

<b>COURSE TITLE BLACKBOARD SITE</b>	MGT 6153-Project Management Spring 2010 Blackboard site <a href="http://my.ltu.edu">http://my.ltu.edu</a> Login and select CRN 5143
<b>INSTRUCTOR</b>	Andy Desai, MBA, PMP, ITIL Master Certified Adjunct Professor Phone: 1.313.308.6684 ndesai@ltu.edu  Office hours by appointment. Preferred Appointment Time - Wednesday 5:00 PM to 7:00 PM Saturday 9:00 AM to 11:00 AM
<b>SCHEDULE</b>	May 16, 2012 – July 26, 2012  Refer to <a href="http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp">http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for the last date to withdraw and other important registration related information.
<b>LEVEL/ HOURS PREREQUISITE</b>	Graduate Degree / 3 credit hours
<b>REQUIRED TEXT</b>  (See Blackboard for additional resources)	1. Project Management W/3 CD's 7 <sup>th</sup> ISBN 978-0-470-22621-6 Author: by Jack R. Meredith, Samuel J. Mantel Publisher: Wiley  2. SimProject - ISBN number.... ISBN 978-1-61584-317-6 SimProject is also distributed by: Sim Professionals, LLC 7028 Sandy Trail, Erie , PA 16510  Contact : John Parente sales@simprofessionals.com 814-899-2805  Available for online purchase through LTU Bookstore at: <a href="http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489">http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</a>
<b>ADDITIONAL RESOURCES</b>	LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a>
<b>TECHNICAL SUPPORT</b>	Technical support for using Blackboard is provided by the Helpdesk. Visit <a href="http://www.ltu.edu/ehelp">www.ltu.edu/ehelp</a> or 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a> . Send the Help Desk a form detailing any issues by clicking here <a href="http://tinyurl.com/3yqrvne">http://tinyurl.com/3yqrvne</a> .

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 May 14 – May 20	Module 0	Overview of textbook Overview of Project Simulation Online Learning Orientation Course Orientation and group formation	Course orientation Blackboard introductions Individual pre-assessment Propose teams
Week of May 21 – May 27	Module 1	Chapter 1 - Projects in Contemporary Organizations Chapter 2 - Strategic Management and Project Selection	Bb Forum D1 Choose your SimProject team and Team Name Pre-Assessment Exam Orientation session
Week of May 28 – Jun 3	Module 2	Chapter 3 – The Project Manager	Bb Forums D2 SIMProject Login & ID setup SimProject Trial Round D&J Plastics WBS Download (individual assignment)
Week of Jun 4 – Jun 10	Module 3	Chapter 4 - Negotiation and the Management of Conflict	Bb Forums D3 SIMProject First Round Add 'Period' column to WBS (individual assignment)
Week of Jun 11 – Jun 17	Module 4	Chapter 5 - The Project in the Organizational Structure	Bb Forums D4 SIMProject Round 2 Add 'Skill Category' column to WBS
Week of Jun 18 – Jun 24	Module 5	Chapter 6 – Project Activity Planning	Bb Forums D5 D&J Plastics Status SIMProject Round 3
Week of Jun 25 – Jul 1	Module 6	Chapter 7 – Budgeting and Cost Estimation	Bb Forums D6 SIMProject Round 4 Change Days to hours in WBS(individual assignment) Status Report Period 1 & 2 & 3 Mid-Term Peer Review
Week of Jul 2 – Jul 8	Module 7	Chapter 8 – Scheduling	Bb Forums D7 SIMProject Rapid fire rounds 6,7,8
Week of Jul 9 – Jul 15	Module 8	Chapter 9 – Resource Allocation Chapter 10 - Monitoring and Information Systems	Bb Forum D8 SIMProject Rapid fire rounds 9,10,11
Week of Jul 16 – Jul 22	Module 9	Chapter 11 – Project Control Chapter 12 – Project Audit	Bb Forum D9 No assignments
Week of Jul 23 – Jul 29	Module 10	Chapter 13 – Project Termination	Final SimProject Presentation Post test Due
<p><b>THIS IS A 10 WEEK SEMESTER. THE SEMESTER WILL BE CONDENSED TO INCLUDE REMAINING COURSEWORK AND FINAL EXAMS.</b></p> <p><b>Students are expected to be cognizant of fast pace and need for timely submissions.</b></p>			

## STUDENT EVALUATION

The course assignments, tests, and discussions provide opportunity to earn up to 175 points. Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

EXAMPLES:

Assignments	Points	% of Total Possible Points	Letter Grade
Pre-Exam	5	96 and above	A
WBS Assignments (4)	20	90 – 95	A-
SimProject data Submission @ 2 points per timely and complete submission	18	87 – 89	B+
Rapid fire round assessments	12	83 – 86	B
SimProject Status reports and analysis paper @ 15 points per paper	30	80 – 82	B-
Discussion board submissions	45	77 – 79	C+
Peer Review assessment	5	73 – 76	C
Final Presentation	25	70 – 72	C-
Post Exam	20		
Total Points	175		

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

## 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.

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.

