Sul Ross State University
Department of Business Administration

Special Topics - Project Management

GBA 5308- Web Based   Professor: Dr. William C. Green
Spring 2017   Office: NA
Section(s): W01 & W02   Office Phone: 837-8066; 8067(D)
Room: NA   Office Hours: TBA
                                                                       wcgreen@sulross.edu

Course Description:
Project Management is the application of skills, knowledge, tools and techniques to various project activities for the successful execution and achievement of project requirements and objectives. Related concepts and principles from the areas of initiating, planning, executing, monitoring, controlling, and closing process groups are also considered. Specific topics and areas covered may include project integration, project scope, project time & cost and project risk assessment The course may use cases, problems and specific project management processes.

Prerequisite: Graduate Standing or Instructor Permission

Course Material(s): CONNECT & E-Book – *Project Management*; Larson & Gray 6th Edition; McGraw-Hill 2014; ISBN: Specific to Section.

Student Learning Outcomes:
  SLO1   Analyze & solve complex business problems across major business functions, using advanced business principles and strategies
  SLO 2   Communicate in-depth business information through written, oral and other delivery processes
  SLO 3   Identify and discuss the impact of ethical and social responsibility issues in business

Student Learning Objectives – Students will:
Demonstrate understanding of the characteristics, techniques and challenges associated with each of the five process groups relevant to most projects

Understand the knowledge areas of PM and how they are related to the process groups

Examine the potential risks associated with projects and corresponding risk reduction strategies

Appreciate linkage of organizational strategies and goals as drivers for project selection

Identify & appreciate application of Project Management concepts across all business functions

Overall, acquire an advanced yet practical working knowledge of project management as an aid in further study and career pursuits.
Course Grades:

Grades are determined on a percentage/points basis. Course requirements follow:

Engagement/Responsiveness - Ind.	05%	(050)
CONNECT Assignments – Ind. 15		(150)
CONNECT Quiz/Other – Ind. 15		(150)
Case Analysis (2 @ 50) – Ind. 10		(100)
Project Component Assign. - Group	10	(100)
Chapter Problem Set(s) - Group 30		(300)
Online Materials (misc.) – Ind. 05		(050)
Final Exam – Ind.	10	(100)
TOTAL	100%	(1000)

Final course grades are assigned as follows:
    A = 90 - 100%
    B = 80 - 89%
    C = 70 - 79%
    D = 60 - 69%
    F = Below 60

Note: It is my expectation that satisfactory work in this course is at the B level or above. Thus, unless you receive notification from me or your grade average reflects lower than this level (80%), you can be assured that you are doing as expected in the course.

Engagement/Responsiveness:
The purpose of this graded course component is solely a function of the fact that this is an online course. As such, it is critically important that you are engaged! That is – that you are active in the course; responsive in submitting work; timely in responding to various requests I may have and so forth. This is intentionally a small percentage but an important component nonetheless. In short, I want to try and ensure that each of you is "on top" of course components and that the course takes on a high priority in your life for the next few months.

Connect Assignments:
There are actually two Learning Management Systems in this course – CONNECT – C - & BlackBoard – BB. There are some assets with C which are valuable learning aids. Some are simply chapter learning aids and others are more involved. BB does NOT offer anything close to these learning assets. Plus, as there is considerable material to cover, C is an effective way to assist. There are also things associated with BB that will help with the online format of the course. Most of the C assignments will be individually based which is another reason it (C) is useful. Assignments will be announced in advance and may or may not be *linked* to BB as to grading and so forth. If no linkage with BB is developed, the grades will be computed from C and uploaded to BB with the appropriate percentage applied.

Connect Quizzes & Other:
As noted in the previous course component, there are actually two Learning Management Systems in this course – CONNECT – C - & BlackBoard – BB. There are some assets with C which are valuable learning aids. One learning aid which is easily administered and applied is the quiz component based on individual chapter content. Variations on this are some homework modules which are also important. As there are some textbook chapters that are more important and require more emphasis than others, some

chapters will necessitate more emphasis while others will not. Once again, assignments will be announced in advance but, unlike *C Assignments* (per above), you will be expected to complete these assignments within a relatively short window (time span). The quizzes and/or homework assigned are intended to be completed on an individual basis and should be completed entirely on an individual basis. As there is considerable material to cover, C is an effective way to assist.

