

COURSE TITLE BLACKBOARD SITE	EGE 2231 Project Management for Entrepreneurial Engineers Spring 2011 – http://my.ltu.edu and select CRN nnnn
INSTRUCTOR	Sharon Pohly Adjunct Professor, Lawrence Technological University Email:spohly@ltu.edu Cell Phone: 248.249.0500 Office hours by appointment
SCHEDULE	January 10, 2010 – May 07, 2010 See http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for LTU academic calendar information.
LEVEL/ HOURS PREREQUISITE	Undergraduate Degree / 1 credit hour Sophomore Standing
REQUIRED TEXT (See Blackboard for additional resources)	<u>A Guide to the Project Management Body of Knowledge</u> , Fourth Edition, an American National Standard (ANSI/ PMI 99-001-2008), Project Management Institute, Newtown Square, Pennsylvania USA (ISBN: 978-1-933890-51-7) <u>Project Management Casebook</u> , Edited by David I. Cleland, Karen M. Bursic, Richard Puerzer, and A. Yaroslav Vlasak, 1998, Project Management Institute, Newtown Square, Pennsylvania USA (ISBN: 1-880410-45-1) Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDITIONAL RESOURCES	LTU Online student resources: http://www.ltu.edu/ltuonline/
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the Helpdesk. Visit www.ltu.edu/ehelp or 248.204.2330 or helpdesk@ltu.edu

COURSE SCHEDULE FOR TRADITIONAL SEMESTER COURSES

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.

Dates	Modules	Topics / Readings	Assignments Due
Prior to Semester Start and Jan 10 – Jan 12	Module 0	Online Learning Orientation Course Orientation Expectations Introduction to case studies	Listen to course orientation lecture Create an introductory post for the other students in the course worth 2 point Intro to course quiz worth 2 points
Week of Jan 10 – Jan 16	Module 1 Project Processes Work Breakdown Structures Intro to Microsoft Project	PMBOK Chpt 1 Chpt 2- pp.15-33 Chpt 5 pp.116-122 Microsoft Project - Project Management Quick Reference Guide	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Jan 17 – Jan 23	Module 2 Processes for a Project	PMBOK Chpt 3 37-59 Chpt 4 73-89	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Jan 24 – Jan 30	Module 3 Time and Cost Planning	PMBOK Chpt 6 pp. 129-159 Chpt 7 pp. 165-173 Case Study – “The Channel Tunnel: Larger than Life, and Late”	Listen to recorded lecture Participate in Bb Discussion Board worth 4 points Network Diagramming Exercise worth 3 points
Week of Jan 31 – Feb 6	Module 4 HR, Quality and Procurement Planning	PMBOK Chpt 8 pp 189-201 Chpt 9 pp 215-225 Chpt 12 pp 313-328	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Feb 7 – Feb 13	Module 5 Communications Planning	PMBOK Chpt 10 pp. 243-258 Case Study – “Gaining project acceptance.” Case Study book pp 79-83	Listen to recorded lecture Participate in Bb Discussion Board worth 3 points

Dates	Modules	Topics / Readings	Assignments Due
Week of Feb 14 – Feb 20	Module 6 Planning for Risk Management	PMBOK Chpt 11 pp. 273-307	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Feb 21 – Feb 27	Module 7	Test 1 – Project Management Planning	Complete Exam by Thursday at 11:59 pm. Exam will last 45 minutes An announcement will be sent when exam is available. You will have a minimum of 5 days to complete the test, but you must complete it in one session. Allow 45 minutes for the test. Make sure to use Mozilla Firefox as your browser when you take the exam.
Week of Feb 28 – Mar 6	Module 8 Monitoring Processes	PMBOK Chpt 3 pp. 59-64 Chpt 10 pp. 258-272 Chpt 5 pp.125-129	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Mid-semester Break – No Classes			
Week of Mar 14 – Mar 20	Module 9 Controlling Processes	PMBOK Chpt 6 pp.160-164 Chpt 7 pp.179-188 Chpt 8 pp.206-214 Chpt 11pp.308-312 Case Study – “Measuring Successful Technical Performance: A Cost/Schedule/Technical Control System”	Listen to recorded lecture Participate in Bb Discussion Board worth 3 points
Week of Mar 21 – Mar 27	Module 10 Executing Processes	PMBOK Chpt 4 pp.90-100	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Mar 28 – Apr 3	Module 11 Executing Processes	PMBOK Chpt 9 pp.225-238 Chpt 12 pp.330-341	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points
Week of Apr 4 – Apr 10	Module 12 Close Out Processes	PMBOK Chpt 3 pp.64-66 Chpt 4 pp.101-103 Chpt 12 341-345	Listen to recorded lecture Participate in Bb Discussion Board worth 2 points

Dates	Modules	Topics / Readings	Assignments Due
Week of Apr 11 – Apr 17	Module 13 Global Project Management	Case Study – Real-World Challenges to a Multinational Project Team: Building a Manufacturing Facility in India Case Study Book pp.151-156	Listen to recorded lecture Participate in Bb Discussion Board worth 3 points
Week of Apr 18 – Apr 24	Module 14	Summary Case Study – The Space Shuttle Challenger Incident Case Study Book pp.157 – 200	Participate in Bb Discussion Board worth 6 points
Week of Apr 25 – May 1	Module 15	Test 2 – Controlling, Monitoring and Closing Out Projects	Complete Exam by Thursday at 11:59 pm. Exam will last 45 minutes An announcement will be sent when exam is available. You will have a minimum of 5 days to complete the test, but you must complete it in one session. Allow 45 minutes for the test
Week of May 2 – May 7	Final Exams	Final Project Due	

STUDENT EVALUATION

The course has assignments and tests totaling 100 points. Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

EXAMPLES:

Assignments	Points
Test 1	15
Test 2	15
Network Diagram Exercise	4
Weekly Discussions Participation and intro quiz	36
Final Project	30
Total Points	100

Class Points	Letter Grade
95 and above	A
90 – 94	A-
87 – 89	B+

83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D (Undergrad Only)
60 and below	E

EDUCATIONAL GOALS

The goal of this course is to provide exposure to project management concepts to engineers with an interest in the subject matter. Project management tools and techniques are almost universally applicable, and this course will concentrate on teaching basic concepts to be applied in business and engineering situations.

