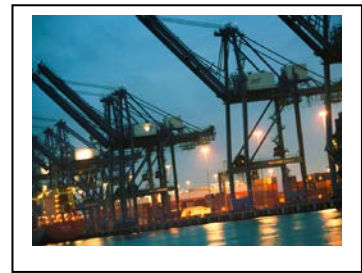


University North Texas  
College of Business  
Marketing & Logistics  
1155 Union Circle #311396  
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**LSCM 4510: Logistics & Business Analysis – Room BLB 140**

Spring 2018

3 Semester Hours Thursday Nights 6:30 – 9:20 p.m.

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**Course Description**

This is a project class, so the learning sessions are designed to be group work. Our focus will be on how to manage projects within an organization. Learning will be in a class setting and webinar-style groups.

Project Groups: (Note this Class format will be flexible based upon skillsets and overall understanding of the subject matter.)

- > Class Group Challenges (Excel or Internet Based)
- > Them – Us – Fit
- > BCA – Timeline and Project overall viability
- > Financial Support
- > Cumulative Final Presentation

Projects:

- > IOT
  - a. trucker/warehouse phone
  - b. cell phone to unlock house door for carrier delivery
  - c. cell phone warehouse safety alerts
  - d. package tape communication with temperature damage-cell phone based RFID technology
- > Feed Africa
- > DHL Sales related Logistics overview of 3M and the divisions

**General Overview**

“Logistics & Business Analysis” is designed to provide a comprehensive overview and understanding of ‘Project Management’ that is used in the logistics industry.

**Instructor:** Bryan Wahlberg, M.S.

**Conference Hours:** By appointment: I will be available in our classroom before or after any class meeting.

**Email:** You may email me directly at: [bryan.wahlberg@unt.edu](mailto:bryan.wahlberg@unt.edu)

## **Course Goals**

The overall goal of this course is to develop a detailed project plan that can be presented at a board level. This course is designed to provide basic project skills for logistic professionals to manage the complexities of the supply chain.

## **Course Objectives**

Upon successful completion of this course, students will have a basic understanding of:

- Organization Project Management – Companies invest millions of dollars of capital. Once the money is spent, project management is used to forge path forward to achieve results.
- You will learn how companies launch new strategies and how projects ultimately drive new ideas
- Project Phases: Define – Plan – Execute – Close-out
- Balance Resources from a Project Manager
  - What do You Need to DO?
  - Learn to Plan and Act
  - Focus on the Project's End
  - Be a Manager and a Leader
- Seven Traits needed to be a good Project Manager
- Twelve Golden Rules of Project Management
- Understand the Reasons why Projects Fail
- Must Know Items
  - Project Integration Management
  - Project Scope Management
  - Project Time Management
  - Project Cost Management
  - Project Quality Management
  - Project Human Resources Management
  - Project Communication Management
  - Project Risk Management
  - Project Procurement Management
- Stakeholder Management – C- Level
- Goal Specific Management
- Project Charter
- Managing Risks and Constraints
- Common Project Problems
- Delivering Quality – The Very Best

*Each of the above student-learning outcomes must be performed at an appropriate level per course assignment requirements and grading scale.*

## **Course Structure/Approach**

This course meets in both the classroom, and (face-to-face) on-line webinars. It involves individual and small groups, as well as whole classroom learning. Students will form small groups for discussions, when directed to do so, by the professor, and will work to complete a project Business Case to present at a Board Level. Students will utilize Blackboard for turning in written assignments using the Blackboard Assignment Tool.

## **Course Requirements**

### **Attendance and Participation:**

This is an interactive course. In-class assignments cannot be made up. If you are scheduled to present, it is your responsibility to be in class to share your work or lead a discussion. All individual assignments must be turned in on Blackboards.

### **Must Do's:**

- If you want an **(A)** Attend and Participate **In Class Discussions**
- Correct submission of your **resume** (format, name, and on-time) and complete the **Resume Authorization** assessment. – **Due by Feb 01** (50 points)
- **What Are You Meant To Do** – **Due Feb 8** - .ppt past and future timeline (50 points)
- Team Project, students will be in teams of 10-12 people and create a real-life supply and demand logistics forecasting game, involving positions within a team: Buyers, Sales, Customs, Documentation, Logistic Manager, Finance, Warehouse Engineer, Forwarder, Quality Manager (200 Points – Team Presentations)
- **Personal Profile** – Take your Personality Profile – This will give an insight into your core traits – **Due Feb 8<sup>th</sup>** (50 points)
- **Inco Terms Project** - This is a project to review the INCO terms: Terms Domestic Sales and Rate of Exchange project – Demand Management. Grade yourself using Rubric (100 points)
- Approximately 50% to 60% of the exam questions are drawn directly from the text and readings. Read the text carefully and completely. Complete 16 online quizzes during their availability period to extend your general knowledge of the text.
- Approximately 40%-50% of exam questions will come from the class sessions. Copies of PowerPoints will be posted after the class sessions.
- **All assignments must be turned in on time, printed with a student rubric already graded. Failure to comply will result in one grade deduction.**
- Complete 2 cumulative **midterm examinations**
- Complete individual **final examination**

