



LEE ONLINE

SYLLABUS

MGMT-365: PROJECT MANAGEMENT

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University Mission Statement:

Lee University is a Christian institution which offers liberal arts and professional education on both the undergraduate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

Catalog Description:

This course is designed to develop the students' understanding of the fundamental knowledge, processes, terminology, and good practices of project management. Covers all phases of a project, including proposal development, planning, execution and closing.

Required Text(s) and/or Supporting Resources:**Required Text:**

Kloppenborg, T. J. (2019). *Contemporary project management: organize, plan, perform* (4th ed.). Mason, Ohio: South Western, Cengage Learning. **[Provided as a link in the course and charged to your Lee account as "Book Bundle" fee.]**

Additional Supporting Resources:

Resources included in the Learning Management System (LMS).

Prerequisite Skills and Knowledge:

MGMT-205 and MGMT-345

Course Goals and Learning Outcomes:**PURPOSE**

This course is intended to prepare the student to pass the Certified Associate in Project Management (CAPM) examination administered by the Project Management Institute (PMI). The certification will validate the student's knowledge of project management processes and terminology.

General Learning Objectives (Course Goals):

This course seeks to:

1. Introduce students to participating on a project team as a subject matter expert.
2. Explore how students would serve as a sponsor, facilitator, liaison, or coordinator of a project team.
3. Acquaint students with the responsibilities associated with individual project tasks in their degree area.
4. Investigate functional areas and industries in project management in which students might find future opportunities.

Specific Behavioral Objectives (Learning Outcomes):

As a result of the activities and study in this course, the student should be able to:

1. Apply project management concepts by conducting project selection methods, defining scope, risks, assumptions and constraints, identifying and performing stakeholder analysis, and developing a project charter.
2. Demonstrate project management planning skills by identifying a project team and defining roles and responsibilities, creating a work breakdown structure, developing a change management plan; defining risks and strategies; and, understanding how to obtain approval for a project plan.
3. Assess a project in terms of tasks, project expectations, resources, resource allocations, quality management plan, changes, actions and workarounds, and team performance.
4. Develop monitoring and controlling dimensions of a project that measure performance, verify and manage changes, ensure deliverables conform to quality standards, and manage risk.
5. Generate a project that incorporates how to obtain final project acceptance, and financial, legal, and administrative closure, release resources, communicate lessons learned, create, distribute, archive, and retain final report, and measure customer satisfaction.
6. Integrate professional and social responsibility by ensuring individual integrity, enhancing personal professional competence, contributing to the project management knowledge base, and promoting interaction among stakeholders.
7. Assess and contrast key project management concepts to include project management terminology and project management processes.

Major Topics:

- A. Study and Critical Thinking Skills
- B. Introduction to Project Management
- C. Project Selection and Prioritization
- D. Organizational Capability: Structure, Culture, and Roles
- E. Chartering Projects
- F. Stakeholder Analysis and Communication Planning
- G. Defining Scope and Constructing Work Breakdown Structures (WBS)
- H. Scheduling, Resourcing, and Budgeting Projects
- I. Project Risk Planning, Quality Planning, Kickoff, and Supply Chain Management
- J. Leading and Managing Project Teams
- K. Determining Project Progress and Results
- L. Finishing the Project
- M. Project Management Ethics and Professional Conduct

Course Assessments:

- A. **Text/Media.** All text/media is evaluated in the threaded discussions and assignments.
- B. **Threaded Discussions.** The threaded discussions are an opportunity for students to demonstrate their knowledge of the course material and interact with fellow students. Just doing an initial post and/or response will not guarantee any point value. Discussions will be evaluated as follows: a) on the depth of engagement with the discussion topic and/or issue; b) on the depth of understanding of the topic and/or issue; and c) on the depth of interaction with the other students. An initial post is required (evaluation of “a” and “b” above) and then response posts interacting to other students’ initial posts (evaluation of “c” above). Once the

discussion deadline is reached, there will be no further opportunity to attain points for that discussion. If you have further questions on how these are evaluated, please contact your instructor.

- C. **Unit Assignments.** There are two types of Unit Assignment in each unit. One requires the student to answer specified discussion questions from the textbook. The other requires students to summarize a specific case study provided in their textbook.
- D. **Exams.** There are two exams in this course. There is a Mid-Term which covers Chapters 1-7 and a Final which covers Chapters 8-14.
- E. **Course Project.** The student will select a company (requires instructor approval) and manage a project using project management templates provided. The student will then create a 10-20 page paper as a report to summarize the individual project.

Evaluation:

A. Threaded Discussions	140
B. Unit Assignments	280
C. Course Project	210
D. Exams	370

Grading Scale:

The standardized grading scale provides a uniform foundation from which to assess your performance.

