# 

# IDS 312 Business Project Management

##### Spring 2022

CRN 31936

**Course Time**:

January 10, 2022 – April 29, 2022

Monday, Wednesday, Friday 1PM - 1:50 PM

**Room**: Online

<https://uic.zoom.us/j/84521949002?pwd=MEg5bk9xb1pjdUJkSi9tTm1nODFhUT09>

**Instructor**:

Jim Treleaven, PhD

Department of Information & Decision Sciences

The University of Illinois of Chicago

708-306-1825 (mobile)

Jbt3@uic.edu

Office Hours: By appointment

**TA:**

Prerna Prasad

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**Course Information**

## Registration: 3 hours.

## Catalog Description: An integrative approach to learning how projects contribute to the strategic goals of the organization. Major issues: selecting projects, project management techniques and tools, budgeting, monitoring, risk mitigation, and interpersonal skills.

**Course Content**: In view of intense global competition and rapid technological advances, business enterprises are re-structuring around a philosophy of innovation, renewal, and organizational learning to survive. The focus on becoming flexible and responsive to customer needs leads to project driven business processes. This course takes an integrative approach to learning how projects contribute to the strategic goals of the organization. Major issues for managers include the selection of projects, mastering project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish. Specific emphasis will be on the management process through a course-wide team project that puts to use lessons learned in an engaging, hands-on workshop environment. The course is designed for ALL business majors who are likely to be working in a project driven business environment.

**Course Materials**

**Textbook:**

# COURSE TEXT BOOKS AND MATERIALS

The following book is **required** for this course:

# Textbook:

Project Management Absolute Beginner's Guide, **Author(s):** Gregory M. Horine, **Publisher:** Que Publishing **Edition/Year:** 4th Edition, 2017 **ISBN-13:** 978-0789756756

May also be readings from: E.W. Larson and C.F. Gray, **Project Management: The Management Process**, 7th Edition, McGraw-Hill, 2018. ISBN 978-1-259-66609-4.

**Software:**

You will be working with the following software.

* A Web browser capable of being used with Blackboard.
* Microsoft Project (see below)
* Microsoft Word
* Microsoft Excel

MS Project will be used for the team project and is only available for windows based PCs (there is not a MAC OS version). I will make sure at least one project team member has access to a Windows based laptop. I will get the class members free access to MS Project through the UIC webstore (sometime after week 2).

MS Project can be used on a MAC if you do one of the following.

* Utilize Bootcamp - see support information at this link [https:/support.apple.com/boot-camp](https://support.apple.com/boot-camp).  Bootcamp is free (the Apple information at this link indicates that Bootcamp should already be installed on newer MACs), but you have to restart your machine in order to switch from the MAC operating system to the Windows operating system.  This also requires you to have a copy of MS Windows.  The webstore offers a [Windows 10 upgrade](https://webstore.illinois.edu/shop/product.aspx?zpid=2899) for free that can also be used with Bootcamp.  Activate Bootcamp, install Windows, and then install and use MS Project using the parallel PC environment this program creates on your computer.
* Purchase Parallels ([available at UIC Webstore](https://webstore.illinois.edu/shop/product.aspx?zpid=3170)for approximately $30).  Parallels allows  you to use both the MAC OS and Windows OS at the same time without requiring a restart. This will require you to have a copy of MS Windows (which as noted above can be obtained from the UIC Webstore.  Install Parallels, MS Windows, and then install and use MS Project using the parallel PC environment this program creates on your computer.

I will also make the class aware of the specific labs where MS Project is installed (small number).

**Blackboard Site:** We will be using the Blackboard facility for this course. This Blackboard course site will give most of the information concerning this course as well as PowerPoint slides for lectures. Assignments will be submitted to Blackboard. Grades will also be maintained on Blackboard.

All major announcements about the course will be posted on the Blackboard course site. Important notices will generally be forwarded to your e-mail address. However, you are ultimately responsible for checking Blackboard to keep informed regarding any course updates.

**Course Components**

**Lectures:** Lecture sessions will be split into three kinds of activities. Not every lecture session will include all three kinds of activities

1. Lecture session time will be spent reviewing major concepts from the textbook readings.
2. Lecture session time will be spent in more of a “workshop” approach where student teams work in a workshop environment to help gain a solid understanding of some concept. There will be an output from the activity that is to be submitted at the end of the class.
3. Lecture session time may be made available for the student project teams to work on their term projects and interact with the instructor.

At least one student on each team will need to have a laptop available during the Lecture section to submit these outputs. The student teams will be set up in the first two weeks of class. They will be randomly assigned by the instructor making sure one member has a PC for MS Project and a mix of majors.

**Labs:** There are no separately scheduled labs for this course. However, some of our lecture sessions may be held in a computer lab (if it can be arranged) to assist in learning MS Project and to facilitate work on the term project. Please monitor Blackboard for specific information about which, if any, lecture sections are being moved to a computer lab.