**Note:** Students who fail to engage with the course materials in a timely manner risk being administratively dropped from the class.

**Time commitment:** Business students are expected to devote approximately 3 hours per week to study for every unit of coursework. Logistics students should anticipate spending 4 hours weekly engaged with course readings and learning experiences.

### **UNT Policies - Disability Support Policy Statement**

The College of Business Administration complies with the American Disability Act in making reasonable accommodation for qualified students with a disability. If you have an established disability, as defined in the Americans with Disability Act and would like to request accommodation, please see Dr. Farris as soon as possible.

### **Academic Integrity**

Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance, and that they have abided by all other provisions of the Code of Conduct in the UNT Student Handbook. Cheating, plagiarism, fabrications or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled. Suspected cases in this course may be reported to Student Life. For additional information about the University Integrity policy, go to <http://VPAA.unt.edu/academic-integrity.htm>.

### **Instructor Travel**

If I am pulled away in the event of travel, I will hold an on-line class using Skype or assign a separate (Carrier Track and Trace) assignment for the daily class points. The lecture materials will be sent prior to the call. This will be held in a business webinar meeting format. I will be using **your UNT email address** to communicate these details prior to class.

### **Assignments**

Assignments and resources are numbered sequentially. You will be provided an assignment sheet and a rubric for each of the following assignments. These documents will contain complete information and criteria for assessment. Unless specifically directed otherwise, all assignments will be submitted electronically via Blackboard.

### **Class Preparation and Participation: Individual Assignment**

Students are expected to attend every face-to-face class, arrive on time, stay for the entire class, and to prepare by reading assignments before arriving in the classroom. Students who are late, leave early, or miss a class will not earn full class participation points.

## Assessment

All students are expected to engage in high-quality learning processes and produce high-quality products. All assignments must be original work composed for this course. Students must cite their sources. Plagiarism will not be tolerated. All individual projects must be submitted via Blackboard.

A rubric will be provided for each course assignment. The final course grade is based on this point system:

<b>Class Participation</b> (15 @ 20 pts. each).....	300 points
<b>Personality Profile</b> .....	100 points
<b>Them-Us-Fit</b> .....	200 points
<b>Resume</b> .....	50 points
<b>What Are You Meant To Do?</b> .....	50 points
<b>BCA Format</b> .....	200 points
<b>Financial ROI</b> .....	100 points
<b>Final Presentation</b> .....	200 points
<b>In Class Challenge</b> .....	200 points

**Total Possible Points 1400**

### **Final Grades (Also see Absence Policy):**

90% – 100% = points = A  
80% – 89% = points = B  
70% – 79% = points = C  
60% - 69% = points = D

### **Class Participation – Question of the Day**

Students are expected to attend every face-to-face class, arrive on time, stay for the entire class, and to prepare by reading assignments before arriving in the classroom.

Students who are late, leave early, or miss a class will not earn full class participation points. **We will have a**

**question of the day and this is how**

**attendance/participation grades will be tracked. I will**

**also assign a class number to simplify sorting and**

**grading. Please remember to include this number on your assignments.**

Key		
Attendance	300	12%
Personality Profile	100	8%
Them-Us-Fit	200	16%
What Meant To Do	50	4%
Resume	50	4%
BCA (Timeline)	200	4%
Financial - ROI	100	8%
Final Presentation	200	16%
In Class Projects (2)	200	16%
Total	1400	

### **Resume**

Time to start thinking about graduation! Get your resume ready? It should be!

**Your assignment:** Electronically submit your resume in Microsoft Word .DOC format (no other formats accepted). Using the Learning! Assignment feature no later than 6:00 PM on Thursday September 21. To receive full point name your resume file using your last name and the term you will graduate. For example: “Wahlberg\_Spring\_2018.DOC”. Failure to properly name your file will result in a 50% penalty. The logistics faculty may use this version of your resume to send to companies that contact us throughout the semester so make sure it is your very best, no excuses.

