

COURSE TITLE BLACKBOARD SITE	MGT6153 Project Management Spring 2012 – http://my.ltu.edu and select CRN 3738
INSTRUCTOR	Diane Ruiz Cairns Adjunct Instructor Contact Information ltu@dcairns.com Business phone 248.204.2384 and cell will be provided Office hours by appointment
SCHEDULE	January 16, 2012 – April 28, 2012 Refer to 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 PREREQUISITE	Graduate 3 credit hours
REQUIRED TEXT (See Blackboard for additional resources)	Project Management: A Managerial Approach (8th ed.), by J. Meredith & S. Mantel. Wiley, 2012. ISBN 978-0470533024 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, 248.204.2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne .

COURSE SCHEDULE FOR COLLEGE OF MANAGEMENT (GRAD) 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 16 – Jan 18	Module 0	Overview of textbook Access Blackboard, review course content, complete review of syllabus, Module 0 Discussion Forum and Module Content	Course Orientation Discussion Forum – 1. Meet and Greet 2. Questions? Course pre-assessment test Course Requirements
Week of Jan 16 – Jan 22	Module 1	Chapter 1 – Projects in Contemporary Organizations	Bb Discussion Board Forums Weekly Quiz
Week of Jan 23 – Jan 29	Module 2	Chapter 2 – Strategic Management and Project Selection	Bb Discussion Board Forums Weekly Quiz
Week of Jan 30– Feb 5	Module 3	Chapter 3 – The Project Manager	Bb Discussion Board Forums Weekly Quiz
Week of Feb 6– Feb 12	Module 4	Chapter 4 – Managing Conflict and the Art of Negotiation	Bb Discussion Board Forums Weekly Quiz
Week of Feb 13– Feb 19	Module 5	Chapter 5 – The Project in the Organizational Structure	Bb Discussion Board Forums Weekly Quiz
Week of Feb 20– Feb 26	Module 6	Chapter 6 – Project Activity and Risk Planning	Bb Discussion Board Forums Weekly Quiz
Week of Feb 27– Mar 4	Module 7	Chapter 7 – Budgeting: Estimating Costs and Risks	Bb Discussion Board Forums Weekly Quiz
Week of Mar 5 – Mar 11	Module 8	Chapter 8 – Scheduling	Bb Discussion Board Forums Weekly Quiz
<i>Mid-semester Break – No Classes</i>			
Week of Mar 19 – Mar 25	Module 9	Chapter 9 – Resource Allocation	Bb Discussion Board Forums Weekly Quiz
Week of Mar 26 – Apr 1	Module 10	Chapter 10 – Monitoring and Information Systems	Bb Discussion Board Forums Weekly Quiz

Dates	Modules	Topics / Readings	Assignments Due
Week of Apr 2 – Apr 8	Module 11	Chapter 11 – Project Control	Bb Discussion Board Forums Weekly Quiz
Week of Apr 9 – Apr 15	Module 12	Chapter 12 AND 13 Project Auditing Project Termination	Bb Discussion Board Forums Weekly Quiz – Chp 12 AND 13
Week of Apr 16 – Apr 22	Module 13	Final Project Paper Assignment DUE April 22, Midnight	
Week of Apr 23 – Apr 28	Final Post-Exam	Final Post – Exam Reflection Paper BOTH DUE No later than April 28 th , Midnight	

STUDENT EVALUATION

Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

EXAMPLES:

Assignments	% of Grade
Discussion Forum (Attendance)	30
Weekly Quiz	10
Professional Research Paper	10
Semester Project	40
Final Post-Exam	5
Reflection Paper	5
Total	100

Class Points	Letter Grade
96 and above	A
90 – 95	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

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

EDUCATIONAL GOALS

This course provides a socio-technical perspective to the management of projects. The content deals with planning, scheduling, organizing, and implementing projects. Project examples include product development, construction, information systems, new business, and special events. Primary class emphasis is on the project management process and tools. Today, more and more companies are realizing the methodology and skill of managing project is a vital part of everyone's jobs. Mastery of key tools and concepts could give you a significant competitive advantage in the marketplace.

STUDENT LEARNING OBJECTIVES / OUTCOMES

To master key concepts, techniques, and decision tools used by project managers. To identify critical behavior for successfully managing projects. To understand how to develop and use complete computer-based information system for managing projects. Attaining the Course Objectives To pursue the course objectives effectively, students will engage in the following activities: Attend class prepared by reading assigned course material; Complete course assignments and submit on time Actively Participate in and contribute to course discussions.

PREREQUISITE SKILLS

Familiar with Microsoft Office software: Word, Excel, etc.

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

This is an Online class. Instructional methods are for most part asynchronous. As project management requires collaborative skills, the course requires you to make arrangements for team collaboration. Key instructional medium include –

- Weekly Blackboard posting of classroom postings
- Weekly Discussions
- Project Management Simulation
- Quizzes
- Project Report submissions
- 1~1 student participation

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, telephone conference calls, and IM conversations.

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 – A publisher web site at <http://www.wiley.com/college/meredith> includes additional instructional materials (not required), PowerPoint slides, case studies, application exercises, and practice quizzes. You should make use of as many of these resources as you need to be successful.

Assignments – Complete overview of assignment requirements is listed in the Blackboard course material, in the Assignment Section. Assignments include: Weekly Discussion Forum, Weekly Quiz, Professional Project Management paper, Semester Project, Reflection Paper, Final Post-Exam

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”**.

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. Assignments submitted via email are not accepted.

Late Assignments are NOT accepted. All assignments are to be submitted no later than the specified date. Any assignments received after the scheduled due date will receive review and feedback but the grade recorded will be ZERO.

All assignments are to be completed at a graduate, business professional level. Consider the quality of work you would plan to submit to your business superiors.

Plan your week accordingly to participate fully in the class and completion of assignments. This may include being 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:

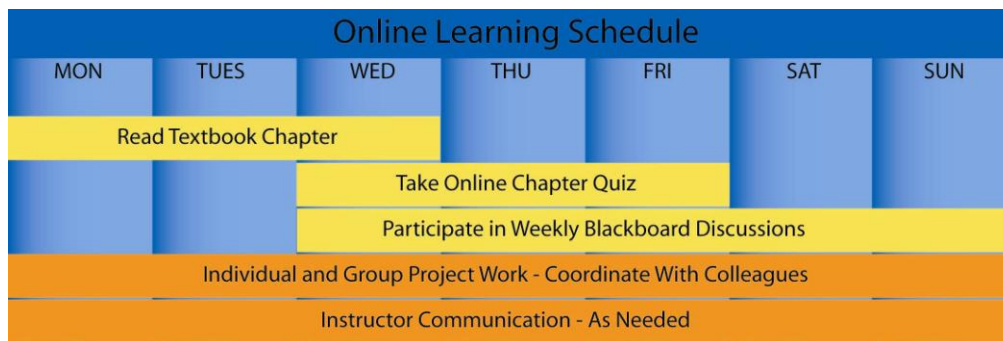
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported 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 promptly, 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 should special circumstances arise that require my assistance, please contact me so that we may discuss and resolve the matter.

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: *This is an example*



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



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clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.