**Grading**

Shown below is how the weighting of grading for the course will be handled:

|  |  |  |
| --- | --- | --- |
| Element | Weight | Points |
| Team Workshops (8 assignments @ 15 Points) | 12.0% | 120 |
| Team Project | 22.5% | 225 |
| Homework (9 assignments @ 25 Points each) | 22.5% | 225 |
| MidTerm Exam | 18.0% | 180 |
| Final Exam | 25.0% | 250 |

Grades at the end of the semester will be based on the total points that you accumulate and will be consistent with the weighting shown above. At the end of the semester, the minimum point total required to earn any given grade may be adjusted downward but will not be adjusted upward. Individual assignments will not have any curve. The tentative grading scale is:

|  |  |  |
| --- | --- | --- |
| 90% and up | 900-1000 pts | A |
| 80.0% to 89.9% | 800-899 pts | B |
| 70.0% to 79.9% | 700-799 pts | C |
| 60.0% to 69.9% | 600-699 pts | D |
| < 60.0% | < 600 pts | F |

For the following two grading components, student teams of between 3-4 students will be randomly assigned by the instructor in the first two weeks of class. It is expected that the team workshops and the team project will be performed by these teams.

**Team Workshops:** There will be 9 team workshop assignments that are to be finished by a small team of students (as described above) during specific lecture sessions. Output from the activity is to be submitted at the end of the class (most assignments will require submission to Blackboard). Each student’s lowest score on this item will be dropped so the 8 best scores will be used to determine this component of the grade. Each workshop assignment is worth 15 points. You **must be in attendance** at the lecture section where the work is done or you will receive a zero for that workshop assignment and **there will be no make-up possibility if arrangements have not been made with the instructor ahead of time.**

**Team Project:** There will be a Team Term Project in the course with 6 separate graded deliverables worth a total of 225 points

1. Project Scope Statement (Word document)
2. Project Scope Presentation (Powerpoint file)
3. Baseline Project Plan (word document and MS Project file)
4. Project Plan Presentation (Powerpoint file)
5. Project Status Report (Word document and MS Project file).
6. Project Peer Evaluation (must be submitted or you forfeit your Peer evaluation points)

There will also be ungraded, weekly deliverables of the Baseline Project plan (MS Project file) to allow the instructor to give feedback on the MS Project file as it is being developed. If the interim deliveries are not submitted, then up to 5 points will be deducted from the final project score for each missed interim deliverable. The teams will be setup as described above and will choose the project they wish to plan.

The remaining components will be based on the student’s individual work.

**Homework Assignments:** There are 9 graded homework assignments worth 25 points each. They will be posted on the Blackboard site one week prior to the due date. Your solutions must be submitted through the course Blackboard site by the due date and time to receive full credit. **Late submittals will be penalized 10 points. Once the answer is posted to Blackboard, no more late submissions will be accepted. Do not submit your homework via e-mail as it will not be accepted!**

**Midterm Exam**- the midterm exam will be worth 180 points and cover the first half of the course. The exam will be closed book/closed notes and be a combination of multiple choice and problems. Specific guidance on the test will be given in the class session before the test.

**Final Exam:** The final exam is worth 250 points. The final exam will be comprehensive but will emphasize material covered in the second half of the course. The exam will be closed book/closed notes and be a combination of multiple choice, essay, and problems. The multiple choice will only be from the last half of the class. Specific guidance on the test will be given in the class session before the test.

**E-Mail Communication**

The professor will generally respond to email queries within 48 hours with a target is to try to do it within 24 hours. If you do not receive a response within 72 hours, please resend it as it may have been missed. Please do not e-mail me questions about an assignment two hours before the deadline and expect an immediate response! When e-mailing about the course, **please include the following in your subject line: IDS 312** to allow me to sort it out from other email coming in.

**Attendance Policy**

It is important for you to attend lectures.  For the Team Workshop assignments, you must be present or you will receive a 0 for that assignment unless you have informed the instructor ahead of time. As a courtesy to your instructors and fellow students, please arrive on time and, if you must leave during lecture, do so quietly.

If you miss a test without a valid excuse, you will receive a zero for it. You may only be excused from the regularly scheduled times for the midterm and final under the two following circumstances (in either case, proof of your excuse will be required):

* If you provide a note from a doctor concerning your unavoidable absence.
* If you provide the instructor with a valid reason for your absence in advance.

If you miss an exam with valid cause, you should notify your instructor as soon as possible to schedule your make-up exam. Should you be absent for an extended period of time, you should notify your instructor, and your college advising office; for most students in this class, this will be the undergraduate office of the College of Business Administration.

**Student Honor Code**

This course and its associated coursework are being administered based on the policies of the University of Illinois at Chicago (UIC) College of Business Administration Honor Code. All students are expected to respect and to uphold the code. The honor code can be found at the following link:

[**http://catalog.uic.edu/ucat/colleges-depts/business-administration/#j4**](http://catalog.uic.edu/ucat/colleges-depts/business-administration/#j4)

**Plagiarism and Inappropriate Use of Others’ Work**

The University standards on originality of submitted work apply in this course: don’t copy from other students or turn in other students’ work as your own. If there is clear evidence of copying another student’s work on a quiz, test, exam or homework, appropriate disciplinary action may be undertaken.

