TRINE
U N I V E R S I T Y

COURSE SYLLABUS

COURSE TITLE: Principles of Project Management   TERM: Summer 2023

COURSE NUMBER: MGT 383 / HR 403

TIME & PLACE: Asynchronous, Online

NUMBER OF CREDIT HOURS: 3

INSTRUCTOR: TBD

OFFICE LOCATION/HOURS: TBD

EMAIL: TBD   **PHONE: TBD**

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COURSE DESCRIPTION: This course will expose students to the key concepts of project management. Topics include project planning, implementation and controlling, time management, budgeting, resource allocation, quality, human resource considerations, negotiations, scheduling, and auditing. Students will also be exposed to project management software, tools and methods used by project managers, and event management issues.

PREREQUISITES: BA 123

REQUIRED READING: Refer to the online open text library for assigned reading in Moodle.

OTHER MATERIALS:
- Textbook PowerPoint presentations are available within the Moodle course.
- The standard software for the course is Microsoft Office. Microsoft Word, PowerPoint and Excel may be utilized. Most files exchanged between students and instructors for word processing, presentation, and spreadsheet should make use of the Microsoft Office software. We may utilize other technology communication tools, such as YouTube, to enhance the course.
- Trine University standard software is Microsoft Office and is available for a nominal fee to all Trine University staff and faculty. (Contact the Help Desk to purchase a copy).

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:
- Identify best practices in Project Management.
- Analyze a project and break down a project into tasks and subtasks.
- Use tools such as Gantt Charts and PERT diagrams for scheduling and controlling a project.
- Evaluate and recognize significant issues that determine project success or failure.
- Understand the importance of human resources, budgeting and planning on project performance.

COURSE REQUIREMENTS:
- This course includes Discussion Forums, Textbook Discussion Questions, Weekly Self-Quizzes (not graded), a Final Case Analysis, and one Final Exam.

- All Quizzes and Exams are timed.
- The Written Assignment answers and your Case Analysis should be submitted in Moodle as a Microsoft Word document.

COURSE CALENDAR:
- See "Assignment Schedule" in Moodle for an outline of assignments, due dates, and times.
- The course schedule is subject to change by the instructor. Changes will be announced.
- All due dates are included in the course schedule. For this course, all assignments are either due Thursday at 11:59PM or Sunday at 11:59PM. Times are based on the Eastern Time Zone (Indianapolis, Angola, and Michigan).

SUBMISSION OF ASSIGNMENTS:
- All assignments should be submitted to Moodle.
- All documents should be submitted in Microsoft Word. If the instructor cannot access your file, you will not receive credit.

LATE POLICY:
- This is a fast-moving Internet course, and late material loses all its value, both to you and to me. Late assignments will not be graded.

ATTENDANCE/PARTICIPATION:
- Students are expected to participate in the course in order to be considered "present" for purposes of attendance. • Participation includes posting in the Discussion Forums and submitting required assignments.

GRADING/EVALUATION: The point-based grading scale looks like this:

Assignments	Points
Weekly Discussion Forums	120
Weekly Written Assignments	140
Weekly Quizzes	0
Case Analysis	100
Final Exam	150
TOTAL	**510**

COURSE GRADING SCALE:

- 92 – 100% = A
- 88 – 91.9% = B+
- 82 – 87.9% = B
- 77 – 81.9% = C+
- 71 – 76.9% = C
- 66 – 70.9% = D+
- 61 – 65.9% = D
- <60.9% = F

DISCUSSION FORUM REQUIREMENTS:

Most weeks of class there will be one discussion forum posted by the instructor. Each posting topic will reflect the week's readings and assignments. All students are required to utilize the forum. The following requirements apply to all posting.

