COURSE SYLLABUS

Course # & Title:	MGT 6153/ CRN 3888- Project Management
Instructor's Name:	Dr. Serhat Eren (Go by Dr Eren)
Course Schedule:	***Optional on-ground orientation:*** None

On-line modules

JANUARY 10 – APRIL 23, 2011
Module 0 = January 10 – January 16, 2011
Module 1 = January 17 – January 23, 2011
Module 2 = January 24 – January 30, 2011
Module 3 = January 31 – February 6, 2011
Module 4 = February 7 – February 13, 2011
Module 5 = February 14 – February 20, 2011
Module 6 = February 21 – February 27, 2011
Module 7 = February 28 – March 6, 2011
Module 8 = March 7 – March 13, 2011
Module 9 = March 14 – March 20, 2011
Module 10 = March 21 – March 27, 2011
Module 11 = March 28 – April 3, 2011
Module 12 = April 4 – April 10, 2010
Module 13 = April 11 – April 17, 2010
Module 14 = April 18 – April 23, 2010

See http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp
for LTU academic calendar information

Note: All modules begin on Monday and end on the following Sunday.

Level/ Hrs/ Prerequisites:	Master Degree / 3 semester credit hours
	Admission / prerequisite requirements
Course Location /Day/ Times:	Online
Required Text:	Project Management W/3 CD's **7**th

Author: by Jack R. Meredith, Samuel J. Mantel
Publisher: Wiley
ISBN 978-0-470-22621-6

Available for online purchase through LTU Bookstore at:
http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489

Electronic Resources:	*Blackboard- LTU (Spring 2011–http://my.ltu.edu and select CRN3888)*
Telephone:	248-446-5071 (Between 7 & 9 pm **ONLY IF AN EMERGENCY!**)
Primary e-mail address:	seren@ltu.edu

Created: Dec 29, 2010
Revised: None

Alternative E-mail Address:	N/A
Availability:	Between 7pm and 9pm on Monday through Friday
	Between 2pm and 6pm on Saturday and Sunday
Addenda:	LTU Online student resources
	http://www.ltu.edu/ltuonline/currentonline.asp
	Course-specific information is provided in the "Course Information" area
Technical Support:	Technical support for using Blackboard is provided by the LTU Help Desk, 248-204-2330 or helpdesk@ltu.edu.
Office Walk-In Support:	Taubman Building, 2nd floor

Welcome!

I would like to welcome you to Project Management (MGT 6153/ CRN 3888) course. I am your instructor, Serhat Eren, go by Dr Eren. During this course we will explore various elements of Project Management. We will study topics that will prepare each of you to become proficient in the course objectives. The approach will be to concentrate on those areas needed to meet the objectives.

Our activities will include modern history of project management, the process for selecting which of the many projects a organization could pursue, evaluating and making the selection, concepts of risk and applies them to the analysis typically performed during the project selection process, challenges facing the project manager, issues concerning the way projects are organized in relation to the organization of the parent firm, the process of project planning, the nature of the conflicts faced by project managers and some techniques for dealing with them, the process of estimating and then assembling the project budget, project implementation by covering various scheduling techniques, developing a project plan and schedule in the face of constrained resources, the "inverse" of the planning process, controlling projects, the process of project auditing, and the termination of the project.

Our method of study will be through reading the text, discussion, solving problems, analysis and peer review, applying concepts to a team homework assignment, case study, and as well as team project, quizzes, and performing a weekly review. These activities will be the means to explore, review, analyze, apply, and summarize concepts and tools of Project Management.

I wish everyone a best of luck!

Dr Eren

COURSE DESCRIPTION

Topics include modern history of project management, the process for selecting which of the many projects a organization could pursue, evaluating and making the selection, concepts of risk and applies them to the analysis typically performed during the project selection process, challenges facing the project manager, issues concerning the way projects are organized in relation to the organization of the parent firm, the process of project planning, the nature of the conflicts faced by project managers and some techniques for dealing with them, the process of estimating and then assembling the project budget, project implementation by covering various scheduling techniques, developing a project plan and schedule in the face of constrained resources, the "inverse" of the planning process, controlling projects, the process of project auditing, and the termination of the project.

COURSE OBJECTIVES

We are living in a new era of very tough global competition. To survive, maintain leadership and expand market share we need to effectively and efficiently manage our productive resources, be competitive, and bring to market fast and constantly provide high quality goods and services that would delight our customers.

TOPICS

Chapter 1- Projects in Contemporary Organizations
Chapter 2- Strategic Management and Project Selection
Chapter 3- The Project Manager
Chapter 4- Negotiation and the Management of Conflict
Chapter 5- The Project in the Organizational Structure
Chapter 6- Project Planning
Chapter 7- Budgeting and Cost Estimation
Chapter 8- Scheduling
Chapter 9- Resource Allocation
Chapter 10- Monitoring and Information Systems
Chapter 11- Project Control
Chapter 12- Project Auditing
Chapter 13- Project Termination

POLICIES AND PROCEDURES

Attendance
You are required to attend class every week. You may be absent from the class due to exceptionally rare situations such death in the family, sickness, etc. In this case, you need to contact your instructor in advance to make arrangements about how and when to turn the assignments in.

