

**Doane University**  
**BUS 638 – Executing and Closing Projects**  
**Syllabus**  
**As of: 1/10/2017**

**Table of Contents**

|  |    |
|--|----|
| Instructor Information .....               | 2  |
| Contact Information .....                  | 2  |
| Communicating With the Instructor .....    | 2  |
| How to Succeed in this Course .....        | 2  |
| Course Information .....                   | 3  |
| Course Catalog Description .....           | 3  |
| Course Overview .....                      | 3  |
| Course Prerequisites.....                  | 4  |
| Course Textbook and Materials .....        | 4  |
| Learning Objectives .....                  | 4  |
| Course Grading .....                       | 6  |
| Course Policies.....                       | 8  |
| Doane University Policies.....             | 9  |
| Accessibility Statement.....               | 9  |
| Student Conduct Statement.....             | 10 |
| Technical Support Contact Information..... | 10 |
| Syllabus Disclaimer .....                  | 10 |

## **Instructor Information**

***Kathie L. Court, PhD***

Doane University

## **Contact Information**

Office: 303 North 52<sup>nd</sup> Street, Lincoln, NE 68504

Office Hours: Monday - Thursday 2:00 – 5:45 pm; Friday 10:00 am - noon

Email Address: [kathie.court@doane.edu](mailto:kathie.court@doane.edu) (this email is the best way to contact me)

Phone: 402-466-4774

Fax: 402-466-4228

## **Communicating With the Instructor**

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Student Questions” discussion board

This process will help you find answers to your questions before I can get back to you and prevents duplication of questions, which is a time saver for all of us.

If you cannot find an answer to your question, please first post your question to the “Student Questions” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or by me. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email. I will usually respond to email between the hours of 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

## **How to Succeed in this Course**

- Bring your laptop to class.
- Communicate with your instructor.
- Update your project schedule regularly

You should plan to work on this course every day. This means that you absolutely must have a reliable and consistent internet connection throughout the duration of the course. This also strongly suggests that you should not plan to take any vacations during this course. This is a condensed, fast-paced, course and it would be extremely difficult to catch up after a prolonged absence.

You are responsible for having a reliable computer throughout the course. Always bring a laptop with you to class. Be prepared to engage in the class assignment. This course requires you to be present, both physically and mentally, in every class.

### **Email and Internet**

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account daily for course related messages.

We will use the "Send Email" tool in Blackboard. This tool uses the Doane Gmail client.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

### **Course Information**

BUS 638 – Executing and Closing Projects  
17/WIN2 2017 (1/9/17 – 3/11/17)  
Fred Brown Building – Room tba  
3 Credit Hours

### **Course Catalog Description**

This course will focus on the knowledge areas involved in the processes of executing and closing projects. Upon completion of this course, students will understand the inputs and outputs of each knowledge area involved in these two processes. Those knowledge areas include Project Integration Management, Project Quality Management, Project Human Resources Management, Project Communications Management, Project Procurement Management, and Project Stakeholder Management.

### **Course Overview**

Students will understand the Project Management Institute's defined inputs and outputs, as well as tools and techniques of the knowledge areas associated with the Executing and Closing Process Groups. Using Microsoft Project, students will create a project schedule to manage their coursework throughout the Term.

## **Course Prerequisites**

BUS 637 –Initiating and Planning Projects

## **Course Textbook and Materials**

### **Required**

Chatfield, C. & Johnson, T. (2016). *Microsoft Project 2016: Step by step*. Redmond, WA: Microsoft Press.

Project Management Institute Student Membership, which is \$32, gives a student access to the Project Management Book of Knowledge and a multitude of Project Management Institute resources.

Before you access PMI's website, generate your Enrollment Verification Letter using the following steps:

- Access WebAdvisor
- Select Student tab
- Select Academic Profile
- Select Order Enrollment Verification
- Input Login information
- on the Student Self-Service page, Select Enrollment Verification
- Select Current Enrollment.

Once you have created your Enrollment Verification Letter, use this link to access the PMI website <http://www.pmi.org/membership.aspx>

Scroll down to “Student Member” section.

Once you are a student member of PMI, use the following steps to download the PMBOK:

- Login to PMI
- Click on PMBOK Guide and Standards
- Scroll down the PMBOK Guide and Standards page
- Click on the blue box entitled “PMBOK Guide”
- Scroll down PMBOK Guide page
- Click on Download

The PMBOK will always be password-protected so be sure to use a password that you will remember.

### **Optional**

Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

## **Learning Objectives**

## **Course Objectives**

By the end of the course, students will be able to construct, update, and complete a Microsoft Project schedule.

