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## BA 631: PROJECT MANAGEMENT

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FALL 2017 (GRAD TERM 3 EXTENDED)  
10/23/2017 - 3/10/2018

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### BASIC INFORMATION

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Instructor: Professor Fred Rose

Websites: <http://cu.learninghouse.com/> – online class website

E-mail: [frose@campbellsville.edu](mailto:frose@campbellsville.edu) - (All official email will be to/from this address)

Phone: (847) 778-5386 – Cell – Urgent issues only  
Please contact me via email for all issues.

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### TEXTBOOK

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Author: Harold R. Kerzner

Title: Project Management: A Systems Approach to Planning, Scheduling, and Controlling,  
11th Edition, ISBN: 9781118022276

Publisher: John Wiley & Sons

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### WORKBOOK

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Author: Gregg D. Richie

Title: Microsoft Project 2013, ISBN: 978-0-470-13312-5

Publisher: John Wiley & Sons

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### SOFTWARE

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Project Professional 2013. 60 Day Trial version available at

<http://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2013>

## COURSE DESCRIPTION

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This course addresses the application of knowledge, skills, tools, and techniques to project activities in order to meet project requirements by covering the key areas encapsulated in the Project Management Body of Knowledge (PMBOK) with an emphasis on issues that differentiate information technology projects. Students will also demonstrate competency in the use of project management software tools.

## COURSE OBJECTIVES:

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Upon completion of this course, students should be able to:

- Describe and discuss the Project Management Body of Knowledge (PMBOK).
- Evaluate the processes and various approaches used in implementing project management.
- Demonstrate the knowledge and skills needed in controlling project scope, schedule, and budget.

## RESIDENCY DATES:

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Dates for meeting in Santa Ana, CA:

- Friday November 17, 2017
- Saturday November 18, 2017
- Sunday November 19, 2017

## ASSIGNMENT INFORMATION

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There will be 11 quizzes, 7 project assignments, and 1 group project paper:

Quizzes (11)	220 points
Microsoft Project Assignments (7)	160 points
Discussion (7)	350 points
Group Research Paper	270 points
Total	1000 points

NOTE: All assignments must be completed by the due time on the due date and are not accepted late.

## GRADING SCALE

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Grade	A	B	C	D	F
Percentage	100 – 90%	89 – 80%	79 – 70%	69 – 60%	Below 60%

## QUIZZES

Each quiz corresponds to an assigned lesson and chapter in the text.

## MICROSOFT PROJECT ASSIGNMENTS

Each week the student will use Microsoft (MS) Project software to complete an assignment. The use of MS Project is fundamental to helping students both understand the intricacies of project planning and management, as well as give them practice in using a common project management software. The student will be responsible for downloading and installing the trial version of the software package from <http://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2013>.

## DISCUSSIONS

Post your primary response by Wednesday midnight. Respond to at least two (2) other postings by Sunday Midnight. The primary post should be at least 300 characters in length. Your second postings can either answer another student's question to your own post or be a comment to his or her original post. Secondary posts must be at least 150 characters in length. Late primary responses will not receive full credit and any posts made after the weekend the assignment is due will receive a 0 since it does not allow for student discussion. See the Discussions Rubric for criteria scoring breakdown.

## GROUP RESEARCH PAPER

You will be assigned a group of 4 to 5 people to work with on this project.

The research paper consists of three distinct assignments:

1. Write a research paper on a selected topic of project management (example topics are listed below). Submit the topic and outline in a presentation on **November 19, 2017**.
2. Utilize the project management skill you learned so far, update your project schedule and print a dashboard export, remaining work report, and Gantt Chart, etc. using Microsoft Project to a PowerPoint/Word/pdf file. Include a short paragraph summarizing the status and remaining activities of your group project in the report. Submit the updated project schedule and report files by **February 4, 2018**.

Final research paper (see rubric) with the following requirements (Submit by **March 4, 2018**.)