Online Discussions
There will be weekly discussion forums in Blackboard. You must answer the discussion questions posted in Blackboard and make comments to your fellow classmates' responses. Below is the guideline to secure perfect participation grade:

1. Respond to all posted questions for the specified week with a minimum of one paragraph by Wednesday midnight (EST).
2. Respond to a minimum of two students' postings for each discussion question by Sunday midnight (EST).
3. A response should state agreement/disagreement with the statement, supporting information, etc. Basically a responding statement should be more than 'I agree."
4. Participation is from Monday through Sunday (Midnight) for each scheduled week of Online Discussion.
5. There will be **no make up** for participation!

Online Discussion Grading Criteria
Online Discussion will be graded out of 2 sections that are *Weekly Lessons Learned* and *Weekly Discussions*. It will be graded out of 20 points, in which 5 points will be earned from weekly lessons learned and 15 points will be earned from overall discussions. See the grading criteria for details.

a) Weekly Lessons Learned (Weekly Summary):
After you completed all assignments, then develop a 'one-two-paragraph' comment on your course activities during the week. The paragraph may include topics you have found to be key points, areas you have found particularly useful, or any other information you feel will be beneficial to others in the class.

Submit your lessons learned paragraph to the lessons learned discussion forum. Weekly Lessons learned are 5 points or 1% worth.

b) Overall Discussions:
Weekly overall discussions are 15 points or 2% worth. Below is the detail.

Possible Points for Participation:
  i. *Good (5 points):* Participated in all discussions with at least one response to each question by Wednesday midnight and two other students' postings for each discussion question by Sunday midnight.
  ii. *Fair (3 points):* Participated in all discussions with at least one response to each question and two other students' postings for each discussion question but <u>participation was held to last possible timeframe (Saturday and Sunday)</u>.
  iii. *Poor (1 point):* Participation did not meet the minimum guidelines in number of responses and timeframe.

Possible Points for Knowledge:
  i. *Good (5 points):* All postings demonstrate knowledge of the subject and provide examples.
  ii. *Fair (3 points):* Majority of postings includes knowledge of subject.
  iii. *Poor (1 point):* Postings lack demonstration of knowledge.

Possible Points for Quality:
  i. *Good (5 points):* Statements demonstrate knowledge using text information, provides examples from industry and work experience.
  ii. *Fair (3 points):* Statements demonstrate minimal knowledge.
  iii. *Poor (1 point):* Statements lack clarity and demonstration of knowledge.

Late assignments
I will **NOT** accept late weekly discussions and weekly lessons learned, however I will accept late assignments (hw exercises, case studies, and final project report) if they are not more than 3 days late. I will still reduce your grade 10% per day for the first three days, a total of 30%. I will not accept the assignments after 3 days of its due date. Assignments due dates will be posted along with your assignments and they are due at midnight (Eastern Standard Time).

Extra Credit Work
There will be **NO** extra credit work assigned in this class.

Criteria for Writing Paper
In case of writing a research paper, APA serves as the primary reference material. Any paper that does not reflect the quality of APA formatting will not get graded and will return to you for second draft. This will result in as if you turned it in 3 days late and late penalty policy will apply. All graded papers need to be written and cited in APA format as summarized in The Little, Brown Compact Handbook.

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.

Learning Team
Each team will consist of 3-5 people depending on the class size. I **WILL** form the teams during Module 0 and post the teams under Module 0 Discussion Forum. Once the teams are formed, a team log will be created by one of the team members. Team log will include the contact information of each member such

as phone #, e-mail, and home address. Team log then will be posted under each team's forum, which will be dedicated to each team and others will not have access to it.

Teams will be allowed to meet in-person or via teleconference, real-time electronic conferencing, or asynchronous conferencing in Blackboard.

The Learning Team Peer Evaluation form is provided in Blackboard under **Module 14 documents.** This will be submitted to me via the link created in Blackboard at the end of the course. I will utilize this form to assess the relative contribution of team members to the both the processes and products of teams, and to ensure that collaboration skills of individual students are reflected in student evaluations. A multiplier will be determined from these evaluations. For example, each person will be evaluated out of 55 points and there are 4 people in a team. The total potential grade is 4 * 55 = 220 points. If one team member receives 50 out of 55 points from each team member including her/himself, a total of 200 points is earned. Now, percent grade or the multiplier is 200/220= 0.9091 or 90.91%. If the team received 95 total points out of all team assignments, then 95 will be multiplied by 90.91%. The final team assignment grade becomes 86.36. There was a reduction of 10% in the total grade. In order to eliminate the grade reduction, I suggest that you work with your teammates in a professional manner and pull the expected weight for each assignment.