**Disability Services Notification**

Concerning disabled students, the University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC Programs must be registered with the Disability Resource Center (DRC). Please contact DRC at (312) 413-2183 (voice) or (312) 413- 0123 (TDD).

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| IDS 312 Spring 2022: Course Outline (subject to change) | | | | | |
| **Week** | **Topic** | **Reading** | **Team Activity** | **Homework/Notes** |
| Week 11/10,12,14 | Course Introduction  Introduction – Modern Project Management  Organization Strategy and Project Selection | Slides  Chapter 1  Chapter 2 | **None** |  |
| Week 2 **1/17,19,21** | Project Portfolios  Introduce Project  Organization: Structure and Culture | Slides  Chapter 26 | Teams Formed  **Team Assign 1: Selection Exercise**  Team Discussion: Term Project Ideas |  |
| Week 3 **1/24/26/28** | Defining the Project  Managing Risk | Chapter 14  Chapter 24  Slides | **Team Assign 2: Charter/Scope Exercise**  Team Discussion: Work on Project Charter/Scope  **Project Team Delivery: Draft Charter/Scope due Saturday 1/29/22** |  |
| Week 4 **1/31,2/2,4** | Scheduling Resources and Costs | Chapter 5  Slides | Team Discussion: Finalize Project Charter/Scope, work on presentation  **Project Team Delivery 1: Project Charter/Scope Statement – Due 2/8, 5:00pm** |  |
| Week 5 **2/7,9,11** | Team Charter/Scope Presentations | Slides | **Project Team Delivery 2: Project Charter/Scope Presentation – Due 2/11**  **Team Assign 3: WBS Exercise**  Team Discussion: Work on project WBS  **Project Team Draft Team Project WBS/Network 2/11** | **Individual Assignment 1 due Monday 2/7/22**  **Individual Assignment 2 due Friday 2/11/22** |
| Week 6 **2/14,16,18** | MS Project Part 1  MS Project Part 2  MS Project Part 3 | Chapter 23  Slides | **Final Team Project WBS/Network 2/18**  Team Discussion: Work on Project estimation and schedule  **Project Team Delivery 3A: Corrections (ungraded)** | **Individual Assignment 3: Network analysis (due next week)** |
| Week 7 **2/21,23,25** | Estimating Project Times and Costs | Chapter 7  Slides | **Project Team Delivery 3B: Draft MS Project with Schedule (ungraded)** |  |
| Week 8 **2/28,3/2,4** | Midterm Review  **Midterm Exam?** | Slides | **Team Assign 5: Managing Risk Exercise**  **Project Team Delivery 3B: Corrections (ungraded)** | **Individual Assignment 4: Time Phased Budget** |
| Week 9 **3/7,9,11** | Review Project Plan Document Expectations | Chapter 18  Slides | **Project Team Delivery 3C: Draft MS Project with resources (ungraded)**  Team Discussion: Work on Project Resources |  |
| Week 10 **3/14,16,18** | Reducing Project Durations  Monitoring | Chapter10 | **Team Assign 6: Crashing Exercise**  **Project Team Delivery 3C: Corrections (ungraded)**  Team Discussion: Work on Project Plan Document | **Individual Assignment 5: Crashing (due after spring break week)** |
| **Week 11** | **Spring Break** | No Class |  |  |
| **Week 12**  **3/28,30, 4/1** | MS Project Part 4  Leadership  Managing Teams  Review Project Plan Presentation Expectations | Slides  Chapter 10  Chapter 11  Slides | **Project Team Delivery 3D: Draft MS Project with Baseline/Buffer (ungraded)**  **Team Assign 7: Managing Teams**  Team Discussion: Work on Project Plan | **Individual Assignment 6: Leadership (due next week)** |
| **Week 13**  **4/4,6,8** | Project Presentations |  | **Project Team Delivery 3E: Baseline Project Plan (graded)**  **Project Team Delivery 4: Project Plan Presentation (graded)** |  |
| **Week 14**  **4/11/13/15** | Monitoring (Earned Value)  MS Project Part 5  Overview Team Delivery 5 | Chapter 13B  Slides  Slides | **Team Assign 8: Monitoring – Earned Value** |  |
| **Week 15**  **4/18,20,22** | International Projects  Project Closure | Chapter 15  Chapter 14 | Team Discussion: Work on Status Report |  |
| **Week 16**  **4/25,27,29** | Agile Overview  PM Careers  Overview of Peer Evaluation  Final Exam Review | Chapter 16  Slides  Slides | **Team Assign 9: Agile vs Traditional**  Team Discussion: Work on Status Report  **Project Team Delivery 5: Status Report**  **Project Delivery 6: Peer Evaluation** |  |
| **Week 17**  **5/2-6** | FINAL EXAM | TBD | |  |