

Sul Ross State University
Department of Business Administration

Project Management

GBA 5310 - Web Based
Spring 2019
Section(s): W01 & W02
Room: NA

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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 7th Edition; McGraw-Hill 2018; ISBN: NA.

Student Learning Objective(s):

- SLO 1 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

Course Objectives:

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

In sum, an advanced yet practical working knowledge of business strategy 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.	10%	(100)
CONNECT LS, etc. – Ind.	10	(100)
CONNECT Quiz/Other – Ind.	15	(150)
Discussion Forum(s) BB (2 @ 50)	10	(100)
Case Analysis (3 @ 50) – Ind. BB	15	(150)
Chapter Problem Set(s) – Group BB	30	(300)
2 @ 150		
Online Materials (misc.) – Ind. BB	<u>10</u>	<u>(100)</u>
TOTAL	100%	(1000)

Final course grades are assigned as follows:

A = 90 - 100%	D = 60 - 69%
B = 80 - 89%	F = Below 60
C = 70 - 79%	

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 but sufficient percentage to get your attention and show that I consider this an important component. 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 that 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 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 will 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. This is more efficient as to avoiding confusion.

Connect Quizzes & Other:

As noted in the previous course component, there are actually two Learning Management Systems in this course – CONNECT – C - & Black-Board – 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.

Discussion Forums:

This class is conducted on an online basis which changes several things but leaves many things intact as if it were offered on an in-class basis. One element that does not change is that proper preparation and class involvement are important. ***Online classes require much higher levels of discipline and self-motivation than do in-class offerings.*** Therefore, active participation and class contribution are mandatory and deviations from this can only reflect negatively on your performance. If you are not prepared, catch up and don't let it become habitual. One or two instances of less than active participation and/or discussion will be overlooked but repeated instances of this will not enable you to meet the course objectives. Discussion forum (DF) topics will be announced on the announcement page but you may not know the topic until the forum begins.

Discussion forums are a valuable and integral part of the course. You are encouraged to contribute at your own initiative and online discussion grades, for example, will be based upon quality of comments more than on quantity. Thus, your ***thoughtful contributions*** are more compelling than your frequency of input! Also, it should be noted that the reading assignment is heavy at times and again, this is largely dependent on your own initiative and time management capabilities. It is ***easy to stay up with course progress but more difficult to catch up*** once one falls behind. Finally, if you have difficulty with any aspect of the course, please let me know as early as possible. I will work on fixing whatever may be broken but I have no way of knowing this unless you let me know! **Remember that 10% is a “big chunk” of your grade.**

Case Analysis:

You will be asked to complete three (3) case assignments. The purpose of these is to provide a practical vehicle for tying things together and thinking like a project manager! This also 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.

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 set per team with all team members identified is necessary. Single spaced is required!* SEE NEXT.

You may work in groups of two/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. Also, identify who did what as to questions, etc.

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! In other words, any type of cheating – to put it bluntly – will be quite dysfunctional as per your grade and that of your team!***

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 may be queried directly on these and some type deliverable may be required to provide a modicum of support for you having viewed the material. If you do not take advantage of the materials, not only will your score be affected but failure to watch and learn from this material may have an indirect effect on your course performance as well. So, you are urged to take full advantage of the material.

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 most important, not agree with some component contained in it, please let me know and I will try to help with the issue. As well, if you have difficulty with any aspect of the course, please let me know as early as possible. I will work with you on fixing whatever may be broken but I have no way of knowing this unless you let me know! And finally, make sure to modify the tentative schedule as necessary.

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. [If the course requires students to take proctored exams or to purchase additional software or equipment, please describe those requirements here.] 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 be linked via BB.

Other:

My personal position on dishonesty is as follows: if I suspect that there is even a hint or any probability (greater than 0.0), that anyone in the course is violating the policy on academic honesty (plagiarism, copying without appropriate credit, using the work of other students - even with their permission, cheating) I will take the following steps. I will take every means possible to ensure that such individual does not pass the class; and I will apprise the Head of Student Affairs; College Dean; Provost and others in an attempt to have the individual dropped from the MBA program. If this is not clear, let me know and I will be happy to clarify my position. Very simply, this is graduate school and your conduct should be consistent with all that entails. That is, you get out of graduate school in large part based on what you put into it (sort of like life). That is what I think is the graduate school “mindset.” Finally, do not take this personally – this is only to make certain that my position is clear and there is no confusion as to what it is!

Tentative Course Outline – For Purposes of Pace Only

Don't Look to this outline for firm dates! A MASTER SCHEDULE will be posted on BB!

<u>Week</u>	<u>Topic</u>	<u>Assignment *</u>
Jan. 21	Registration - <i>Holiday Monday</i> Two CONNECT Orientations (Must Access Connect)	TBA
28	CONNECT Assign - OM	Ch. 1 -2
Feb. 04	CONNECT Assign – CONNECT QO – OM	TBA
11	Case #1 – Other - Team Assignment - OM	TBA
18	CONNECT Assign - Forum	TBA
25	Chapter Problem Set #1 - Team Assignment CONNECT QO – Case #1 DUE - OM	TBA
Mar. 04	CONNECT Assign – Case #2	TBA
11	CONNECT QO – <i>Chapter Set #1 Due</i>	
18	<i>Spring Break</i>	
25	CONNECT Assign	TBA
Apr. 01	CONNECT Assign – CONNECT QO	TBA
08**	Case #3 – CONNECT Assign Chapter Problem Set #2	TBA
15	CONNECT Assign - Forum	TBA
22	CONNECT QO – Assign –	TBA
29	<i>Chapter Set #2 DUE</i> - OM	TBA
May 06	Wrap-up & Debrief - Thursday 09 – “dead day”	
13	Exam – <i>TBA</i> -	
**	April 12 th - Last day to drop with "W"	
*	Each of the dates is a Monday – assignments are for week	

OO – 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

Any assignments in CONNECT will NOT be auto-transferred to BB – I will do the transfer

You may choose to write some assignments directly in the assignment submission area in BB but my preference is a word document (except for Discussion Forum – of course

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!!