Feedback
Your grades for each weekly assignment will be available in Blackboard along with my comments if necessary. You will also be able to see your cumulative grade in Blackboard as of that point to better manage your grading. Your participation, homework exercise, and case study grades will be posted within 2 days or less after their due dates that is Monday or Tuesday.

As for the participation feedback, you will be receiving the following feedback from me every week. There will be a summary and also detailed grading feedback for every module. These feedbacks will be sent to you personally via e-mail so it is imperative that you check your e-mail everyday for better communication with me. If you like to dispute on a participation grade, you need to do it within 3 days after you receive your feedback. Other disputes will not be considered, just because we need to focus on the next module's work.

STUDENT NAME:					

COURSE # & NAME: MGT 6153/ CRN 3888- PROJECT MANAGEMENT

WEEKLY LESSONS LEARNED & DISCUSSION GRADING SUMMARY

Due Date	Participation Grade	Points Possible	Points Possible in %	Your Score	Your Score in %
Module 1	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 2	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 3	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 4	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 5	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 6	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 7	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 8	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 9	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 10	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 11	Weekly Lessons Learned	5	1	0	0.00
	Weekly Discussions	15	2	0	0.00
Module 12	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 13	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
Module 14	Weekly Lessons Learned	NO DISCUSSIONS ASSIGNED			
	Weekly Discussions				
	TOTAL:	200	30	0	0

STUDENT NAME:		

COURSE # & NAME: MGT 6153/ CRN 3888- PROJECT MANAGEMENT

Module 1

Due Date	Weekly Lessons Learned & Discussion Grades	Points Possible	Your Score
Module 1			
	1. Weekly Lessons Learned	5	
	2. Weekly Discussions	15	
	a. Participation:		
	Good (5 points)		
	Participated in all discussions with at least one response to each question by Wednesday midnight and two other students' postings per each discussion question by Sunday midnight.		
	Fair (3 points)		
	Participated in all discussions with at least one response to each question and two other students' postings but participation was held to last possible timeframe (Saturday and Sunday).		
	Poor (1 point)		
	Participation did not meet the minimum guidelines in number of responses and timeframe.		
	b. Knowledge:		
	Good (5 points)		
	All postings demonstrate knowledge of the subject and provide examples.		
	Fair (3 points)		
	Majority of postings include knowledge of subject.		
	Poor (1 point)		
	Postings lack demonstration of knowledge.		
	c. Quality:		
	Good (5 points)		
	Statements demonstrate knowledge using text information, provides examples from industry and work experience.		
	Fair (3 points)		
	Statements demonstrate minimal knowledge.		
	Poor (1 point)		
	Statements lack clarity and demonstration of knowledge.		

COMMENTS

ACADEMIC HONESTY

Students, faculty, and staff are expected to follow established standards of academic integrity and honesty. Academic misconduct entails dishonesty or deception in fulfilling academic requirements and includes but is not limited to cheating, plagiarism, or the furnishing of false information to the University or a University affiliates in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct. **Violation of any of the following standards subjects any student to disciplinary action:**

1. Plagiarism

The term "PLAGIARISM" includes but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work or creative and/or intellectual property in print, product, or digital media of another person without full and clear acknowledgment; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, reports, or other academic materials; or (c) the appropriating, buying, receiving as a gift, or obtaining by any other means another person's work and the unacknowledged submission or incorporation of it in one's own work. Plagiarism is unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due.

Examples include:

- Quoting, paraphrasing, or summarizing written material, even a few phrases, without acknowledgment.
- Failing to acknowledge the source of either a major idea or an ordering principle central to one's own paper.
- Relying on another person's data, evidence, or critical method without credit or permission.
- Submitting another person's work as one's own.
- Using unacknowledged research sources gathered by someone else.
- Copying portions or outcomes of two- or three-dimensional creative property of previously published work.
- Copying items from Internet websites without acknowledgment of the source.

2. Bribery

The term "BRIBERY" includes the offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

3. Cheating

The term "CHEATING" includes but is not limited to (a) use of or giving to others any unauthorized assistance in taking quizzes or examinations; (b) dependence upon aids beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (d) the unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

4. Misrepresentation

The term "MISREPRESENTATION" includes any act or omission undertaken with intent to deceive an instructor for academic advantage. Examples include:

- Using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor, lying to an instructor to increase one's grade and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Conspiracy
The term "CONSPIRACY" means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.

6. Fabrication
The term "FABRICATION" means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

7. Multiple Submissions
The term "MULTIPLE SUBMISSIONS" means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.

8. Unauthorized Collaboration
The term "UNAUTHORIZED COLLABORATION" means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where the instructor has prohibited such collaboration.

