



DOANE UNIVERSITY SYLLABUS

As of 11/19/2018

Course Title	Introduction to Project Management
Course Number	BUS 636 ONL
Number of Credits	3
Course Dates	19WIN2 (Jan 14 – Mar 9, 2019)
Instructor	Dr. Kathie L. Court
Email Address	kathie.court@doane.edu (This is my preferred contact method)
Office Hours/Availability	Email to arrange meetings
Phone Number	Office: 402-466-4774
Textbook Information: (e.g. title, edition, publisher, ISBN)	<p>Hacker, D. & Sommers, N. (2018). <i>A pocket style manual: APA version</i> (8th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978131907435</p> <p>Kerzner, H. (2017). <i>Project Management: A systems approach to planning, scheduling, and controlling</i>. (12th ed.). Hoboken, NJ: John Wiley & Sons ISBN: 978-1-119-16535-4</p> <p>Project Management Institute. (2017). <i>A guide to the project management body of knowledge (PMBOK guide)</i> (6th ed.). Newtown Square, Pa: Project Management Institute.</p> <p>Project Management Institute (PMI) Student Membership gives students free access to the electronic-only version of Project Management Book of Knowledge (PMBOK) and a multitude of Project Management Institute resources. A printed copy of the PMBOK is available to PMI members for approximately \$50. I encourage students to purchase a printed copy if they plan to complete the Project Management emphasis.</p> <p>Before you access PMI's website, generate your Enrollment Verification Letter using the following steps:</p> <ul style="list-style-type: none">• Access WebAdvisor• Select Student tab• Select Academic Profile• Select Order Enrollment Verification• Input Login information

	<ul style="list-style-type: none"> • on the Student Self-Service page, Select Enrollment Verification • Select Current Enrollment. <p>Once you have created your Enrollment Verification Letter, use this link to access the PMI website http://www.pmi.org/membership.aspx</p> <p>Scroll down to “Student Member” section.</p> <p>Once you are a student member of PMI, use the following steps to download the PMBOK:</p> <ul style="list-style-type: none"> • 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 <p>The PMBOK will always be password-protected so be sure to use a password that you will remember.</p>
Additional Course Materials	Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in the Project Management Institute website or Blackboard.
Course Description	This course is an introduction to project management processes and knowledge areas. Upon completion of this course, students will understand project management, its relationship to other management disciplines, and the role of the project manager. Students will learn project management processes and the inputs and outputs of project management knowledge areas and will understand the relationships among project management processes and knowledge areas.
Program Outcomes	
Course Learning Outcomes/Objectives	<p>By the end of the course, students will:</p> <ol style="list-style-type: none"> 1. Describe project management, its relationship with other business concepts, and the role of the project manager. 2. Describe project management processes, which include: <ul style="list-style-type: none"> • Initiating • Planning • Executing • Monitoring and Controlling • Closing 3. Describe the project management knowledge areas, which include: <ul style="list-style-type: none"> • Integration Management • Scope Management • Schedule Management • Cost Management • Quality Management • Resources Management

	<ul style="list-style-type: none"> • Communications Management • Risk Management • Procurement Management • Stakeholder Management
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments	Learning Outcomes
1	Understanding Project Management	<ul style="list-style-type: none"> • Kerzner (2017) Sections 1.0-1.20 • PMI (2017) Chapter 3 – The Role of the Project Manager 	<ol style="list-style-type: none"> 1. Video Introduction 2. Initial Reflective Essay 3. Discussion Questions 4. Case Studies 5. Concept Review 	<ol style="list-style-type: none"> 1. 2. 3. 1 4. 1 5. 1
2	Project Management Growth	<ul style="list-style-type: none"> • Kerzner (2017) Sections 2.0-2.12, 2.14-2.17, 2.19-2.22 • PMI (2017) Chapter 1 – Introduction • PMI Webinars – Plowman, C. (2015). Growing Your PM Leadership Tool Kit 	<ol style="list-style-type: none"> 1. Discussion Questions 2. Case Studies 3. PMI Webinar Review 4. Concept Review 	<ol style="list-style-type: none"> 1. 1 2. 1 3. 1 4. 1
3	Organizational Structures and Variables for Success	<ul style="list-style-type: none"> • Kerzner (2017): Sections 3.0-3.11, 8.0, 8.5-8.6, 9.0-9.3 • PMI (2017) Chapter 2 – The Environment in which Projects Operate • PMI Webinar – Brownlee, D. (2015, September). Common Rookie Project Manager Mistakes and How to Avoid Them 	<ol style="list-style-type: none"> 1. Discussion Questions 2. PMI Webinar Review 3. Concept Review 	<ol style="list-style-type: none"> 1. 1 2. 1, 2, 3 3. 1
4	The Project Office and Team and Project Integration, Resource and Procurement Management	<ul style="list-style-type: none"> • Kerzner (2017) Sections 4.0, 4.1, 4.5, 4.6, 4.12, 16.0-16.2, 19.0, 19.6 • PMI (2017) Chapter 4 pp. 69-74; Chapter 9 pp. 307-311; Chapter 12 pp. 459 – 465 • PMI Webinar – Pelletier, P. (2015, September). Coping Strategies for Bullying in Project Management 	<ol style="list-style-type: none"> 1. Discussion Questions 2. PMI Webinar Review 3. Concept Review 	<ol style="list-style-type: none"> 1. 2, 3 2. 1, 2, 3 3. 2, 3
5	Management Functions and	<ul style="list-style-type: none"> • Kerzner (2017) Sections 5.0-5.2, 5.8-5.16, 10.0, 10.1 10.7, 	<ol style="list-style-type: none"> 1. Discussion Questions 	<ol style="list-style-type: none"> 1. 2, 3 2. 3

