

Sul Ross State University
Department of Business Administration

Project Management

GBA 5310
Summer 2024
Section(s): 1W2

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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 8th Edition; McGraw-Hill 2022; ISBN: NA.

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; - Ind.	05%	(050)
CONNECT Learn-Smart – Ind.	15	(150)
CONNECT - Other – Ind.	15	(150)
Discussion Forum – BB – Ind.	15	(150)
Cases – 3 - (1/50% - 2/75%) – Ind.	20	(200)
Chapter Problem Set - Group	15	(150)
Final Exam	<u>15</u>	<u>(150)</u>
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:

This course is offered as somewhat of a hybrid that supplements outside materials and readings as deemed appropriate. Thus, reading of materials and preliminary preparation of analyses are necessary to facilitate class progress. Therefore, active preparation is mandatory. In short, you must make a concerted effort to stay up with course pace. Deviations from this can only reflect negatively on your class performance not enabling you to achieve the course objectives. Thus, even though the course is being offered online, it is important that you not disappear!

One necessary but not sufficient condition is for you to read the materials and stay available for contact if and when necessary. Your diligence to this request is much appreciated. Also, engagement means, in part, that you do not fall behind on assignments or other required elements of the course. This will only hurt your class standing and not enable you to satisfy the course requirements. And, of course, there is the issue of team work. If you are assigned a team, you must demonstrate that you are part of the team in name, body, spirit, etc. Five % IS 5%!

Finally, if you are having difficulty with any part of the course, let me know as early as possible. I will work with you on fixing it but I have no way of knowing this unless you tell me.

Connect Learn-Smart - Assignments:

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. 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 abbreviated 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 but will not be linked to BB as to grading and so forth. One element of this category is the Learn-Smart tool in CONNECT. **Note that some of the chapters are graded and some are not. It is my hope you read ALL chapters assigned for continuity but make sure and complete the graded chapter assignments and by the due date! Please – try to not jump ahead as I like to adjust the LS assignments where they do not require huge chunks of time. Once anyone begins, then adjustments are no longer possible.**

Connect - 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 review question 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 C work assigned is intended to be completed on an individual basis and should be completed entirely as such. As there is considerable material to cover, C is an effective way to assist. **Please complete assignments IN ORDER and at your own pace but on time!**

Discussion Forums:

This class is conducted on a hybrid basis (combined in-class and online) which changes several things but leaves many things intact. One element that does not change is that proper preparation and class involvement are important. **These type courses require much higher levels of discipline and self-motivation than do exclusive in-class offerings.** Therefore, active participation and class contribution are mandatory and deviations from this can only reflect negatively on your performance. So, try hard to stay up and so forth. The Discussion forum (DF) topic 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. Once more, it is relatively ***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 15% is a still a “good chunk” of your grade.**

Cases:

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! 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 single spaced. Length will be depend on adequacy to address the issues of the case. However, typical length falls somewhere from 1 to 2 pages. Avoid mechanical errors (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 a case is written to inform in a professional, succinct and efficient way. Thus, verbosity should be avoided. I would not oppose you working with another in class on the case assignments to maximize synergy. ***However, the case analysis you submit must be an individual submission via the BB assignment tool.*** 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 and/or using CHAT-GPT to frame a reply! This is, in effect, tantamount to cheating and/or plagiarism and should be avoided! Once again, this will be submitted via the BB assignment tool in a word document.

Chapter Problem Set:

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 too 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. *Further, given the nature of some of the problems, it would not be feasible to cover those parts of the course on the final exam.*

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 a 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.

There are a number of videos, online video lectures, templates, etc., that will be quite beneficial to you when completing parts of the question set. Some processes in this course can leave you scratching your head without some additional illumination. That is why I have the extra material(s) available. For evaluative purposes, there is no grade attached but it will be readily apparent if you have taken advantage of the teaching videos, templates, etc., made available. In short, you will rarely be queried directly on these and few deliverables will be expected but failure to watch and learn from this material may have an indirect effect on your course performance. So, once again, you are urged to take full advantage of the material.

I do like to see practicality revealed in your responses but there is only a modest deduction without this element and for several problems, this becomes a moot point. We will only have one chapter question/problem set that will represent a relatively large portion of the course grade. The “set” will also be submitted via the assignment tool in Black-Board and only a word document (or Excel – when necessary) will be acceptable. Only one submission per team with all team members clearly identified is necessary. Single spaced required!

You must work in groups of 2 or 3 (I will assign) and submit these as a team/group rather than as individual assignments. Please know that the grade for one is the grade for all on a team, so make sure all work is of high quality and graduate caliber. And, please make certain that each group member appreciates what they did not do as well as what they did do for the team. Once team membership is established and work begins, please identify who did what in your question set team submission.

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 sources (CHEGG, GOOGLE, etc.) are to be avoided - severe consequences will accrue if you do not heed this caveat! As I know there are “help ais” available – just don’t use them – please!**

Final Exam

The final exam will almost certainly consist of 75 MC questions on BB. More information as to what emphasis will be placed on what areas will be forthcoming. You are expected to work alone and adhere to the “honor system.” If you have read the material and been an active participant, the final should not pose a significant hurdle but you will need to study the material.

Marketable Skills (MS):

MS 1: Students will understand the functions of the business enterprise in the general economy.

MS 2: Students will have the skills needed to effectively lead a business.

MS 3: Students will be able to craft effective business strategies for both existing businesses and new businesses.

MS 4: Students will be able to make effective oral presentations to both professional and general audiences.

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 Smart-thinking, 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.*

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!

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 is violating the policy on academic honesty (plagiarism, copying without appropriate credit, using the work of other students, cheating) I will take the following steps. I will use every means possible to ensure that such individual does not pass the class; 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 it. 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!*

One related point and some, many or all of you may disagree. But in my opinion, using CHAT-GPT or any variation is tantamount to plagiarism – pure and simple. So, please refrain from that if tempted... however, this course does not lend itself to that (as other courses might) so I am not too concerned, but... And, this is graduate school!!

Tentative Course Outline – *For Purposes of Pace Only*

**Do not look to this outline for dates! Only provided as to pace – SUMMER is not the same!
There will be a MASTER schedule posted on BB this week which will be firm!**

Tentative Course Schedule – *For You & Notes*

<u>Week</u>	<u>Topic</u>	<u>Assignment</u>	<u>Due</u>
July 08	Class begins 7-08		
15			
22			
29			
Aug. 05			
12	Final Exams – Wednesday 8-14 & and end of term!		

A few more reminders:

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 strong preference is a word document or EXCEL as appropriate

Please do NOT submit documents in formats other than those noted...

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!!

Note: we do NOT cover all chapters – only those the authors and I feel are the most critical to a solid foundation in Project Management. But, I encourage you to read it all!