9. Sabotage
The term "SABOTAGE" means deliberately impairing, destroying, damaging, or stealing another's work or working material. Examples include:
- Destroying, stealing, or damaging another's lab experiment, computer program, term paper, exam, or project.
- Removing uncharged library materials with the effect that others cannot use them.
- Defacing or damaging library materials with the effect that others cannot use them.
- Hoarding or displacing materials within the library with the effect that others have undue difficulty using them.
- Interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others.

Note: For more information check http://www.ltu.edu/currentstudents.

Privacy and Confidentiality
One of the highlights of LTU academic experience is that students can draw on the wealth of examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

GRADING CRITERIA

Point Values for the Course Assignments

ASSIGNMENTS	Due	# of Assignments	Points (%) for Each Assignment	Total Points (%)
Individual (57%)				
Orientation Quiz	Module 0	1	3	3
Participation	Modules 1-7 & 8-11	10	3	30
Quiz	Modules 2, 4, 6, 9, 11, & 14	6	5	30
Mid-Semester Course Evaluation	Modules 7-8	1	2	2
End of Course Evaluation	Modules 13-14	1	2	2
Learning Team (43%)				
Learning Team Case Studies	Modules 4, 9, & 12	3	3	9
Learning Team Homework Exercises	Modules 2, 6, & 11	3	3	9
Learning Team Final Project Report	Module 13	1	15	15
			Total=	100

How points and percentages equate to grades:

Points (%)	Final Grade
100-96	A
95-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69 or <	F

Note: Grades lower than "B" fall below the LTU graduate standard

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

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

1. A 14-week semester would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
2. 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.
3. 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 <u>at least</u>:
    *   8-9 hours preparing your case study review;
    *   24-40 hours working with your group on the three parts of your semester-long project; and
    *   8-9 hours working on the various components of your reflective consolidation (final exam).

Of course, 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.

Online Learning Schedule						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Read Textbook Chapter (s)						
Answer all Discussion Questions in Weekly Discussion Forums			Participate in Weekly Discussion Forums by interacting with your classmates			
Team Project Work- Coordinate with teammates						
					Quiz	
Instructor Communication- As Needed						

FINAL PROJECT

FINAL PROJECT REPORT

You have been assigned to a project team to develop a new product or service for your organization. Your challenge is to first decide on the type of new product or service. The product choices can be flexible, consisting of options as diverse as construction, new product development, IT implementation, event planning, web site deployment, etc.

Final Project- Phase 1: Project Scope Statement
You are to develop a project scope statement that includes project objectives, deliverables, key milestones with planned due dates, technical requirements, scope limits, constraints, exclusions and project assumptions. Research sample scope statement templates and ensure the following sections are included:
- project summary
- project objectives
- key deliverables
- key milestones with planned due dates
- technical requirements
- scope limitations and exclusions
- Assumptions

Your write up should be specific on concept, objectives, deliverables, approach, and constraints. It is not necessary at this stage to go into minute detail on sub-activities, scheduling, etc.; it is more important to focus on the bigger picture for now.

Final Project- Phase 2: Project Planning
Develop a Work Breakdown Structure for your project based on the identified goals from the first team assignment. Provide a detailed assessment of the various components of the project, going down through the work package stage to tasks and then to subtasks.

Next, assess the personnel needs for the project. How many core team members will be necessary to achieve the project's goals? What are their positions within the organization?

Remember to use the Project Charter and Scope Statement as the basis the determining all the elements of the project, the personnel responsible for each component, and the associated budget for each task. In addition to identifying the tasks and key personnel, construct a Responsibility Matrix (RM) that demonstrates the interrelationship between project team members. The team should submit the following deliverables:
1. A Graphical WBS using a tool like Visio or Xmind.net. The graphical WBS should be defined to 4 levels of refinement to provide sufficient deliverables and sub-deliverables.
2. A MPP file containing the WBS in MS-Project with WBS Id and Task Name with proper formatting and Task hierarchy
3. Responsibility Assignment Matrix
4. Write a brief paper (2-3 pages) that introduces each of these elements, identifies its purpose and includes you own description of each of these elements. Be sure to include items 1, 2 and 3 as figures/screen shots in your brief paper. Submit items 1-3 as attachments and item 4 will be the final team deliverable.

Final Project- Phase 3: Schedule Development
Develop a detailed schedule for your project based on the WBS you have already created. You will need to do several activities at this stage:

1. Develop a project schedule with a minimum of 100 tasks. The tasks at the lowest level in the project schedule should be no greater than 1 week or 40 hours in duration. The project should have all the necessary dependencies identified. Resources do not need to be assigned at this point in the team project.
2. For each task in the project schedule, calculate a PERT duration for each task. This does not need to be done for summary tasks as they will inherit the longest duration of all sub tasks. I suggest using Excel or MS Project PERT features to create a PERT estimate for all 100 tasks. Enter each task's PERT duration as the duration in Microsoft Project.
3. Submit a MPP file with the PERT duration entered for each task
4. Identify the critical path in the project using the Gantt Chart Wizard.
5. Write a brief paper that introduces items 1-4 and includes the relevant screenshots.

