Doane University
BUS 637 – Initiating and Planning Projects
Syllabus
As of: 8/31/2017

Table of Contents

Instructor Information

Kathie L. Court, PhD
Doane University

Contact Information

Office: 303 North 52nd Street, Room 203-4, Lincoln, NE 68504
Office Hours: Monday - Thursday 2:00 – 5:30 pm; Friday 10:00 am - noon
Email Address: 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

● Read thoroughly, and review often, your course syllabus, schedule, and announcements
● Complete class assignments on time.
● Bring your laptop to class.
● Communicate with your instructor.

You should plan to work on this course every day. Having access to a reliable and consistent internet connection throughout the duration of the course is a necessity. In addition, you should not plan to take any vacations during this term. This course is condensed and fast-paced, which means catching up after missing even one class will be extremely difficult.

You are responsible for having a reliable computer throughout the course. Always bring a laptop with you to class. Be sure to complete class assignments on time so that you are prepared to engage in the class activities. 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 <u>Doane Gmail</u> account <u>daily</u> 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 637 – Initiating and Planning Projects
17/WIN1 2017 (10/16/17 – 12/16/17) – Wednesdays
Fred Brown Building – Room tba
3 Credit Hours

Course Catalog Description
This course will focus on the knowledge areas involved in the processes of initiating and planning 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 Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resources Management, Project Communications Management, Project Risk Management, Project Procurement Management, and Project Stakeholder Management.

Course Overview

Students will gain an understanding of the knowledge areas involved in the processes of initiating and planning projects.

Course Prerequisites
None

Course Textbook and Materials

Required

Hacker, D. & Sommers, N. (2016). *A pocket style manual: APA version* (7th ed.). Boston, MA:
     Bedford/St. Martin's. ISBN: 978-1-319-01113-0
Kerzner, H. (2017). *Project Management: A systems approach to planning, scheduling, and*
     controlling. (12th ed.). Hoboken, NJ: John Wiley & Sons ISBN: 978-1-119-16535-4

Project Management Institute Student Membership 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.

Other

Other course material may include articles, documentaries, movies, audio clips, etc., which will
be available in the Project Management Institute website or Blackboard.

Course Objectives
At the completion of this course students will be able to:
1. Explain and differentiate among knowledge area inputs and outputs as well as tools and techniques that are associated with initiating and planning projects.
2. Summarize the project management concepts of:
   - Project Integration Management
     - Project Charter
     - Project Management Plan
   - Project Scope Management
     - Scope Definition and Management
     - Work Breakdown Structure (WBS)
     - Requirements Management
   - Project Schedule Management
     - Estimate Activities and Activity Durations
     - Develop Schedule (Project Work Plan)
   - Project Cost Management
     - Estimate Costs
     - Determine Budget

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%

Check your grades after each assignment is returned to make sure your score is entered correctly. Contact me immediately if you suspect an error or if you would like to discuss assignments and their scoring.

Assignment Contribution towards Grade:

Assignment Category	Percentage of Grade
Class Discussion Contribution	30
Case Study Analysis	20
Class Discussion Facilitation	20
Pre-class assignments	20
Reflective Essays	10
Total	100

1. **Class 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 questions. The idea is that if one student has a question about the class, others will as well. Posting questions and answers in this forum ensures that all students have access to the same information. Questions about individual grades or issues specific to that student should be emailed to kathie.court@doane.edu.
   - PMI Webinar Review: During this term, Webinars available through www.projectmanagement.com will be reviewed and discussed in class or in Blackboard's discussion forum.
   - Discussion Board: The discussion board will be available for ad hoc discussion and information sharing in addition to classroom activities.

2. **Case Study Analysis**
   Students will submit a written analysis of case studies or issues. This analysis must follow APA guidelines, as stated in Hacker and Sommers (2016), especially concerning in-text citations. Students will post their analyses on the Case Study Analysis Discussion Forum.

3. **Class Discussion Facilitation**
   Students will facilitate discussions throughout the term. These discussions will be related to case studies, PMI Webinars, or project management processes.

4. **Pre-class Assignments**
   Pre-class assignments are intended to prepare students to engage in discussions.

5. **Reflective Essays**
   Reflective Essays will give students the opportunity to consider their own learning in a private forum and to engage in a one-to-one dialogue with the professor.   The student will write two essays, one at the beginning of the term and one at the end. Each essay should be four to six paragraphs long.

   In the first essay, 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 essay, students will consider their original questions and determine 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 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 that 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 University 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

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.

Academic Support Center
The Academic Support Center (ASC) located in room 204 of the Fred Brown Building offers academic support in the areas of time management, study strategies, note taking, test taking, math, reading, and writing. Free tutoring and free one-on-one meetings are available to provide assistance in these areas. Additionally, free proofreading of final drafts of papers is available 24/7. To sign up for the proofreading service or to make a tutor or one-on-one appointment, email the director at: terese.francis@doane.edu. Students are encouraged to seek support from the ASC sooner rather than later.

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
      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.