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Note: Assignments are due by **11:59 pm on Monday evenings**. Some assignments require you to submit into the Project Advisory Group and for you to provide feedback to at least two group members’ submissions. The content of your posts do not have a word count; however, they do need to be substantive and add to the conversation.

This course will require you to apply what you are reading in the text, complete module assignments on time, and check on the class via the Internet on a frequent basis. A high level of regular online group participation is required.

Course Description

This course provides a socio-technical perspective to the management of projects. The content deals with planning, scheduling, organizing, and implementing projects - e.g., product development, construction, information systems, new business, and special events. Primary class emphasis is on key project management skills and techniques. Today, more and more companies are realizing that managing projects is a vital part of everyone’s job. Mastery of key tools and concepts could give you a significant competitive advantage in the marketplace.

Course Objectives

- To master key concepts, techniques, and decision tools used by project managers.
- To identify critical behavior for successfully managing projects.
- To apply the skills and techniques of project management in a planning situation.
- To develop communication and team skills necessary for successful project management.

Resource Materials


Additional Beneficial Resources:
Pre-requisites

Although there are no formal pre-requisites, this course is designed for students who have taken courses in organizational behavior, finance, and operations management. Students without these courses are likely to have to devote more time to topics briefly reviewed and may have to supplement their learning on their own.

Students will need access to hardware and software capable of video streaming. Students will need access to software such as Word and Excel. Be sure to check the UNT Student software resources (https://it.unt.edu/techtour11). MS Office – Office 365 Pro Plus is available at no cost to students.

Learning Outcomes

At the conclusion of Module 1, you should be able to
- define a project and its attributes
- identify opportunities for local, national, and international project management collaboration
- state the benefits of project management

At the conclusion of Module 2, you should be able to
- explain how projects are prioritized and selected
- prepare a project charter
- prepare a request for proposal

At the conclusion of Module 3, you should be able to
- decide whether to prepare a proposal in response to a customer’s RFP
- create a credible proposal
- discuss how customers evaluate proposals

At the conclusion of Module 4, you should be able to
- create a work breakdown structure
- assign responsibility for work items
- create a network diagram
- estimate the resources required for activities
- estimate the duration for an activity
- prepare a project schedule
- create a network diagram that takes resource constraints into account
- prepare a resource requirements plan
- describe resource-limited scheduling

At the conclusion of Module 5, you should be able to
- estimate the cost of activities
- determine the earned value of work performed
- calculate and analyze key project performance measures

At the conclusion of Module 6, you should be able to
- Identify, categorize, assess, and prioritize risks
- prepare a risk response plan
- develop a risk assessment matrix
- develop a post-project evaluation
- state the value and use of lessons learned
- explain the importance of organizing and archiving project documents
At the conclusion of Module 7, you should be able to
- identify, explain, and practice at least five skills and abilities a project manager should have
- describe and take actions to develop project manager competence
- explain how to manage changes
- identify and describe at least five barriers to team effectiveness
- be an effective team member
- take actions to support team building

At the conclusion of Module 8, you should be able to
- describe four barriers to effective listening and apply techniques to improve listening and understanding
- prepare useful, readable, and understandable reports
- communicate effectively with project stakeholders
- discuss the advantages and disadvantages of each type of project management organizational structure

Grading

Your grade for the course will be determined by satisfactory achievement of the following requirements:

- Assessment of Chapter readings (130 points)
- Questions for each Chapter (115 points)
- Project RFP, Proposal, Plan, Costs, Risks, Evaluation (90 points)
- Project Advisory Group Participation/Discussion (18 points)

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<th>Grade</th>
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<td>D</td>
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<td>F</td>
<td>59% or below</td>
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Assignments

The course assignment guidelines, located in the “Orientation” menu on Blackboard, list several individual assignments, which are due by **11:59 pm on Monday** for each module. Assignments are based on information found in the required text.
Some modules are made up of more than one book chapter. Please review the due date for each module carefully. While you may consult with each other, you are responsible for submitting your own work, unless otherwise noted. You are responsible for ensuring that each assignment attaches correctly to Blackboard and is submitted in the appropriate place on time. After you submit your assignment, check to make sure it actually attached and submitted properly.

Late Policy

***Assignments should be submitted by 11:59 pm on date they are due; assignments are permitted to be turned in early. Assignments received on the next day will be penalized 50%. Assignments received after the one day late will receive zero (0) points.

Each student will be allowed ONE late assignment. Use this wisely! If you are unable to turn in your work before 11:59 pm on the due date, you may have until 11:59 pm on the following third day (Thursday evening) to complete your work on ONE occasion during the term.

Assignments received after this will receive a zero (0) and no other late assignments will be accepted. You MUST let me know that you want to use your one-time late assignment PRIOR to the due date and time for the assignment.

On-line Participation

During the first or second week, students will sign up to a small group discussion forum, the Project Advisory Group. By clicking on the Groups link, students will be able to access the discussion forum for their group. Here students are expected to make meaningful contributions on a regular basis to a variety of assigned topics. To facilitate the learning of each individual, students are required to provide feedback to at least two other students in the group.

Shortly after the beginning of the course, you should check that you are in only one group. The biggest complaint by students is that others in the group do not post until the date due making it difficult and sometimes impossible for fellow group members to respond to postings. Your initial posting to your group is suggested to be posted to your group one week prior to the module due date. As with other assignments, the initial post is permitted to be earlier.

You will be graded on the quality of your responses and your overall involvement in the discussion. For example, replying that you agree with someone’s response alone is not an acceptable response. The quality of your on-line participation will be evaluated by the instructor.

Assessments

A 10-question assessment is scheduled for each chapter. Assessment will consist of 10
multiple-choice questions taken from random from the test bank. You have three attempts to take the assessment. The computer will record your highest score.

Questions on the assessments will be based on information given in the text. In order to be successful on the quizzes, you must read the text!

**Modules**

Coursework is broken down into modules, as shown in the class assignment schedule. A module may contain more than one textbook chapter. After clicking on the Learning Modules folder on the Course Homepage, click on the Module you want to work on. Each module will begin with the objectives of that module and the activities that need to be accomplished in order to complete the module.

**Communication**

Messaging within the course is the primary communication between the students and the instructor. You may also text or call. If you do not leave a message, I will not return the call. Phone calls to my office forward to my email as a missed call if I am not available to answer. Voice mails are retrievable in my email as an mp3 file. Please leave a message with sufficient detail for me to answer your question effectively.

All assignments and discussions are scheduled to be graded and returned to the student by 11:00 PM on the Friday following the due date.
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<thead>
<tr>
<th>Module</th>
<th>Topic(s)</th>
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