Answer the following questions in the paper:
1. What are the benefits of using the PERT estimate?
2. If a task on the critical path is delayed by 1 day, what is the impact to the project finish date?

Final Project- Phase 4: Resource Assignment and Leveling
Develop a detailed resource assignment and leveling following the guidelines below:
1. Identify the resources from the Responsibility Assignment Matrix and add them as resources to your resource pool.
2. Assign resources to each of the tasks in your project schedule. Summary tasks do not need resources.
3. Once resources are assigned, identify the total project duration in days.
4. Switch to the Resource Sheet in MS Project and take a screen capture of the resource sheet
5. Check the project schedule for resource level issues and resource level the plan.
6. Now identify the total project duration in days.
7. Switch back to the Resource Sheet and take a 2nd screen capture of the resource sheet after the resources have been leveled.
8. Write a brief paper that incorporates items 1-7, include screen shots and answer the following questions:
    a. What was the original project duration prior to resource leveling?
    b. What was the revised project duration after resource leveling?
    c. Based on your reading and this exercise, why is resource leveling important in schedule development?

Final Project- Phase 5: Project Closure
Conduct a brainstorming session and identify 12 lessons learned from this project. Submit a team paper that describes each lesson learned and how it can be applied to future projects. Your final project paper should be more than 10 pages long and it should be 1.5 spaced. Please make sure you do not share any confidential information with your classmates and your instructor.

For this paper, APA serves as the primary reference material. Any paper that does not reflect the quality of APA formatting will not get graded and will return to you for second draft. This will result in as if you turned it in 3 days late and late penalty policy will apply. All graded papers need to be written and cited in APA format as summarized in The Little, Brown Compact Handbook.

COURSE ASSIGNMENTS

All course assignments (quiz, homework, case study, and final project) are to be submitted to Blackboard via link created under Assignments tab for each module.

COURSE ASSIGNMENTS

Module 0
1- Get familiar with Blackboard
2- Make sure you have correct Textbook
3- Post your biography in the Cyber Café forum in Blackboard
4- Read the course syllabus very carefully then take the Orientation Quiz. You must have 100% in order to move to Module 1. Orientation Quiz can be taken multiple times, so just retake it when you do not score 100%.
5- Interact with your teammates after your instructor forms the teams. Each team will have at least 4 but not more than 5 people. Then one of the team members will have to create the team log for each team and post the team log in the team's forum which will be provided by your instructor.

Module 1
1- Read Chapters 1 and 2
2- Participate in discussions and post weekly lessons learned in Blackboard

Module 2
1- Read Chapter 3
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Homework Exercise 1 and submit it through the link in Blackboard

> Chapter #1:Questions on Page 23: 25 & 26
>
> Chapter #2: Questions on Page 84: 33 & 34
>
> Chapter #2: Problems on Pages 31-32: 9 & 10
>
> Chapter #3: Questions on Page 146: 29 & 30

4- Complete Quiz 1 in Blackboard

Module 3
1- Read Chapter 4
2- Participate in discussions and post weekly lessons learned in Blackboard

Module 4
1- Read Chapter 5
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Case Study 1 and submit it through the link in Blackboard
   Chapter #5: Case on Pages 227- 230: CASE: Oilwell Cable Company, Inc. You must answer 7 questions at the end of the case study.
4- Complete Quiz 2 in Blackboard

Module 5
1- Read Chapter 6
2- Participate in discussions and post weekly lessons learned in Blackboard

Module 6
1- Read Chapter 7
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Homework Exercise 2 and submit it through the link in Blackboard