Case Analysis:

You will be asked to complete two (2) case assignments. The purpose of these is to provide a practical vehicle for tying things together and thinking like a project manager! Also, this helps ensure that you appreciate the various linkages and nuances among all business functions. Finally, these are a primary component in helping us achieve the course objectives.

"Cases" should be typed and single spaced. Length will be dependent on the number of questions to address the issues of the case. However, typical length usually falls somewhere between 1 and 2 pages. Try and avoid mechanical errors (misspellings, typos, etc.). Cases will be evaluated on thoroughness of analysis of area(s), creativity and practicality revealed in your responses and the quality of organization, writing and clarity.

Remember that cases are written to inform in a professional, succinct and efficient way. Thus, verbosity should be avoided. I would urge you to work in groups of two when working on the case assignments to maximize synergy. ***However, the case analysis you submit must be independently written.*** As noted, you must prepare adequately for the case. I would think at a minimum, this would require an initial reading of the case for general content and then at least two more readings for fine tuning the detail and formulating your assessment of the case. Avoid any attempt to "Google" for case information. This is, in effect, tantamount to cheating and/or plagiarism and should be avoided! These will be submitted via the BB assignment tool in a word document format.

Project Component Team Assignment:

A fully developed project might be a typical metric for this course. Given the number of other elements, an abbreviated and condensed version of this metric will be assigned. A complete project includes several components. You will be assigned a project(s) which address one or two of the more important components of a fully developed project with the objective being to provide exposure to project layout and narrow the gap between theory and practice. This will also underscore and enforce many of the concepts covered in the text and so forth. As noted above, this will not be a project with all of the accompanying "bells and whistles" but rather one which provides a realistic perspective on what a project entails and the areas which require careful and thorough assessment in developing project platforms and/or foundations.

I will provide specific areas to cover and beyond that, your team will have some flexibility to enhance the project depending on your interests. A more detailed outline of what is expected (scope) and how this will be evaluated will be forthcoming. *Actual project topics will be submitted by each team and must be approved prior to subsequent work*. Once again, keeping in mind that part of the objective with the assignment is narrowing the gap between theory and practice, please be mindful of this when choosing a project topic. The completed assignment will be submitted via the assignment tool in BB in either a WORD/EXCEL document format or both.

Chapter Problem Set(s):

For many of the chapters, there are concepts which require more emphasis and/or understanding than reading, etc. provide. There are end of chapter problems and applications which provide a direct way to enhance understanding and simultaneously enhance your appreciation for the practical types of things project managers must address. The problems are not excessively time consuming and, for the most part, not difficult. However, you will need to apply concepts from the reading and or other materials to answer the questions. I am making this a group assignment but expect each member of a group (team) to have a thorough understanding of every problem or question assigned.

The *questions or problems* assigned will provide an opportunity to link chapter content to a specific situation much as a project manager might face. This enables a broader and more in-depth coverage of the topic than would otherwise be the case. These are quite appropriate for a graduate course in project management. One comment on responding to chapter related questions/problems is: please make sure you answer the question as you think a working manager would answer rather than what you think I might be after or how I might think about the situation. I do like to see practicality revealed in your responses but there is only a modest deduction without this element and for various problems, this becomes a moot point. We will only have two chapter question/problem sets but taken together, they represent a relatively large portion of the course grade. The "sets" will also be submitted via the assignment tool in Black-Board and only a word document (or Excel – when necessary) is acceptable. *Only one submission per team with all team members clearly identified is necessary. Single spaced is required!* SEE NEXT.

You may work in groups of three and submit these as a team/group rather than as individual assignments. Please know that is the grade for all individuals in the group so make sure all work is high quality and of graduate caliber. Please make certain that each group member appreciates what they did not do as well as what they did do for the team. I will designate team membership.