Week or Module	Topic	Content	Assessments	Learning Outcomes
	Project Stakeholder Management	10.8 • PMI (2017) Chapter 13 pp. 503-506	2. Case Studies 3. Concept Review	3. 2, 3
6	Planning and Project Scope Management	<ul style="list-style-type: none"> • Kerzner (2017) Sections 11.0-11.2, 11.4-11.6, 11.8, 11.17, 11.20, 11.23 • PMI (2017) Chapter 5 pp. 129-133 • PMI Webinar – Beatty, J. (2015, September). Business Requirement Techniques for Delivering Value While Controlling Scope 	1. Discussion Questions 2. PMI Webinar Review 3. Concept Review	1. 3 2. 2, 3 3. 2, 3
7	Scheduling, Pricing, and Cost Control and Project Schedule and Cost Management	<ul style="list-style-type: none"> • Kerzner (2017) Sections 12.0, 12.14, 13.20-13.26, 14.0-14.2 • PMI 6th (2017) Chapter 6 pp. 173-178; Chapter 7 231-234 • PMI Webinars – Hall, H. (2014, December) Six Ways to Improve Project Success 	1. Discussion Questions 2. PMI Webinar Review 3. Concept Review	1. 3 2. 2, 3 3. 2, 3
8	Project Quality, Communications, and Risk, Management	<ul style="list-style-type: none"> • Kerzner (2017) Sections 6.0, 6.2, 6.4, 6.5, 17.0, 17.5, 19.0, 20.0-20.2, 20.7, 20.8 • PMI 6th (2017) Chapter 8 pp. 271-276; Chapter 10 pp. 359-365; Chapter 11 pp. 395-400 	1. Discussion Questions 2. Case Study 3. Project Workplan 4. Concept Review 5. Write Final Reflective Essay	1. 3 2. 3 3. 3 4. 2, 3 5.

Grading Assessments

Type of Assessment	Points per Type	Weighted Contribution to Total Grade	Learning Objectives
Class Discussion and Engagement	2,200	35	1, 2, 3
Case Study Analysis and Engagement	600	25	2, 3
Concept Reviews	1,050	15	1, 2, 3
Reflective Essays	200	15	
Project Workplan	100	10	2, 3

1. Class Discussion and Engagement

Students may communicate with each other on a discussion board in Blackboard. Some of the 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. Students should email questions about individual grades or issues specific to kathie.court@doane.edu.

- *PMI Webinar Review*: During this term, students will review and discuss webinars available through www.projectmanagement.com
- *Discussion Board*: The discussion board will be available for ad hoc discussion and information sharing in addition to classroom activities.

2. Case Study Analysis and Engagement

Students will submit written analyses of case studies or issues. These analyses must follow APA guidelines, as stated in Hacker and Sommers (2016), especially concerning in-text citations.

3. Concept Reviews

Students will increase their knowledge of project management concepts by taking a series of online tests.

4. Reflective Essays

Reflective Essays 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?

5. Project Workplan

Students will create and execute a basic project workplan.

Grade Scale

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 as soon as they are available to make sure your score is correct. Contact me immediately if you suspect an error or if you would like to discuss any assignments and their scoring.

Participation Policy	Students are required to complete all assignments on time. Response engagement is included in each assignment. Lack of engagement will impact students' grades.
Study Time	Students should expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. The actual time for study varies depending on students' backgrounds.
Late Work	ALL assignments must be finished and posted in Blackboard to complete the

	<p>course. I encourage students to complete their 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.</p>
Submitting Assignments	<p>All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.</p>
Communication Policy including Assignment Feedback	<p>This course uses a “three before me” policy related to student/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:</p> <ol style="list-style-type: none"> 1. Course syllabus 2. Announcements in Blackboard 3. The “Student Questions” discussion board <p>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.</p> <p>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.</p> <p>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.</p> <p>My goal is to grade submissions within 48 hours of the posting deadline. If I cannot achieve that goal, I will notify students as soon as I can about the delay.</p>
Academic Integrity Policy	<p>Professor’s Academic Integrity Policy:</p> <p>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 for my classes:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services</p>

	Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.