> Chapter #4: Questions on Page 181: 24 & 25
>
> Chapter #5: Questions on Page 224: 32 & 33
>
> Chapter #6: Questions on Page 274: 27 & 28
>
> Chapter #7: Problems on Page 319: 2 & 3
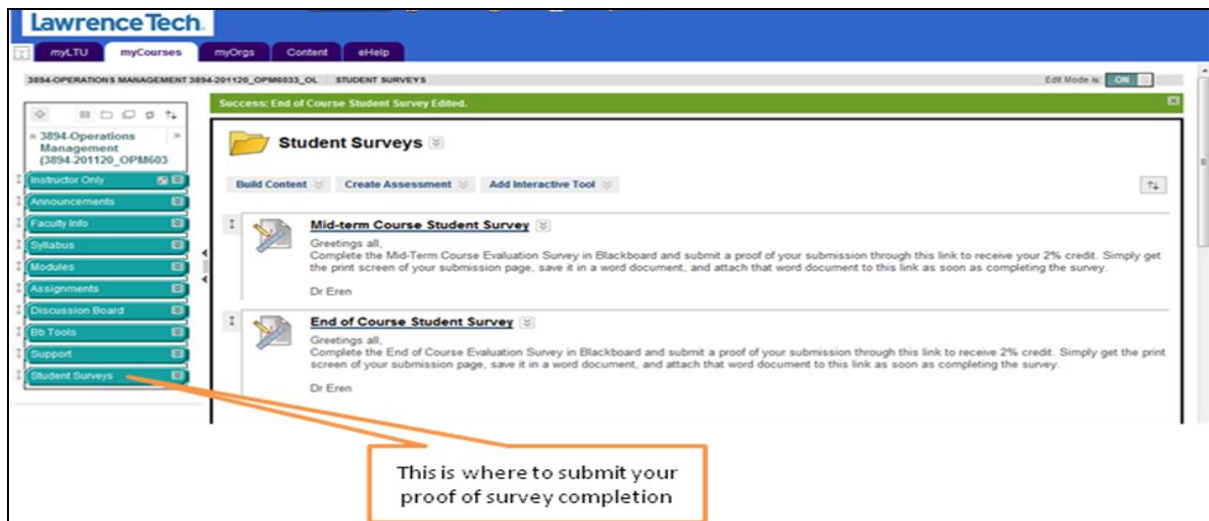
4- Complete Quiz 3 in Blackboard

Module 7
1- Read Chapter 8
2- Participate in discussions and post weekly lessons learned in Blackboard
3- **Final Project- Phase 1: Project Scope Statement**

Module 8
THERE IS NO CLASS DUE TO MIDTERM BREAK!

Module 9
1- Read Chapter 9
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Case Study 2 and submit it through the link in Blackboard
   Chapter #9: Case on Pages 428-431: D. U. SINGER HOSPITAL PRODUCTS CORP.- You must answer 5 questions at the end of the case study.
4- Complete Quiz 4 in Blackboard
5- Complete the Mid-Term Course Evaluation Survey in Blackboard. You **MUST** submit a proof of your submission through the link provided under Student Surveys Tab to receive your 2% credit. Simply get the print screen of your submission page, save it in a word document, and attach that word document to the link as soon as completing the survey. See below where the student survey tab is located:

Module 10
1- Read Chapter 10
2- Participate in discussions and post weekly lessons learned in Blackboard
3- **Final Project- Phase 2: Project Planning**

Module 11
1- Read Chapters 11 & 12
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Homework Exercise 3 and submit it through the link in Blackboard

Chapter #8: Problems on Page 379: 26 & 27

Chapter #9: Problems on Page 425: 6 & 7

Chapter #10: Problems on Page 467: 7 & 8
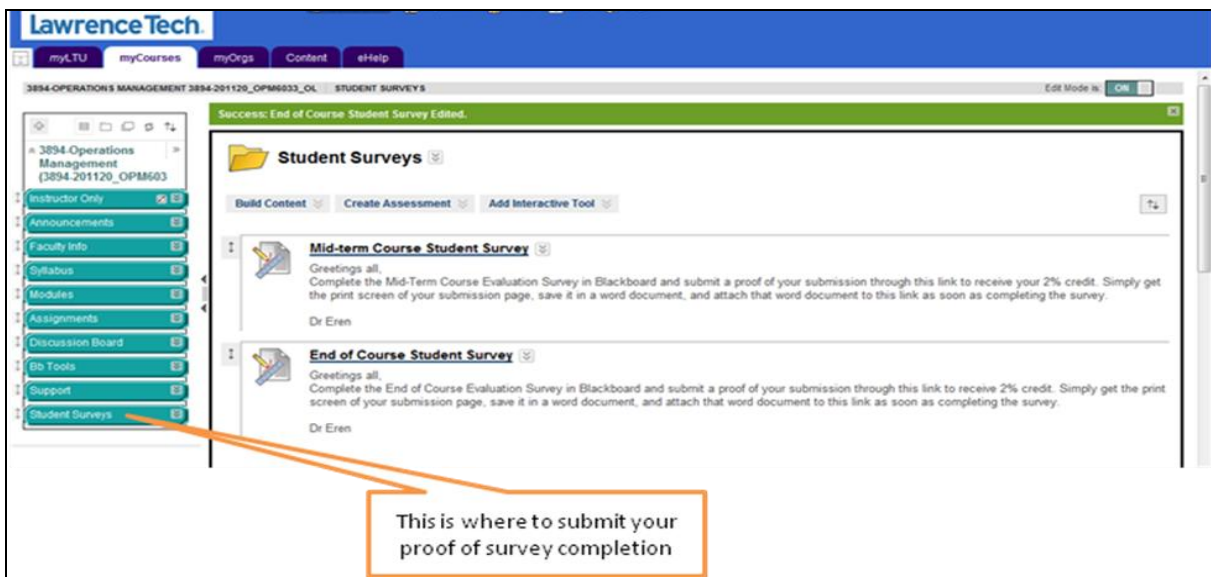
Chapter #11: Problems on Page 508: 9 & 10