For problems, please show your work unless approach is obvious. Any question set with excessive mechanical errors (misspellings, typos, etc.) will be penalized. These will be evaluated on the thoroughness of analysis of area(s), creativity and practicality revealed in responses (where pertinent), quality of organization, etc. ***Outside answer sources (CHEGG, GOOGLE, etc.) are to be avoided!***

Online Material(s) – Misc.
There are a number of videos and online lectures which I will expect you to consider. For evaluative purposes, there is not much to do other than ensure you have indeed looked at the material(s). In short, you will not be queried directly on these and no deliverables will be expected but failure to watch and learn from this material may have an indirect effect on your course performance. So, you are urged to take full advantage of the material.

Final Exam
The purpose of this area is to make sure that each of you leaves this course with sufficient background and foundation in the content areas of the course. The exam will be an online, timed and objective type (multiple choice) exam, we will have an online exam. The final will only be over about 6 to 7 chapters.

Final Points

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:
This syllabus represents the plan of action for the course. It is, in many ways, a contract between us. Should you lose this document, not understand any part of it, or not agree with some component contained in it, please let me know. Finally, modify the schedule as needed.

Students with Disabilities - Qualified students with disabilities needing academic or other accommodations to ensure full participation in the programs, services and activities at Sul Ross State University should contact the Office of Student Support Services, Ferguson Hall Room 112, Box C-117, Alpine, Texas 79832 (915) 837-8203.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. As noted below, we will be using both CONNECT (which includes an E-Book) and Black-Board. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Note: Many assignments will be (in part) a function of class progress – The assignments will be assigned on BB and/or CONNECT - you will need to do several assignments _directly through CONNECT_ as they will not all be linked via BB. Plus, even if linked, this only means one accesses CONNECT through BB and does not mean CONNECT is bypassed!

Tentative Course Outline – For Purposes of Pace Only

Don't Look to this outline for firm dates! Due dates will posted on BB and/or Connect!

Week		Topic	Assignment *
Jan.	16	Registration - **Holiday Monday** Two CONNECT Orientations (Must Access Connect)	TBA
	23	CONNECT Assign - OM	Ch. 1 -2
	30	CONNECT Assign – CONNECT QO – OM	TBA
Feb.	06	Case #1 – Other - Team Assignment - OM	TBA
	13	CONNECT Assign	TBA
	20	Chapter Problem Set #1 - Team Assignment CONNECT QO – Case #1 DUE - OM	TBA
	27	CONNECT Assign – **Project Component Assigned**	TBA
Mar.	06	CONNECT QO – **Chapter Set #1 Due**	
	13	**Spring Break**	
	20	Case #2 – CONNECT Assign	TBA
	27	CONNECT Assign – CONNECT QO	TBA
Apr.	03**	Case #2 DUE – CONNECT Assign Chapter Problem Set #2	TBA
	10	CONNECT Assign	TBA
	17	CONNECT QO – Assign – **Project Component Due**	TBA
	24	**Chapter Set #2 DUE** - OM	TBA
May	01	Wrap-up & Debrief	
	08	Exam – **TBA - May 8-9th @ TBA**	
	**	April 7th - Last day to drop with "W"	
	*	Each of the dates is a Monday – assignments are for week	

**QO – Quiz/Other; OM – Other Material; Assign – Assignment; TBA – To Be Announced
Other:**

Please turn in assignments on time

Do NOT email assignments and/or Do NOT use the BB drop box or other like devices

Some assignments will remain in CONNECT and grades will be transferred per % weight

You may choose to write some assignments directly in the assignment submission area in BB but my preference is a word document

Please do NOT submit documents in formats other than word.doc or excel… (if needed)

When submitting group work, only one person per group needs to submit. But all group members must be identified so everyone receives credit.

Do not use outside source materials for any purpose(s) unless directed to do so!!

You will note that we will NOT cover every chapter – only those I feel are the most critical to a solid foundation in Project Management. But, I strongly encourage you to read everything!!