### Pre Exam

This multiple choice exam tests comprehension of course expectations. Students can take the test multiple times to get full 5 points.

### Discussions

Every week, students will participate in one discussion topic relevant to the course. Discussions will be posted every Monday morning at 7:00 AM or earlier and close sharp at Midnight on Sunday. Discussions are graded based on research sighted, experience shared, maturity of opinions and ability to engage your colleagues in a discussion. Students must post one original post by close of Thursday of the week and respond to at minimum two peer postings with comments or contradictions. Some of reasons why students in past modules lost points were as follows:

- Delay in posting original post in time (up to 1 point)
- No or courtesy response to peer post. Your response must add value to all readers.(up to 1 point)
- No independent research source or personal experience shared in original post (up to 2 points)
- A simple 'cut and Paste' of research with no added analysis (up to 2 points)
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### **SimProject Submissions and Rapid Fire round**

SimProject is a Project Management scenario simulation Portal. Students will buy registration code and will register.

Points are awarded for timely formation of team, timely team submissions, and timely submission of teams when instructed. From period to period students will be given specific goals and points will be awarded on achievements of those goals. A rubric on points will be published along with specific announcements.

### **Work Breakdown Structures (WBS)**

Work Breakdown structures are assignments connected with SimProject. You will follow step by step instructions to combine observations on SimProject portal and include it in this MS Project template.

### **Status Reports and Self / Peer review**

Points are awarded for submission of status report in the template provided. Students are expected to be analytical and articulate lessons learnt.

## **EDUCATIONAL GOALS**

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. Goals of this course is to induct students into using principles, tools and techniques of Project Management to gain exposure to managing resources and velocity of outcomes.

## **STUDENT LEARNING OBJECTIVES / OUTCOMES**

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.

## **PREREQUISITE SKILLS**

This is a Graduate level course focused on applying principles of management. Students are expected to have a undergraduate degree, sound written and verbal English language skills and analytical skills. While not mandatory, a course in leadership is beneficial. Students are expected to have adequate Computer skills to be able to navigate Online learning Portal (Blackboard) and some working experience with MS Office including MS Word, MS Excel, and MS PowerPoint.

## **INSTRUCTIONAL METHODS AND COURSE ORGANIZATION**

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

**Student/Instructor Conversations** – Students keep in touch with the instructor via e-mail messages, telephone conference calls, IM conversations, and if deemed necessary face to face meetings on LTU Southfield campus.

**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. Students will also be required to read Player’s manual for SimProject simulations.

**Team Meetings** – Students make teams of up-to four students and collaborate at regular frequency to submit their decisions into SimProject Portal.

## **CLASS POLICIES AND EXPECTATIONS**

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

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me so I can store your address in my email directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

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

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

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

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

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

It is important for you as students to know what to expect from me as your instructor:

- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as required on LTU Southfield campus.
- 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.

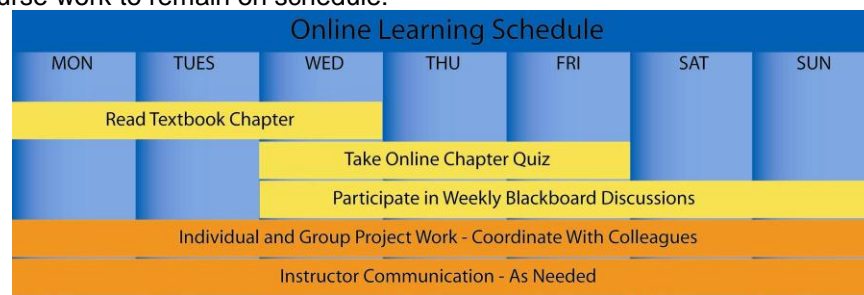
## **PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS**

A three-credit course generally requires at least nine hours per week of time commitment for 14 week semester. For compressed 10 week summer semester you should be prepared for approximately 13 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 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. More information is available at <http://www.ltu.edu/leadership>.