Grade	Quality Points per Credit	Score
A	4.0	930 - 1000
A-	3.7	900 - 929
B+	3.3	870 - 899
B	3.0	830 - 869
B-	2.7	800 - 829
C+	2.3	770 - 799
C	2.0	730 - 769
C-	1.7	700 - 729
D+	1.3	670 - 699
D	1.0	600 - 669
F	.0	0 - 599

Letter Grade Equivalencies:

A = Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.

B = Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for a cohort member. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.

C = Quality and quantity of work is average. Has average comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.

D = Quality and quantity of work is below average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.

F = Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Unit and Time Distribution:

The time to complete each unit is approximately 14-16 hours per week on average for a three hour course. Actual assignment completion times will vary. A more detailed breakdown of each assignment can be found within the course.

POLICIES

Attendance Policy:

At Lee University student success is directly related to the student actively attending and engaging in the course. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner.

Online courses will have weekly mechanisms for student participation, which can be documented by submission/completion of assignments, participation in threaded discussions, and/or specific communication with the instructor as outlined within the syllabus.

Academic Honesty Policy/Information:

Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise.

Examples of cheating include:

- Submitting work for academic evaluation that is not your own.
- Receiving assistance from another person during an examination.
- Using prepared notes or materials during an examination.
- Permitting another student to copy your work.
- Plagiarism.
- Falsification.
- Other misrepresentations of academic achievement submitted for evaluation or a grade.

As stated in the LEE UNIVERSITY Catalog, plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts which are not common knowledge. Students who present others' words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair

attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a Works Cited page without having carefully cited the source within the text of the document.

Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

- a. directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline.
- b. paraphrasing all or part of another person's words without documentation.
- c. stating an idea, theory, or formula as your own when it actually originated with another person.
- d. purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own.

Late Policy:

- No credit is available for postings of any kind made in the **Threaded Discussions** after a given Unit ends.
- If your faculty approves your submission of late assignments, each assignment score will be penalized 10% per day up to five days late. After the fifth day, late assignments will not be accepted. (Note: An assignment is a paper, a project, a team presentation, etc., **not** a discussion.)
- No late assignments will be accepted after the close of the final unit.

EXPECTATIONS

Faculty Expectations of Students:

- Have consistent access to a computer and possess baseline computer and information skills prior to taking online courses.
- Log into their courses within 24 hours of the beginning of the session to confirm their participation. (Students who register after the session has begun will be responsible for any assignments or material already covered.)
- Take an active role in each unit, participating fully in discussions, assignments and other activities throughout the entire session. If some event interferes with that participation, the student is responsible for notifying the instructor in advance.
- Review the course syllabus and other preliminary course materials thoroughly as early as possible during the first few days of the course.
- Be responsible for raising any questions or seeking clarification about these materials, if necessary, within the first week of the session.
- Frequently check the course calendar for due dates.
- Submit assignments and papers on time, and take tests by the posted dates. Acceptance of late work and any penalties for late submissions are up to the discretion of the instructor, based on the expectations outlined in the course syllabus.
- Contribute meaningful, timely comments to online discussions according to guidelines provided.
- Contribute substantively to group assignments (if required in course).

- Check for University announcements each time you log onto the LMS. These postings are critical.
- Use Lee email address.
- Complete the "Student Survey of Instruction" for each course to evaluate the instructor and the course.

Students' Expectations of Faculty:

- The opportunity to be active participants in a stimulating and challenging education that is global in scope, interactive in process and diverse in content and approach.
- A friendly, respectful, open, and encouraging learning environment.
- A course outline or syllabus that clearly provides information regarding course content, teaching methods, course objectives, grading, attendance/participation policies, due dates, and student assessment guidelines.
- Instructors who are responsive and available to discuss within 48 hours students' progress, course content, assignments, etc. at mutually convenient times from the first day of the session through the last day of the session. (Check the faculty contact information regarding weekends and holidays.)
- Individual instructor's contact information, schedules, availability, and procedural details are located within the course.
- To have access to instructor feedback and grading on projects, exams, papers, quizzes, etc., within ten (10) days of assignment due date so students are able to determine where they have made errors or need additional work.
- Final grade/feedback provided within ten (10) days after the last date of course.

IMPORTANT STUDENT INFORMATION

Special Needs:

Lee University, in conjunction with the Academic Support Office, works to ensure students with documented disabilities have access to educational opportunities. Students who need accommodations based on a disability should visit the Academic Support Office, call (423) 614-8181, or email academicsupport@leeuniversity.edu. It is the student's responsibility to share the Accommodations Form with the instructor in order to initiate the accommodations.

BIBLIOGRAPHY

Knowledge Base/Working Bibliography (Reading List):

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- Mersino, A. (2007). *Emotional intelligence for project managers: The people skills you need to achieve outstanding results*. New York, NY: AMACOM.
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- Williams, M. (2008). *The principles of project management*. Australia: SitePoint Pty. Ltd.