4- Complete Quiz 5 in Blackboard
5- **Final Project- Phase 3: Schedule Development**

Module 12
1- Read Chapters 13 & 14
2- Participate in discussions and post weekly lessons learned in Blackboard
3- Complete Case Study 3 and submit it through the link in Blackboard. Chapter #12: Case on Pages 541-550: Theatre High Altitude Area Defense (THAAD): Five Failures and Counting (B)- You must answer 5 questions at the end of the case study..
4- **Final Project- Phase 4: Resource Assignment and Leveling**

Module 13
1- Submit the Final Project Report through the link in Blackboard
2- **Final Project- Phase 5: Project Closure**
3- Complete the End-of-Term Course Evaluation Survey in Blackboard. You **MUST** submit a proof of your submission through the link provided under Student Surveys Tab to receive your 2% credit. Simply get the print screen of your submission page, save it in a word document, and attach that word document to the link as soon as completing the survey. See below where the student survey tab is located:

Module 14
1- Complete Quiz 6 in Blackboard

SUMMARY OF COURSE ASSIGNMENTS & AGENDA

	Activity			
Module	**Topic Outline**	**"Theory"**	**"Practice"**	**Assessment**

		Activity		
Module	Topic Outline	"Theory"	"Practice"	Assessment
0 (course orientation)	1. Blackboard 2. Orientation Quiz 3. Syllabus 4. Textbook 5. Biography 6. Teaming	1. Get familiar with Blackboard. 2. Read Syllabus 3. Check textbook's ISBN#. 4. Post Bio in Blackboard	1. Group discussion	1. Orientation Quiz
1	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video	1. Respond to discussion board 2. Ask questions 3. Share your thoughts	1. Discussion board grader
2	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 6. Hw Exercise	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Solve Hw Exercises	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize 6. Solve	1. Discussion board grader 2. Papers for Hw Exercises 3. Quiz
3	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize	1. Discussion board grader
4	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 6. Case Study	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Read Case Study	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize	1. Discussion board grader 2. Papers for case study 3. Quiz
	1. Discussion board readings	1. Interact with others 2. Post Lessons	1. Respond to discussion board	1. Discussion board grader

Activity				
Module	**Topic Outline**	**"Theory"**	**"Practice"**	**Assessment**
5	& participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video	Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video	2. Ask questions 3. Share your thoughts	
6	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 6. Hw Exercise	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Solve Exercises	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Solve	1. Discussion board grader 2. Papers for Hw Exercises 3. Quiz
7	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 6. Final Project	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Web site research 7. Read library material	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize 6. Term paper	1. Discussion board grader 2. Phase 1 Final Project Report
8	**MIDTERM BREAK- NO CLASS!**			
9	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 6. Case study	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Read case study	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize	1. Discussion board grader 2. Papers for case study 3. Quiz

Activity				
Module	**Topic Outline**	**"Theory"**	**"Practice"**	**Assessment**
10	1. Discussion board readings & participation 1. Weekly Lessons Learned 2. Textbook 3. PowerPoint presentation 4. Streaming video 5. Final Project	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Web site research 7. Read library material	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 4. Analyze 5. Synthesize	1. Discussion board grader 2. Phase 2 Final Project Report
11	1. Discussion board readings & participation 2. Weekly Lessons Learned 3. Textbook 4. PowerPoint presentation 5. Streaming video 7. Hw Exercise 8. Final Project	1. Interact with others 2. Post Lessons Learned 3. Read textbook 4. Play PowerPoint presentation 5. Watch video 6. Solve Exercises 7. Web site research 8. Read library material	1. Respond to discussion board 2. Ask questions 3. Share your thoughts 6. Analyze 7. Synthesize 8. Solve	1. Discussion board grader 2. Papers for Hw Exercise 3. Phase 3 Final Project Report 4. Quiz
12	1. Textbook 2. PowerPoint presentation 3. Streaming video 4. Final Project Preparation 7. Case study 8. Final Project	1. Read textbook 2. Play PowerPoint presentation 3. Watch video 4. Web site research 5. Read library material 6. Read Case study 7. Web site research 8. Read library material	1. Analyze 2. Synthesize	1. Papers for case study 2. Phase 4 Final Project Report
13	1. Textbook 2. PowerPoint presentation 3. Streaming video 4. Final Project	1. Read textbook 2. Play PowerPoint presentation 3. Watch video 4. Web site research 5. Read library material	1. Analyze 2. Synthesize 3. Term paper	1. Projects 2. Phase 5 Final Project Report
14	**FINAL QUIZ- QUIZ 6**			

