

## Instructor Contact Information

Name: Jared Emard

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Office Hours: By appointment, email, or phone

Phone: 541-892-3372

Class Meets: Online

## Course Overview

Course title: Project Management

Course number: MGT 335

Course description: Application of the Critical Path Method to organization and control project implementation. Applications software will be used to create and evaluate project networks and to develop management reports

Prerequisite(s): BUS 215 or BUS 317 or MET 112

## Course Objectives

At the end of this course, the student should be able to:

- Describe key characteristics and requirements of successful project management
- Apply key aspects of project management including: planning, scheduling, resource allocation, monitoring and control, evaluation, and termination
- Use common features and functionality of project management software
- Become conversant in project management nomenclature

## Textbook and/or Resources

- Textbook: *Project Management in Practice* (6E) by Mantel, Meredith, Shafer, Sutton. ISBN: 9781119298854
- Text is available through the [Tech Nest Bookstore](#) and other sellers.

Course Schedule	
Week	Course Work
1	Review the Syllabus & take the Syllabus Quiz Read text Chapter 1 View <i>Lesson #1</i> Participate in Discussion #1 (Introduction) Complete Assignment 1
2	Read text Chapter 2 View <i>Lesson #2</i> Participate in Discussion #2 Complete Assignment 2
3	Read text Chapter 3 View <i>Lesson #3</i> Participate in Discussion #3 Complete Assignment 3
4	Read text Chapter 4 View <i>Lesson #4</i> Participate in Discussion #4 Complete Assignment 4 Complete the Midterm (Due Sunday @ midnight)
5	Read text Chapter 5 View <i>Lesson #5</i> Participate in Discussion #5 Complete Assignment 5
6	Read text Chapter 6 View <i>Lesson #6</i> Participate in Discussion #6 Complete Assignment 6
7	Read text Chapter 7 View <i>Lesson #7</i> Participate in Discussion #7 Complete Assignment 7
8	Read text Chapter 8 View <i>Lesson #8</i> Participate in Discussion #8 Complete Assignment 8 Final due by noon, Friday of Finals Week

## Submitting Work

Please submit assignments via Canvas and not email (exceptions for technical trouble). Avoid using .zip files, but rather upload files individually. Assignments submitted after the due date will be accepted with a 10% reduction in grade for every day late (up to a maximum reduction of 50%). Late assignments will not be accepted after midnight the Sunday prior to finals week.

Early each week, I will release “suggested solution” PDFs for the prior assignment. If you have already submitted your assignment, you may view this PDF as a grading rubric. If you have struggled with the assignment, you MAY use the *suggested solutions* to guide your work, but you MAY NOT copy the text verbatim or even slightly modified. All submitted work *must still be your own*.

If you submit an assignment by the due date, and after viewing the “suggested solutions”, realize that you made a gross error, you may correct your assignment and re-submit. However, the late penalty will apply, so make sure the mistake is worth more than the late penalty.

Spelling and grammar errors will be deducted from the final grade in all cases, so please proof your submissions thoroughly.

## Discussions

Over the course of the term, 8 discussions questions will be posed each week, in addition to 1 syllabus quiz and our course evals. Note that discussions take the place of participation for our online class. Late discussions will receive a 0 as it is not reasonable to “participate” once the class has moved on to new subject matter. Expect discussion boards to close at midnight the day they are due.

Each week, the class will be divided into smaller breakout groups for discussion. Your group will be randomly assigned each week, and we will use short recordings for our discussion. Your group will receive a video prompt from the instructor, but rather than respond just to me, you will respond to the last team-mate to post.

For example: I start the group discussion with a question about the characteristics you want to see in team members. Sally is the first to post in her group, so her only requirement is to respond to my prompt only. Billy posts next, so he should view my prompt to understand the baseline question, but then post a response to Sally, in which he comments on her answer (agree, disagree, add or support), and then will add his own “characteristic” to the list. Robin is next to the discussion boards so she will be viewing my post and then responding to Billy, etc, etc. The goal here is to engage each other, and not just the instructor. There is no required duration for discussion videos, and only a single post is required for credit each week.

## Assignments

*Assignments* should be completed in the file provided and resubmitted as an attachment. Each assignment is worth 50pts and totals 40% of your grade. If you want a good grade in this class, be punctual with your assignment submissions.

Be sure to show your work whenever there is a calculation or source. Supporting files *must* be attached when applicable (i.e. Excel files to demonstrate calculations & MPP file for gantt charts, etc).

## Exams

Both the midterm exam and the final will be administered via Canvas. They will be available all week when they are scheduled to be taken. Once started, you will have 2hrs to complete, but the time will continue to run if you leave the exam.

The midterm exam is comprised of multiple choice answers, while the final exam is short answer only. Both exams are 200pts, totaling 40% of your grade.

## Microsoft Project

The last 4 assignments for this course require Microsoft Project to complete. When you enrolled in this course, you received access to the Oregon Tech's AZURE platform. From there, you will be able to download Microsoft Project Professional (MSP for short).

You may download Project 2013, 2016, or 2019 for this course (most examples and tutorials will be using 2016). You will the product key to activate MSP after installation (note: if you miss this step, you can always go back to the product download page and choose "View Key" just above the "download" option.)

Follow the link to the [Azure Webstore](#) and sign in using your OIT email account. You may have to set a password if this is your first time logging in. You will need to choose "Software" on the left side of the landing page, then search for "Project" in the search bar. Select the version of Project that you would like to use.

NOTE: MSP is not compatible with a Mac. You can use virtualization software to emulate Windows and work from your computer, however, using a remote desktop with MSP already installed may be easier. As Oregon Tech students, you can access a remote Windows Virtual Desktop (WVD) to complete these assignments [here](#). Select "WVD (Browser Access)", and then select "PM Student Pool". If prompted, sign in with your Oregon Tech credentials. At this point,

you will be viewing a remote windows desktop. You can use the search bar to find the MS Project app, already installed.

Grading Policy		
Assignment Title and Description	Points	Total Points
Participation	25 @ 8 each	200
Assignments	8 @ 50 each	400
Midterm	1 @ 200	200
Final	1 @ 200	200
<b>TOTAL:</b>		<b>1000</b>
Grading Scale		
Points	Percentage	Grade
900 and above	90 % and above	<b>A</b>
800 to 899	80 to 89%	<b>B</b>
700 to 799	70 to 79%	<b>C</b>
600 to 699	60 to 69%	<b>D</b>
599 and fewer	59% and below	<b>F</b>