- 10 -15 pages in content length plus cover page, references
- 12 font-size, 1" margins, double-spaced, including figures, tables, etc.
- APA formatted
- Minimum six (6) sources - at least four (4) from peer reviewed journals
- Include an abstract, introduction, and conclusion
- See rubric for more detailed grading criteria

APA Format Resource: <http://owl.english.purdue.edu/owl/section/2/10>

Select a topic from the following list on which you would like to conduct an in-depth investigation:

- Project management critical success factors.
- Challenges of global virtual projects.
- Future development of project management.
- Soft skills of project management.
- The relationship between project management and overall performance of a company.

*Note: Other topics of interest can be proposed with prior approval of the instructor.*

Some good questions to ask yourself before turning in your research paper:

- Is the paper clear and concise?
- Is the paper of optimal length?
- Does the abstract summarize well?
- Are wording, punctuation, etc. correct?
- Is interesting problem/issue addressed?
- Have all key reference been cited?
- Is the title appropriate?
- Is the paper well organized?
- Are individual ideas assimilated well?
- Is the paper well motivated?
- Is knowledge of the area demonstrated?
- Are conclusions valid and appropriate?

## COURSE SCHEDULE

Assignment	Due Date	Points
<b>Program Kickoff – Orientation Louisville, KY - Saturday</b>	<b>10/23</b>	<b>Required</b>
Week 1: Overview, Concepts, and Definitions (Ch. 1-2)		
Quiz 1	10/29	20
Discussion 1	10/29	50
Week 2: Project Management (Ch. 1-2)		
Quiz 2	11/5	20
MS Project Assignment 1	11/5	20
Week 3: Contract Management and Planning (Ch. 19, 11)		
Discussion 2	11/12	50
Quiz 3	11/12	20
Week 4: Residency Weekend		
<b>Live Lecture / Course Project Santa Ana, CA - Friday</b>	<b>11/17</b>	<b>Required</b>
<b>Live Lecture / Course Project Santa Ana, CA - Saturday</b>	<b>11/18</b>	<b>Required</b>
<b>Live Lecture / Course Project Santa Ana, CA - Sunday</b>	<b>11/19</b>	<b>Required</b>
Research Paper Proposal / Presentation	11/19	70
Week 5: Contract Management and Planning (Ch. 19, 11)		
Quiz 4	11/26	20
MS Project Assignment 2	11/26	20
Week 6: Project Scheduling and Graphics (Ch. 12, 13)		
Discussion 3	12/3	50
Quiz 5	12/3	20
Week 7: Pricing and Cost Control (Ch. 14, 15)		
Discussion 4	12/10	50
MS Project Assignment 3	12/10	20
Quiz 6	12/10	20

**Week 8: Pricing and Cost Control (Ch. 14, 15)**

Quiz 7	12/17	20
MS Project Assignment 4	12/17	20

**Christmas/Holiday Break****12/17/2017 - 1/15/2018****Week 9: Quality and Risk Management (Ch. 20, 17)**

Discussion 5	1/21	50
Quiz 8	1/21	20

**Week 10: Quality and Risk Management (Ch. 20, 17)**

Quiz 9	1/28	20
MS Project Assignment 5	1/28	20

**Week 11: Staffing and Team Building (Ch. 4, 5)**

Discussion 6	2/4	50
Quiz 10	2/4	20

Research Paper Progress Report

2/4 50

**Week 12: Staffing and Team Building (Ch. 4, 5)**

MS Project Assignment 6	2/11	20
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**Week 13: Microsoft Project Tutorial**

MS Project Assignment 7	2/18	40
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**Week 14:**

Discussion 7	2/25	50
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Quiz 11	2/25	20
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**Week 15: Research Paper**

Research Paper	3/4	150
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**ATTENDANCE POLICY**

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According to the Office of the Vice President of Academic Affairs, attendance begins for all students on the first day of class. This includes students who register "late".

The University attendance policy will be followed. The policy states that a student who has missed the equivalent of one week (1) of class periods for any reason receives a warning. Any student who misses equivalent of two weeks of class periods (2) for any reason is automatically withdrawn administratively (WA) from the class and is calculated in the grade point average (GPA) as if it were an F.

