UNIVERSITY OF SOUTH FLORIDA
A PREEMINENT RESEARCH UNIVERSITY

ISM 6316
Project Management
CRN-SEC: 24738-902
3 Credit Hours
Muma College of Business

COURSE SYLLABUS
Last Updated: 2/6/2023

Instructor:	Dr. Thomas P. Stablein	*E-Mail:*	tstablein@usf.edu
Term:	Spring 2023	*Dates:*	2/6/2023 – 5/4/2023
Delivery Method:	In-Class Instruction with <50% being delivered using some form of technology	*Phone:*	813-974-1773
Class Location and Time:	BSN 124 – Thursdays from 6:30 to 10:15 p.m.		
Office Hours & Location:	Office: CIS 2005 Hours: Thursdays 5:00-6:00 p.m. on days we meet in person AND by appointment		

I. Welcome!
Congratulations on making it to this point in your academic journey. I am very excited to share my experience with you and prepare you to become effective participants in project investments at your current and/or future organizations.

II. University Course Description
The objective of this course is to become familiar with fundamental issues for managing project management and to develop an understanding of the overall processes of dealing with competing demands in information technology environments.

III. Course Prerequisite
ISM 6021

IV. Required Textbook and Software
There are no required textbooks for this course. Here is a book I recommend—the lectures align to this book.

Information Technology Project Management, 9th Edition
By: Kathy Schwalbe, Thomson Course Technology, 2019.
ISBN-13: 978-1-337-10135-6

No software is required

V. **Learning Goals**
Upon completion of this course, students will be able to:
1. Describe the management processes for project completion
2. Discuss the impact of project issues on the project management knowledge areas
3. Identify typical project management classic mistakes to help avoid project failure
4. Recognize appropriate skill sets for the successful project manager
5. Explain the importance of stakeholder management and top management support
6. Explain activity dependencies for project estimation and scheduling
7. Create a project plan that incorporates the 10 PMBOK knowledge areas
8. Create a WBS and transform it into a Gantt chart
9. Comprehend and explain major theories, concepts, and principles of project management
10. Apply major theories, concepts, and principles of project management correctly in new situations
11. Analyze project management issues using appropriate methods
12. Create and evaluate project management artifacts

VI. **Course Objectives**
The general objective of this course is to become familiar with the fundamental issues for managing projects and to develop an understanding of the overall process of dealing with competing demands in various environments.

VII. **Course Topics**
Include (but not limited to):
Project charters, project selection, project portfolios, project management standards, Agile, Waterfall, SCRUM, Kanban, sprints, user stories, issue management, outsourcing, leadership, meeting facilitation, collaboration in projects, project risk management, change management, risk analysis, scheduling, costing, and knowledge management in projects.

VIII. **Instructor Contact Information and Communication**
If you are looking to get in touch with me, please email me through Canvas. Please note, if you are sending email through Canvas, attachments do not always come through. Please address all emails in a professional manner (Dr. Stablein… body… sign off with name). I will try to return emails within 1 business day. If you do not hear from me within 24 hours, please follow up with me. I can meet with individuals or groups online, just email for an appointment.

IX. **How to Succeed in this Course**
This course is about time management. Please do not rely only on your Canvas calendar, you will miss valuable information to help you with your work. Use the Modules page as your guide. If you use it, each week is laid out for you with all the resources you need to be successful.

This course requires in-person attendance when scheduled.

X. Required Course Materials

Besides the book, all required materials will be provided on Canvas. You may have to conduct research for this course and if you do, all the resources you will need are available through the USF Library.

XI. Grading Scale

Percent	Grade	Percent	Grade
98 – 100	A+	77 – 79	C+
93 – 97	A	73 – 76	C
90 – 92	A-	70 – 72	C-
87 – 89	B +	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-

The quality of your work and class participation is a matter left to the course instructor's subjective judgment. The instructor's decision on your letter grade is **FINAL**. If there are unusual or idiosyncratic circumstances that may prevent you from performing well in this course, such as chronic or acute illness, sudden death in your family, mental disabilities, and so forth, please inform the instructor at the beginning of the course, or as soon as the circumstances occur. In terms of disabilities, reasonable accommodations will be made for students with verifiable disabilities. You must communicate any problem to the instructor as soon as possible. I will do everything in my power to tackle the problem fairly and quickly. However, retroactive excuses are not acceptable to the instructor. You are not allowed to bring up ameliorating circumstances to justify your poor performance at the end of the course (particularly after knowing your course/letter grade).

XII. Grade Categories and Weights

Assessment	Percent of Final Grade
Exercises/Quizzes	70%
Research Paper Presentation	30%

Exercises/Quizzes

Exercises and/or quizzes will be given throughout the semester. Some exercises will be completed in class. Exercises and quizzes must be submitted on time for full points.

Research Paper Presentation

For this assignment, you will have 5 minutes to first summarize the paper (consider that your audience has not read the paper) and then up to 5 minutes to explain three important takeaways. Come as close to 10 minutes for the entire presentation as possible.

XIII. Course Schedule (Assignments)

The Modules set up in Canvas detail the schedule for this course.

Week	Assignments Due
1 (February 9)	In-class Exercise (Bio) Exercise (Paper Selection) Due February 16th
2 (February 16)	Exercise (Paper Discussion) – Individual Meetings
3 (February 23)	Exercise/Quiz
4 (March 2)	Exercise/Quiz
5 (March 9)	Exercise/Quiz
March 16	SPRING BREAK – NO CLASS
6 (March 23)	Exercise/Quiz
7 (March 30)	Exercise/Quiz
8 (April 6)	Exercise/Quiz
9 (April 13)	Exercise/Quiz
10 (April 20)	Exercise/Quiz
11 (April 27)	Presentations Exercise (Presentation Evaluation)
12 (May 4)	Presentations Exercise (Presentation Evaluation)

Note: The schedule above is tentative and may be changed as required.

XIV. Instructor Feedback Policy & Grade Dissemination

You can expect grades to be posted within one week after the due date of each assignment—if all submissions are submitted on time.

XV. USF Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

XVI. Course Policies:

Late Work Policy:
Late work will be accepted under the following conditions unless there are extenuating circumstances. Email the instructor through Canvas as soon as possible after discovering there are extenuating circumstances.

Late work received within 1 hour excluding Exams: **no penalty**
1-24 hours late: **10% penalty**
25-48 hours late: **25% penalty**
After 48 hours   **50% penalty**

Extra Credit Policy: There is no extra credit offered in this class.

Grades of "Incomplete":
An "I" grade may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

XVII. Course Policies: Student Expectations

Course Hero Policy:

The USF Policy on Academic Integrity specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to CourseHero.com – any use of this website (including uploading materials) constitutes a violation of the academic integrity policy.

End of Semester Student Evaluations:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines:

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the

readers to easily get your idea or answers they are looking for.

5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email and Discussion Board Guidelines:
1. Use the subject line effectively by stating a meaningful description of what your email or discussion is about.
2. Keep your emails and postings related to the course content. You should not post anything personal on a discussion board, unless it is requested by the instructor.
3. Any personal or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore, any issues should not be posted there.

USF Core Syllabus Policies:
USF has a set of central policies related to Covid-19, student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, and sexual harassment that apply to all courses at USF. Be sure to review these online at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

XVIII. Course Technology & Student Support

Academic Accommodations:
Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SDS website at http://www.usf.edu/student-affairs/student-disabilities-services/ .

Academic Support Services:
The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the Office of Student Success website at- http://www.usf.edu/student-success/

Canvas Technical Support:
If you have technical difficulties in canvas, you can find access to the Canvas guides and video resources in the "Canvas Help" page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.