| COURSE TITLE BLACKBOARD SITE | MGT 6153 Project Management – CRN 5274 Summer 2011  
http://my.ltu.edu, log in and select CRN 5274 |
|-------------------------------|--------------------------------------------------------------------------------------------------|
| INSTRUCTOR                    | Andy Desai, MBA, PMP, ITIL Master Certified Adjunct Professor                                  
Phone: 1.313.308.6684 andy.desai@hp.com                                                                                 
Office hours by appointment. Preferred Appointment Time -  
Wednesday 5:00 PM to 7:00 PM  
Saturday 9:00 AM to 11:00 AM |
| SCHEDULE                      | May 18, 2011 – July 28, 2011                                                                    
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 Degree / 3 credit hours                                                                |
| REQUIRED TEXT (See Blackboard for additional resources) | Project Management W/3 CD’s 7th  
Author: by Jack R. Meredith, Samuel J. Mantel  
Publisher: Wiley  
ISBN 978-0-470-22621-6  
| 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. Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne. |
COURSE SCHEDULE FOR TRADITIONAL & COLLEGE OF MANAGEMENT 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Modules</th>
<th>Topics / Readings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Semester Start and</td>
<td>Module 0</td>
<td>Overview of textbook</td>
<td>Introduction on Bb Discussion forum</td>
</tr>
<tr>
<td>May 18 – May 22</td>
<td></td>
<td>Online Learning Orientation</td>
<td>Individual pre-assessment</td>
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<tr>
<td>Week of May 23 – May 29</td>
<td>Module 1</td>
<td>Chapter 1 – Projects in Contemporary Organizations</td>
<td>Bb Discussion 1</td>
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<td></td>
<td></td>
<td>Installation on Bb Discussion</td>
<td>Install MS Project Trial version</td>
</tr>
<tr>
<td>Week of May 30 – June 5</td>
<td>Module 2</td>
<td>Chapter 2 – Strategic Management and Project Selection</td>
<td>Bb Discussion 2</td>
</tr>
<tr>
<td>Week of June 6 – June 12</td>
<td>Module 3</td>
<td>Chapter 3 – The Project Manager</td>
<td>Bb Discussion 3</td>
</tr>
<tr>
<td>Week of June 13 – June 19</td>
<td>Module 4</td>
<td>Chapter 4 – Negotiations Management of conflict</td>
<td>Bb Discussion 4</td>
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<tr>
<td></td>
<td>Module 5</td>
<td>Chapter 5 – Project Organization</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>Week of June 20 – June 26</td>
<td>Module 6</td>
<td>Chapter 6 – Project Activity Planning</td>
<td>Bb Discussion 5</td>
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<tr>
<td>Week of June 27 – July 3</td>
<td>Module 7</td>
<td>Chapter 7 – Budgeting and Cost Estimation</td>
<td>Assignment 2 due</td>
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<tr>
<td>Week of July 4 – July 10</td>
<td>Module 8</td>
<td>Chapter 8 – Scheduling</td>
<td>Bb Discussion 7</td>
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<tr>
<td>Week of July 11 – July 17</td>
<td>Module 9</td>
<td>Chapter 9 – Resource allocation</td>
<td>Quiz 2</td>
</tr>
<tr>
<td>Week of July 18 – July 24</td>
<td>Module 10</td>
<td>Chapter 10 – Monitoring</td>
<td>Bb Discussion 8</td>
</tr>
<tr>
<td></td>
<td>Module 11</td>
<td>Chapter 11 – Project Controls</td>
<td>Assignment 3 due</td>
</tr>
<tr>
<td>Week of July 25 – Jul 28</td>
<td>Module 12</td>
<td>Chapter 13 – Project Closure</td>
<td>Final Exam / Post Exam</td>
</tr>
</tbody>
</table>

**THIS IS A 10 WEEK SEMESTER. THE SEMESTER WILL BE CONDENSED TO INCLUDE REMAINING COURSEWORK AND FINAL EXAMS. Chapter 12 is self study and will not**
STUDENT EVALUATION

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

EXAMPLES:

<table>
<thead>
<tr>
<th>Class Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<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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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 Project Management Simulation at http://www.mhhe.com/simproject
Participate and contribute to course discussions
Complete exams
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. On Campus meetings may be requested if emails and telephone conference seems inadequate.

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.

CLASS POLICIES AND EXPECTATIONS

I am committed 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. This is especially true when sharing experiences through discussion board.

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 promptly reply to your messages.
- I will be available to you for face-to-face appointments when emails and phone does not work.
- 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 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;
  - 12–24 hours working with your group on the SimProject decision meetings;
  - 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 ensure 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:
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.