**Attendance for online classes is figured the same way as the face-to-face classes, using missed assignment due dates as absences. For a graduate term class, which is 15 weeks in length, if a student misses 1 week of assignment due dates, a warning will be sent. Any student who misses 2 assignment due dates will be automatically withdrawn from the class with a grade of WA.**

*Please see the Student Handbook for a complete explanation of the university policy. There are no excused or unexcused absences according to the policy.*

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**APPEALS POLICY**

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To appeal a grade on an assignment you must send an e-mail to your instructor's e-mail address using your official CU student e-mail within five days of the grade having been posted. Overdue appeals will not be considered

## INCOMPLETE POLICY

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Students will not be given an incomplete grade in the course without sound reason and documented evidence. In any case, for a student to receive an incomplete he or she must be passing and must have completed a significant portion of the course (at least 70% of the work).

## ACADEMIC INTEGRITY POLICY

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Students are expected to be academically honest. This is not only a matter of academic integrity, but of Christian principle. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted assignment must be the student's own work. A student is guilty of dishonesty when he/she:

1. Represents the work of others as his/her own.
2. Shares his work with another for the purpose of enabling the other student to submit the work as his/her own.
3. Uses or obtains unauthorized assistance in any academic work.
4. Gives unauthorized assistance to other students.
5. Modifies, without instructor approval, an exam, paper, record, or report for obtaining additional credit.
6. Misrepresents the content of submitted work.

For this class, it is permissible to assist classmates in general discussions of topics. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. **If this occurs all concerned parties will receive a grade of zero on the assignment.** If you need help on an assignment, contact your instructor.

## DISABILITIES POLICY

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In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class. If you have a documented disability, you must provide the instructor with the paper from Disability Services. Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. If you have a documented disability or condition of this nature, you may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment. Please contact the Coordinator of Disability Services at 270-789-5192 to inquire about services.

## CAMPUS SECURITY AND TECHNICAL ASSISTANCE

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Technical: Trevor McWhorter, Distance Learning, 270-789-5352 or [tgmcmwhorter@campbellsville.edu](mailto:tgmcmwhorter@campbellsville.edu)

Security: (270) 403-3611 – Cell  
(270) 789-5555 – Office

## RESEARCH PAPER GRADING RUBRIC

Criteria/Categories		Indicators/Levels			
Score		5	4	3-2	1
Abstract and Introduction _____ x 5 =	/25	Introduction should be clear with a preview of the main points	Good introductory statement, but the preview of the main points is lacking	Introductory statement is vague and main points are unclear	Issue not clear and preview of the main points is incomplete
Main Points and Sub Points _____ x 20 =	/100	Main points are clearly stated and developed; specific examples/supporting points are appropriate and clearly developed; smooth transitions and well organized.	Main points are clearly stated but development of examples/supporting points are lacking; smooth transitions between points.	Main points are not clear. Audience has difficulty following presentation because student jumps around. Examples/supporting points are appropriate but need elaboration or are not well thought out.	Main points are not clear, Audience cannot understand presentation because there is no sequence of information. Examples/supporting points are inappropriate for issue.
Conclusion _____ x 5 =	/25	Well-thought out concluding statement that summarizes main points well.	Well-thought out concluding statement but does not summarize main points well.	Does not have a well-thought out concluding statement, but summarizes main points well.	Has neither a well-thought out concluding statement nor summarizes main points well.
Spelling, grammar and punctuation _____ x 6 =	/30	No more than two errors in any of these categories combined	No more than eight errors in any of these categories combined	Eight to twenty errors in these categories combined	More than twenty errors in these categories combined
Summary _____ x 4 =	/20	Very interesting question. Evidence that student has put a great amount of thought into the subject.	A rather interesting and challenging work, but student doesn't show much excitement in the subject matter.	Satisfactory work, but does not engage the reader	Lack of writing skills seen by the quality of work. The concept was clearly not well thought out.