No updates after the deadline will be accepted. There is a 100% penalty for late submissions. Students adding the course after September 21st will have 48 hours to make-up this exercise from the time they start the course. In addition, to receive submission points, you must have completed the Resume Authorization via the Learn! Assessments feature prior to the resume submission deadline. Within the authorization, you may request your resume **NOT** be distributed to potential employers.

**What Am I Meant to Do?** Prepare a 3-5 slide PowerPoint based on your past experiences and really think about what you want to accomplish in your life. Think about it from a personal and professional perspective. Use my life example slides from our first lecture as an example. (Submit in Blackboard)

### MS-Certificate

MS-EXCEL CERTIFICATION (10.0% Final Grade):

Our industry partners have emphasized the need for our students to have spreadsheet skills and we have listened. COB has a new initiative to certify all COB students in MS-Excel at no cost to the student. In this inaugural semester of this initiative all DSCI 3870, LSCM 3960, and OPSM 3830 courses are incorporating certification as part of the course grade. Fine-tune your Excel skills using Lynda.com software (free to UNT students) and reserve a time slot to complete your certification testing at the Sage Testing Center during the week of 23-October in one of 26 available time slots. Details and the testing sign-up link will be provided during your lecture session.

### **Assignment Policies**

1. If unable to complete an assignment by the scheduled date and time, the student must make arrangements with the professor **prior** to the scheduled date. As a general policy, missed assignments and tests may **not be made up**.
2. Assignments must be submitted **before or by the due date and time (6:30 PM Day of the class) to receive full credit**.
3. Unless **prior** arrangements are made, **late work will earn half the points**.
4. Unless stated otherwise, all assignments must be submitted **electronically**. Writing errors such as spelling, punctuation, and grammatical errors, will be taken into consideration and may lower the grade. All assignments should be **professional** in appearance, such as you would submit to a principal or employer.
5. Students are permitted and encouraged to **proofread** each other's assignments.
6. Make a **copy** of every assignment before submitting it to the professor.
7. In the event of an unusual final point distribution, the final point requirements may be lowered. This is solely at the **professor's discretion**.
8. **No grades of "incomplete"** will be given in this course, except as defined in the UNT Student Handbook.
9. **Do not plan on Extra Credit**
10. **Challenge Policy** you have until the start of the next class to submit a **written** request for a re-grade (known as a "challenge") after an exam or assignment has been returned to the

class. To earn additional points, you must convince me in writing why your answer is correct.

# 11. Assignments must be turned in via Blackboards

## Course Calendar

DATE DUE	ASSIGNMENT	WHERE TO SUBMIT	POINTS POSSIBLE
Jan 18	<b>Course Overview</b> <b>Question of the Day (20)</b>	In Class QOTD	20
Jan 25	<b>Personality Profile (50)</b> <b>Question of the Day (20)</b>	In Class QOTD	120
Feb 1	<b>Resume Due – (50)</b> <b>Question of the Day (20)</b>	In Class QOTD	70
Feb 8	<b>Meant To Do? (50)</b> <b>Question of the Day (20)</b>	What Are You Meant to DO? In Class QOTD Resume – In Class	70
Feb 15	<b>Class Challenge (100)</b> <b>Question of the Day (20)</b>	Class Challenge, In Class QOTD	120
Feb 22	<b>Them – Us – Fit (200)</b> <b>Question of the Day (20)</b>	Class Presentation In Class QOTD	220
Mar 1	<b>Question of the Day (20)</b>	In Class QOTD	20
Mar 8	<b>BCA – Timeline Presentation (200)</b> <b>Question of the Day (20)</b>	BCA Presentation, In Class QOTD	220
Mar 22	<b>Class Challenge (100)</b> <b>Question of the Day (20)</b>	Class Challenge, In Class QOTD	120
Mar 29	<b>Question of the Day (20)</b>	In Class QOTD	20
Apr 5	<b>Question of the Day (20)</b>	IN Class QOTD	20
Apr 12	<b>Financial Presentation (100)</b> <b>Question of the Day (20)</b>	Financial Presentation, In Class QOTD	120
Apr 19	<b>Question of the Day (20)</b>	In Class QOTD	20
Apr 26	<b>Final Presentation All Elements</b>	Group Presentation turn in material Team Presentations	200
May 3	<b>No Class – Final Week</b>		

### **Final Grade Appeals, Changes, Awarding and Removal of an 'I'**

I strictly follow the guidelines set forth in the current Undergraduate Catalog for grade appeals, changes, and the awarding and removal of an 'Incomplete.' Please check the latest Catalog for details and procedures.