By the end of this course, students will be able to explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the following project management processes:

- Project Integration
  - 4.3 Direct and Manage Project Work
  - 4.6 Close Project or Phase
- Quality - 8.2 Perform Quality Assurance
- Human Resources
  - 9.2 Acquire Project Team
  - 9.3 Develop Project Team
  - 9.4 Manage Project Team
- Communication - 10.2 Manage Communications
- Procurement
  - 12.2 Conduct Procurements
  - 12.4 Close Procurements
- Stakeholder - 13.3 Manage Stakeholder Engagement

## **Weekly Objectives**

In the 1st week, students will identify simple scheduling basics and construct a simple project schedule with one resource and multiple tasks

In the 2nd week, students will explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the Project Integration process of 4.3 Direct and Manage Project Work.

In the 3rd week, students will explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the Human Resources processes of 9.2 Acquire Project Team and 9.3 Develop Project Team.

In the 4th week, students will explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the following Human Resources process of 9.4 Manage Project Team

In the 5th week, students will:

1. Identify and describe the communications skills necessary for project management
2. Explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the following processes:
  - 8.2 Perform Quality Assurance
  - 10.2 Manage Communications.

In the 6th week, students will explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the following Procurement processes:

12.2 Conduct Procurements  
12.4 Close Procurements.

In the 7th week, students will explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the Stakeholder Engagement process of 13.3 Manage Stakeholder Engagement

In the 8th week, students will:

- Understand the importance and process of:
  - Obtaining final acceptance of deliverables from appropriate stakeholders.
  - Documenting lessons learned.
  - Preserving essential project records to adhere to legal and other requirements.
  - Releasing project resources by following appropriate organizational procedures
  - Ensuring project has been transitioned to operation, if applicable.
  - Facilitating administrative and financial closure
- Explain the purpose of and differentiate among the inputs and outputs, as well as the tools and techniques, of the following processes:
  - 4.6 Close Project or Phase
  - 12.4 Close Procurements.

## Course Grading

### Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

|    |          |    |          |    |          |    |           |
|----|----------|----|----------|----|----------|----|-----------|
| A+ | 97-100%  | B+ | 87-89.9% | C+ | 77-79.9% | D+ | 67-69.9%  |
| A  | 93-96.9% | B  | 83-86.9% | C  | 73-76.9% | D  | 63-66.9%  |
| A- | 90-92.9% | B- | 80-82.9% | C- | 70-72.9% | D- | 60-62.9%  |
|    |          |    |          |    |          | F  | Below 60% |

### Assignment Contribution towards Grade:

| Assignment Category                    | Percentage of Grade |
|--|---------------------|
| Foundational Concepts                  | 40                  |
| In-class/Discussion Board Contribution | 30                  |
| Project Work Plan                      | 20                  |
| Individual Journals                    | 10                  |
| <b>Total</b>                           | <b>100</b>          |

### 1. Foundational Concepts

Students will complete study matrices that include the inputs and outputs as well as the tools and technique of the Knowledge Areas associated with the Executing and Closing process

groups. Weekly in-class quizzes will be used to demonstrate students' understanding of the purpose of and differences among these foundational concepts.

## 2. In-class/Online Discussion Contribution

Several times during the term, students will be asked to communicate with each other on a discussion board in Blackboard. Discussion forums are:

- Student Questions: This discussion forum will be available for students to ask the professor questions. The idea is that if one student has a question about the class, others will as well. Questions about individual grades or issues specific to that student should be emailed to [kathie.court@doane.edu](mailto:kathie.court@doane.edu).
- Discussion Board: The discussion board will be available for discussion and information sharing in addition to classroom activities.

## 3. Project Schedule

Students will develop and update a Project Schedule throughout the term until project completion.

## 4. Individual Journals

Individual Journal entries will give students the opportunity to reflect on their own learning in a private forum and to engage in a one-to-one dialogue with the professor. There will be two journal entries, one at the beginning of the term and one at the end. Each journal should be four to six paragraphs long.

In the first entry, students will reflect on the questions that they have about project management, what steps they plan to take to address those questions, and how the answers to the questions might help them in the future.

In the final entry, students will reflect on the original questions that they had and if those questions were answered. If students' questions were answered, were the answers what students expected? How do the answers change students' thinking about project management? If students' questions were not answered, what steps might students take to answer them? Now that students know more about project management, what additional questions do students have?