COURSE AGENDA

COURSE AGENDA			
MGT 6153/ CRN 3888 – PROJECT MANAGEMENT			
ASSIGNMENT	**DUE DATE**	**WHERE TO FIND/ SUBMIT**	**POINTS (%)**
MODULE 0:	**10-Jan 16-Jan**		
Syllabus	Sunday, January 16, 2011	Blackboard	0
Blackboard	Sunday, January 16, 2011	Blackboard	0
Textbook	Sunday, January 16, 2011	Textbook	0
Team Formation	Sunday, January 16, 2011	Blackboard	0
Biography	Sunday, January 16, 2011	Blackboard	0
Orientation Quiz	Sunday, January 16, 2011	Blackboard	3
MODULE 1:	**17-Jan 23-Jan**		
❖ Read Chapters: 1 & 2	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	January 23, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	January 23, 2011	Weekly Lessons Learned Forum	1
MODULE 2:	**24-Jan 30-Jan**		
❖ Read Chapter: 3	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	January 30, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	January 30, 2011	Weekly Lessons Learned Forum	1
QUIZ 1	January 30, 2011	Blackboard- Assignment Tab	5
TEAM HOMEWORK EXERCISE- 1	January 30, 2011	Blackboard- Assignment Tab	3
MODULE 3:	**31-Jan 6-Feb**		
❖ Read Chapter: 4	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 6, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 6, 2011	Weekly Lessons Learned Forum	1
MODULE 4:	**7-Feb 13-Feb**		
❖ Read Chapter: 5	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 13, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 13, 2011	Weekly Lessons Learned Forum	1
QUIZ 2	February 13, 2011	Blackboard- Assignment Tab	5
TEAM CASE STUDY- 1	February 13, 2011	Blackboard- Assignment Tab	3
MODULE 5:	**14-Feb 20-Feb**		
❖ Read Chapter: 6	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 20, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 20, 2011	Weekly Lessons Learned Forum	1
MODULE 6:	**21-Feb 27-Feb**		
❖ Read Chapter: 7	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	February 27, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	February 27, 2011	Weekly Lessons Learned Forum	1
QUIZ 3	February 27, 2011	Blackboard- Assignment Tab	5
TEAM HOMEWORK EXERCISE- 2	February 27, 2011	Blackboard- Assignment Tab	3
MODULE 7:	**28-Feb 6-Mar**		
❖ Read Chapter: 8	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 6, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 6, 2011	Weekly Lessons Learned Forum	1
TEAM FINAL PROJECT - Phase 1	March 6, 2011	Blackboard- Assignment Tab	0
Mid-Semester Course Evaluation	ALL WEEK	Blackboard	2
MODULE 8:	**7-Mar 13-Mar**		
NO CLASS- MIDTERM BREAK			
MODULE 9:	**14-Mar 20-Mar**		
❖ Read Chapter: 9	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 20, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 20, 2011	Weekly Lessons Learned Forum	1
QUIZ 4	March 20, 2011	Blackboard- Assignment Tab	5
TEAM CASE STUDY- 2	March 20, 2011	Blackboard- Assignment Tab	3
MODULE 10:	**21-Mar 27-Mar**		
❖ Read Chapter: 10	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	March 27, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	March 27, 2011	Weekly Lessons Learned Forum	1
TEAM FINAL PROJECT - Phase 2	March 27, 2011	Blackboard- Assignment Tab	0
MODULE 11:	**28-Mar 3-Apr**		
❖ Read Chapter: 11	ALL WEEK	Textbook	
Blackboard Participation (Discussion Questions)	April 3, 2011	Weekly Discussion Forum	2
Blackboard Participation (Lessons Learned)	April 3, 2011	Weekly Lessons Learned Forum	1
QUIZ 5	April 3, 2011	Blackboard- Assignment Tab	5
TEAM HOMEWORK EXERCISE- 3	April 3, 2011	Blackboard- Assignment Tab	3
TEAM FINAL PROJECT - Phase 3	April 3, 2011	Blackboard- Assignment Tab	0
MODULE 12:	**4-Apr 10-Apr**		
❖ Read Chapters: 12 & 13	ALL WEEK	Textbook	
TEAM CASE STUDY- 3	April 10, 2011	Blackboard- Assignment Tab	3
TEAM FINAL PROJECT - Phase 4	April 10, 2011	Blackboard- Assignment Tab	0
MODULE 13:	**11-Apr 17-Apr**		
End of Course Evaluation	ALL WEEK	Blackboard	2
TEAM FINAL PROJECT PAPER- Phase 5	April 17, 2011	Blackboard- Assignment Tab	15
MODULE 14:	**18-Apr 23-Apr**		
QUIZ 6	April 23, 2011	Blackboard- Assignment Tab	5
		TOTAL POINTS=	**100**

SYLLABUS ADDENDA

Please see the LTU Online "Current Students" web site http://www.ltu.edu/ltuonline/currentonline.asp for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The contents of this web site are 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 SafeAssignment 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 SafeAssignment product.