STUDENT LEARNING OBJECTIVES / OUTCOMES

Objectives:

1. Understand key project management fundamentals as contained in the Project Management Body of Knowledge (PMBOK).
2. Apply the knowledge to create basic project management deliverables.
3. Understand how to balance quality, cost and time while achieving the project goals.
4. Understand how to use the basic features of project management software.

PREREQUISITE SKILLS

This class requires sophomore standing

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, 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. You are expected to participate in discussions at least three days during the week.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, telephone conference calls, and IM conversations.

Required Reading – The primary text is the Project Management Body of Knowledge (PM-BOK), which should be read according to the schedule outlined in the syllabus. Chapters will be discussed online. Additionally, you will be reading and discussing the case studies in the case study book.

Assignments –

Weekly Discussion Board - On a weekly basis, you will be reading the text and/or a case study. 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. Over the course of the semester, these posts will be worth 40 points, or 40 percent of your grade. In addition to your initial and response posts for each question, you will be expected to follow the discussions in Blackboard, visiting the site at least four times during the week. You should post at least two additional comments to each question (no required length) during each visit.

Tests – You will have two tests during the course of the semester, which will be offered on-line. The tests will be true/false, multiple choice, fill in the blank as well as between 1 and 3 short answer/essay questions. You will have 45 minutes to complete the test. I will make the test available for at least five days, and you will be expected to complete the test in one session. Make sure you dedicate 45 minutes to take the exam. **IMPORTANT:** Please make sure that you use the MOZILLA FIREFOX web browser for the test. Internet Explorer is not supported, and will cause issues in taking your exam.

Final Project – The final project is intended for you to practice the skills which you have learned throughout the semester. You will be required to complete a number of project management deliverables based on your reading of one of the following case studies:

The Benfield Column Repair Project Case Study Book pp.1-10
Making Affordable Housing Attainable through Modern Project Management pp.21-30
Responding to the Northridge Earthquake pp.137-150

CLASS POLICIES AND EXPECTATIONS

(Please review to verify the information supports student expectations. Update as needed for alignment with your course policies, learning objectives, and student 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.

No late assignments will be accepted or graded without prior communication and approval by the instructor.

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 three times per week. 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:

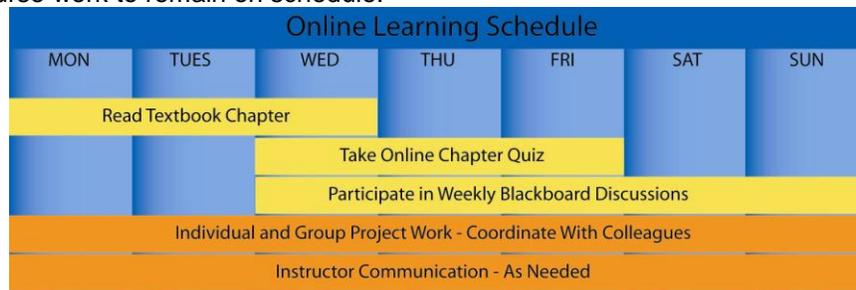
- I will be available to you via e-mail and phone, and will respond within 24 hours reply to your messages.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems within 24 hours as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you within 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 one-credit course generally requires at least three 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 42 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 2 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 28 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:
 - 3 hours preparing for test 1
 - 3 hours preparing for test 2
 - 14 hours preparing your semester project

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 can 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.

Final Project – 30 points

Overview – After reading the case study, imagine yourself in the role of the project manager for the project at the beginning of the project. Based on your reading of the case study, you should create the following project management deliverables:

Deliverables and Evaluation –

Your Final Project will be evaluated as follows:

- 1) Project schedule – in Microsoft Project.- 7 pts
 - a. Twenty – thirty tasks
 - b. Resource list
 - c. Resources assigned to tasks
 - d. Predecessors in place
 - e. Critical path identified
- 2) Project schedule – in Microsoft Project 7 pts
 - a. All information above, updated 1/3 of the way through the schedule
 - i. Completed tasks marked complete
 - ii. Tasks which have been started marked with percent complete
 - iii. Reflects the change control from number 6, below

Project Plan 5-8 pages in length in Microsoft Word – ONE document with clearly marked sections using Headings- Times New Roman, double spaced, 12 pt type:

- 3) Project Communication Plan 5 pts
 - a. Key stakeholders identified
 - b. Method and frequency of communication identified
- 4) Proposed Project Status Meeting Agenda – Microsoft Project 1 pt
- 5) Project Risk Register containing at least 10 risks 5 pts
- 6) Sample Project Change Control 5 pts
 - a. One paragraph of at least 100 words describing how quality will be managed in your project.

Quizzes and Online Participation (40 points)

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 36 points.

Discussion sessions on weeks when case studies are assigned will have additional questions and be worth 3 points. The discussion about our summary case is important for us and I am expecting a lively discussion. This session is worth 6 points. Discussions on weeks when only PM-BOK readings are assigned are worth 2 points. Your actual on-line time may increase during the weeks with larger point value discussions. Please plan accordingly.

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 as 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 LTU Online web site regarding the use of the SafeAssign product.

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.