#### **Contacting the Instructor**

Bryan Wahlberg – Phone: 972-974-6771

Please contact me via email. I am “in the office” every Thursday at 6:00 P.M.

bryanwahlberg@unt.edu

I will respond to your email within 24 hours, unless I am traveling and lack regular Internet access. In that case, I will let the class know my “out of office” dates in advance. Ideally, students will also respond to the professor within 24 hours of all communication. Thank you.

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Office:

University of North Texas

College of Business Marketing & Logistics

1155 Union Circle Stoddard Hall

Denton, Texas 76203-5017



### **Syllabus Agreement**

I have read and understand the Syllabus for Spring 2018 LSCM 4510: **Logistics & Business Analysis** Class taught by Bryan Wahlberg. I understand the reading expectations and grading requirements.

Student Number: \_\_\_\_\_ Students Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 1 Resume Assignment

So, you attend a professional meeting tonight and chat with a vice president with a 3PL. “Looking for an exceptional UNT graduate highly capable to do great things for your company?” you ask. She replies, “Send me your resume by Noon tomorrow.”

Now is the time to get your resume in shape. Complete the attached resume cover sheet and post in the Assignments module within Blackboard Learn no later than 5:00 PM on Sept 21st. To avoid a reduction in participation points name your resume file using your last name and the term and year of your graduation. For example:

**Lastname\_GraduationTerm\_GraduationYear.doc**  
**Example: Doe\_Fall\_2030.doc<sup>1</sup>**

Failure to properly name your file will result in a penalty toward participation points. Late submissions will receive a three point reduction in their final grade. The logistics faculty will use this resume to send to companies that contact us throughout the semester so make sure it is your very best, no excuses. You have the right to request your resume not be distributed to potential employees.

**YOU MUST COMPLETE THE FORM ON THE FOLLOWING PAGE AND TURN-IN A SIGNED COPY as a scanned pdf or Word document (cut and paste out of the syllabus) and post with your resume in Blackboard Learn by Sept 21st.**

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<sup>1</sup> This student obviously does not plan to pass LSCM4560 on the first attempt!



## Logistics and Supply Chain Management Resume Posting Authorization

Name your resume file as follows:

LastName\_GraduationSemester\_GraduationYear.doc  
Example: Doe\_Spring\_2030.doc

Student name: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Submit Date: \_\_\_\_\_

Please check the appropriate responses:

A Logistics intern position for:

- ☐ Fall 2017
- ☐ Spring 2018
- ☐ Summer 2018
- ☐ I am not interested in a Logistics related internship

A part time position in Logistics:

- ☐ Fall 2017
- ☐ Spring 2018
- ☐ Summer 2018
- ☐ I am not interested in part time employment in Logistics

Post graduation permanent professional employment:

- ☐ Fall 2017
- ☐ Spring 2018
- ☐ Summer 2018
- ☐ I will not be seeking employment in the logistics field

Release my resume:

- ☐ The University of North Texas has permission to distribute my resume to prospective employers.
- ☐ Please do not release my resume. It is submitted for a class requirement only.

Signed: \_\_\_\_\_

## Attachment 2

### Professional Development in Logistics

Professionalism (2.0 points per event): The UNT Professional Program in Logistics is very proud of its close relationship with industry and our emphasis on professionalism. This semester the Logistics Executive Lecture Series has planned at least six Friday Noon to 1 PM sessions allowing students to meet and actively interchange with logistics executives and at least four On-boarding sessions.

Attendance at the same event to fulfill a requirement for another course or program will not be counted. You will not receive credit if you have not RSVP'd. If you RSVP and fail to attend 2 points will be deducted from your final grade. You **may not** make up these points by attending another presentation.

If you cannot attend these events due to work or class schedule conflicts, you may find an alternative such as an evening professional meeting. My goal is that you are able to interact with a corporate executive. Attendance of a career fair or attendance of a student interest group (such as AMA, LOGSA, or SAA) will not count as a substitute unless a c-level executive is speaking and the presentation has been approved in advance. Any alternative must be approved by Prof. Wahlberg at least 24 hours prior to attending the event and you will be asked to provide the c-level executive's business card as proof that you interacted with the executive. The Learn grade book will reflect your participation as soon as the signature sheets are received.

You can RSVP for the onboarding and executive lecturer events by accessing the following links.

Onboarding Program -- <http://www.cob.unt.edu/logisticscenter/students/onboarding/onboarding.php>

Executive Lecture Series -- <http://www.cob.unt.edu/logisticscenter/students/lectureseries/speakers.php>