TO THE SUCCESS OF THIS ASSIGNMENT.

Delivered on time according to instructions – 1 pt
Process Flowchart – using Visio, Excel or a hand drawn chart scanned and turned in. – 2 pts

The following should be in a single Excel chart using one tab for each assignment

  - Checksheet with data 2 pts
  - Pareto chart 2 pts
  - Scatter Diagram 2 pts
  - Control Chart 2 pts

The following will be turned in using Microsoft Word format in a single Microsoft word document with two pages.

  - Histogram 2 pts
  - Cause and Effect Diagram 2 pts

Assignment Quality Journey Case Study (25 Points)

**Overview** – The purpose of this exercise is to practice the project quality concepts which you have learned on a real life case study. Please read the case study, and place yourself in the project quality manager role. Your task is to create a quality journey for this case.

**Deliverables and Evaluation** –
Your case will be evaluated based on the following for a total of 30 points

- Title Page – 1 points
- Organization and overall writing quality – 1 points
- Assignment submitted on time – 1 point

Your document should have the following sections. Maximum point values per section are listed.

- Customers – 1 points
- Requirements – 2 points
- Specifications – 2 points
- Quality activities and metrics organized into a quality plan – 8 points
- Quality Control – Specific actions you will take to control quality – 5 points

  - Plan-Do-Study – Select three issues in the case. Describe how you will implement the Plan-Do-Study cycle. Describe the tools and metrics which you will use. 4 points

Assignment Risk Management Case Study (25 Points)

**Overview** – The purpose of this exercise is to practice the risk concepts which you have learned on a real life case study. Please read the case study, and place yourself in the project risk manager role. Your task is to create a risk assessment of the Grovesner project for your boss, Dick Dubin. This assessment should be no more than 10 pages, double spaced, 1” margin, Times New Roman 12 pt font.

**Deliverables and Evaluation** –
Your case will be evaluated based on the following for a total of 25 points

Title Page – 1 points
Organization and overall writing quality – 1 points
Assignment submitted on time – 1 point

Your document should have the following sections. Maximum point values per section are listed.

Risk Plan – 2 points
1. Objectives in handling risk
2. Results of a highly successful project, an expected project and a failer project

Risk Identification – 5 points
Identify and categorize the risks that in this project

Risk Impacts – 5 points
For each identified risk describe the qualitative and/or quantitative impacts

Risk Handling Strategies – 5 points
For each identified risk describe the risk handling strategy

Recommended methods for on-going risk monitoring and controlling - 5 points
Describe the on-going actions to monitor and control risk throughout the project

Online Participation (25 points)

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 25 points based on:

Actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students. On a weekly basis, you will be reading the text and potentially some outside readings. You will also need to read and become familiar with two larger case studies from the Harvard Business Review. One- three discussion questions will be posted on Blackboard to allow you to reflect on these readings. You will be expected to create an initial post to EACH question on the discussion board by Wednesday of each week. Your initial post should be at least 100 words in length, address the question, and show that you have given the question and the readings critical thought. In addition for each question, you will be expected to respond to at least two other students, with posts of at least 50 words in length. Your response posts are due by midnight on Saturday. Score on the initial quiz on course concepts.

This course also has quizzes and exercises worth 5 pts each. They are:
- A quiz on probability and statistics
- An exercise in creating network diagram

SYLLABUS ADDENDA

Please see the LTU Online “Current Students” web site http://www.ltu.edu/ltuonline/ for comprehensive information about Lawrence Tech’s academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these syllabus requirements.

The LTU Online “Current Students” web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that
the SafeAssign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the eHelp web site regarding the use of the SafeAssign product.

Undergraduates: Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list.