Doane University
BUS 638 – Executing and Closing Projects
Syllabus
As of: 11/3/2017

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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
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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 and schedule
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 and your required textbooks to each 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 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
18/WIN2 2018 (1/15/18 – 3/10/18) – tbd
Fred Brown Building – Room 206
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 gain an understanding of the knowledge areas involved in the processes of executing and closing projects.

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. ISBN: 978-0-7356-9874-1

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

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. construct, update, and complete a Microsoft Project schedule.
2. 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
     - 4.4 Manage Project Knowledge
     - 4.7 Close Project or Phase
   - Project Quality - 8.2 Manage Quality
   - Project Resources
     - 9.3 Acquire Resources
     - 9.4 Develop Team
     - 9.6 Manage Team
   - Project Communication - 10.2 Manage Communications
   - Project Risk – 11.6 Implement Risk Responses
   - Project Procurement - 12.2 Conduct Procurements
   - Stakeholder - 13.3 Manage Stakeholder Engagement

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
Analytical Essays	25
Project Work Plans	25
Class Discussion Contribution	25
Project Progress Presentations	15
Reflective Essays	10
Total	100

1. **Analytical Essays**
   Analytical Essays are intended to prepare students to engage in class discussions and to ask questions to clarify their understanding of the topic.

2. **Project Work Plans**
   Students will read the assigned chapters and complete the assigned practice tasks in Chatfield and Johnson (2016). Student will create a Project Work Plan for their chosen project for this class.

3. **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.
   - Discussion Board: The discussion board will be available for ad hoc discussion and information sharing in addition to classroom activities.

4. **Project Progress Presentations**
   Students will present the essential elements of their Project Management Plan to the class. When not presenting, student will role play a member of an organization's project review committee.

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

Course Work Load Expectation
Students should expect to spend approximately 18 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This expectation is based on the Higher Learning Commission's, Doane University's accrediting body, definition of a credit hour, which can be accessed at this link https://www.hlcommission.org/Policies/assignment-of-credits.html

> *Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)*

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, students will be allowed 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.**

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**.**

Doane University Policies
Click on the following links to access the appropriate information:
> **2017-18 Graduate Studies Catalog**
> **Academic Integrity**
> **Academic Support Center**
> **Access/Services for Students with Disabilities**
> **Anti-harassment Policy**
> **Student Conduct Code**
> **Students Rights and Responsibilities**

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.