- Each student needs to post a thread by Thursday at 11:59 PM ET. This thread needs to be at least 100 words in length. If there are questions to be answered, each question needs to have a

  50 word response.
- Each student needs to reply to two threads by Sunday at 11:59 PM ET. This reply needs to be at least 50 words in length.
- A student will not be able to earn points for any thread or reply that is posted after the required time frame.
- A student will not earn points if their comments are inappropriate or unprofessional. If a student continues to post in this manner they will be restricted from the discussion board. • A student must post on a minimum of two different days.

OTHER POLICIES:

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

ADDITIONAL INFORMATION:

A. Technology Tools:

1. Web Access: this course is taught in asynchronous mode, using Moodle. Students will need daily access to a web-accessible computer with a minimum of 56.6k modem speed. Weekly participation, via Discussion Board postings, is required.
2. Software: Microsoft Word, PowerPoint and Adobe Reader.

B. Instructor Guidelines (Expectations):

1. The instructor reserves the right to require proctoring or validation of student's academic work at the instructor's discretion.
2. The instructor reserves the right to change or modify course materials or deadline in response to student feedback or unforeseen circumstances.
3. The instructor requests that students allow 24 hours to respond to student emails or other forms of contact.
4. The instructor will attempt to be available during weekdays; however, as balance between family and work is important in everyone's lives, the instructor reserves the right to be unavailable on weekends.
5. The instructor requests that the students allow the instructor three days from the date of submission, to post a grade, or provide feedback, on any assignment.
6. The instructor may be "out-of-the-office" for extended periods of time, and requests that students understand this situation may occur and allow for such inconveniences and allow for such inconveniences. (However, instructor will always attempt to email and/or post an announcement to the class about any such inconveniences.)

C. Student Guidelines (Expectations):

1. Refer to the Course Schedule in Moodle for all due dates.
2. Late assignments will lose points per the Assignment Schedule.
3. Must know how to access their Trine University email account and will use this account for this course unless other arrangements have been made. Check your email periodically.
4. Keep a copy of all assignments until the end of the course. Check your Gradebook regularly for grades on assignments.
5. Review and refer to the syllabus, this Syllabus Supplement Sheet and the Course Announcements for all pertinent information.
6. Participate on a weekly basis in this course via Discussion Board (threaded discussion area) postings.
7. Log in on a regular access via internet accessible capabilities for this course.
8. Assume more responsibility (than in a regular face-to-face course) for his or her learning.
9. Understand that there are not any "lectures" in this course and students are responsible to read ALL course materials, including emails and announcements from the instructor.

D. Participation Policy:

1. Students are expected to participate in the course in order to be considered "present" for purposes of attendance.
2. The threaded discussion group activities are seen as an appropriate means to gather formal and informal feedback on class activities, assignments, grading issues, etc.

COURSE SCHEDULE:

Week 1 – The Project Management Environment: This week, students will identify key definitions in project management, recognize characteristics of project management, describe the basics of budgeting, schedules, and organizational structures, and discuss various roles and responsibilities of project managers.

Week 2 – The Project Team & Culture: This week, the students will describe the value of trust and how it relates to contracts and complex projects and describe how a project manager can build trust.

Week 3 – Project Activity & Risk Planning: This week, students will identify key concepts in project planning and activities, discuss the elements of risk mitigation, and identify the components of risk management and analysis.

Week 4 – Budgeting and Estimating Costs & Project Planning & Allocating Resources to a Project: This week, the students will describe methods of estimating costs, identify the effects of project phase and complexity on the choice of estimating method, describe the method of combining cost estimates with a schedule to create a budget, identify key elements of allocating resources to a project, discuss resource loading and leveling, illustrate opportunities before and during projects, and define expediting, critical path method, and crashing.

Week 5 – Monitoring and Controlling the Project & Project Quality and Evaluating & Closing the Project: The students will identify key elements of monitoring and controlling a project, discuss the concepts of data collection, analysis, and reporting, and illustrate variances and project control systems and process.

Week 6 – Principles of Project Management: This week, students will be looking over the principles of project management.