## Course Schedule

| Week | Pre-class Assignments  | Blackboard Posting   |
|------|--|--|
| 1    | Read Chatfield and Johnson (2016) Introduction and Chapters 1-6.                                       | Initial Journal<br>Practice Tasks for Chapters 3-6<br>Week 1 - Microsoft Project Work Plan |
| 2    | Read Chatfield and Johnson (2016) Chapter 7 Foundational Concepts - 4.3 Direct and Manage Project Work | Complete Practice Tasks for Chapter 7<br>Week 2 - Microsoft Project Work Plan              |
| 3    | Read Chatfield and Johnson (2016) Chapter 8  | Essay - 4.3  |

| <b>Week</b> | <b>Pre-class Assignments</b>   | <b>Blackboard Posting</b>   |
|-------------|--|---|
|             | Foundational Concepts - 9.2 Acquire Project Team and 9.3 Develop Project Team  | Complete Practice Tasks for Chapter 8<br>In-class Quiz - 4.3<br>Week 3 - Microsoft Project Work Plan                                |
| 4           | Read Chatfield and Johnson (2016) Chapter 9<br>Foundational Concepts - 9.4 Manage Project Team Human Resources                       | Essay - 9.2 and 9.3<br>Complete Practice Tasks for Chapter 9<br>In-class Quiz - 9.2 and 9.3<br>Week 4 - Microsoft Project Work Plan |
| 5           | Read Chatfield and Johnson (2016) Chapter 10<br>Foundational Concepts - 8.2 Perform Quality Assurance and 10.2 Manage Communications | Essay - 9.4<br>Complete Practice Tasks for Chapter 10<br>In-class Quiz - 9.4<br>Week 5 - Microsoft Project Work Plan                |
| 6           | Foundational Concepts - 12.2 Conduct Procurements and 12.4 Close Procurements  | Essay - 8.2 and 10.2<br>In-class Quizzes - 8.2 and 10.2<br>Week 6 - Microsoft Project Work Plan                                     |
| 7           | Foundational Concepts - 13.3 Manage Stakeholder Engagement   | Essay - 12.2 and 12.4<br>In-class Quizzes - 12.2 and 12.4<br>Week 7 - Microsoft Project Work Plan                                   |
| 8           | Foundational Concepts - 4.6 Close Project or Phase and 12.4 Close Procurements   | Essay - 13.3<br>In-class Quiz - 13.3<br>Week 8 - Microsoft Project Work Plan<br>Essay - 4.6 and 12.4<br>Final Journal               |

**See Blackboard for the schedule for the specific Assignments and Due Dates.**

## **Course Policies**

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

### **Late or Missed Assignments**

ALL assignments must be finished and posted in Blackboard to complete the course. I encourage you to complete your work ahead of time to prevent possible stress due to computer problems, work schedules, family demands, travel delays, illness and so on. At my discretion and only in extreme circumstances will I allow a student to make up missed or late assignments. Unless I have been notified **BEFORE** the assignment is due and have provided you the opportunity to submit your assignment late, I may deduct points for a late assignment. Any assignment submitted more than **48 hours past the due date, will receive a 0.**



## **Doane University Policies**

### **Drop and Add dates**

If you feel it is necessary to withdraw from the course, please contact your MAM Academic Advisor for full details on the types of withdrawals that are available and their procedures.

### **Academic Integrity**

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means is not acceptable.

If you are found guilty of academic dishonesty, your academic career could be finished. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat. Remember the following when writing a paper:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

Anyone found cheating in any form will receive a grade of F in the course and the case will be referred to the Academic Integrity Committee for whatever action it deems advisable. Also, if you cheat in my course, you are not welcome to enroll in this or any other course I may teach in the future. For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

### **Accessibility Statement**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request. Students can access services at any time by initiating the process described above.

Please contact Doane prior to beginning classes so your needs can be anticipated, reviewed and accommodated.

**College of Professional Studies**

Angie Klasek

Lincoln Undergraduate Program Services Coordinator

402.466.4774

[angie.klasek@doane.edu](mailto:angie.klasek@doane.edu)

**Student Conduct Statement**

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**.

Appropriate classroom behavior is defined by the instructor. This includes the number and length of the individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

**Technical Support Contact Information**

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411

Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

Web: <http://www.doane.edu>

**Syllabus Disclaimer**

I view the course syllabus as an educational contract between an instructor and students and will make every effort to avoid changes to the course syllabus or to the schedule. However, unforeseen events may make changes necessary and I reserve the right to make those changes. I will notify students as soon as possible about any changes using Blackboard Announcements, which will generate an email to students' Doane email accounts. Please remember to check your Doane University email and the course Blackboard Announcements daily. It is your responsibility to stay informed concerning this course and to adjust as needed if assignments or due dates change.