

Spring 2010 66.635.061 Project Management
(1/25 – 4/10/2010)

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COURSE DESCRIPTION

66.635 Project Management (3 credits)

This course will focus on managing innovation and technology projects and the critical role that a project manager plays in successful execution. Topics included in the course are: project planning, deliverables, managing quality, change management, documentation, communication, risks management, project team and human resource management approaches and creating and managing expectations.

TEXTBOOK

Meredith, Jack R. and Mantel, Samuel J. (2009) *Project Management: A Managerial Approach*, 7th Edition, Hoboken, NJ: John Wiley & Sons, ISBN: 978-0-470-22621-6. [NOTE: Microsoft Project 2007 Trial CD included].

Student companion site:

<http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470226218&bcsId=4645>

Also, a book on how to use the MS Project would be useful.

COURSE REQUIREMENTS

A. Project Management Homework—Directed Reading and Case

The assignments throughout the semester will be completed by individual or by team of 2 students. These assignments relate to chapter subject and are located at the end of each chapter. Due to the accelerated 10-week semester, we will only have time to complete 10 chapter assignments. These assignments will demonstrate your understanding of the chapter contents.

If you choose to work with a partner, you shall pick up your teammate wisely! More importantly, take this first couple of assignments seriously because you will be expected to handle any teammate conflicts over the course of the semester. Each team member will fill out a team member evaluation form to get the fair individual score on each assignment.

Please submit your assignments via Blackboard.

What to Turn In:

A professional-grade report in Microsoft Word (NOT in PDF format), which includes:

1. A cover page with chapter number, your name, and date.
2. Answer to each question specifically.
3. Insert page numbers if your report has more than two pages.

Your report should be written in a format of:

- a. a single-column,
- b. 11 to 12 point readable font (larger size fonts are allowed in title and headings),
- c. 1.5 to 2 spacing, and
- d. 1” margins.

There are a due date and a cut-off date for each homework assignment. Late penalty will be applied for late submission. No late assignment will be accepted after the cut-off date. There are 10 points for each chapter assignments.

B. Exams

Two mid-term exams and one **comprehensive final exam** will be administered online. Exams will be based on all subject matter covered in lectures, topic discussions, homework assignments, and the text. Each exam is assigned a value of 100 points. The best two exam scores will be used to count for the overall grade. **Make up exams can be arranged upon advanced notice.**

C. Project Management Research Project

A term research project is required in the course. The purpose of the research project is to an in-depth analysis and investigation of the current issues such as innovations, strategies, policies, practices, and impacts of project management in the contemporary organizations.

The final project paper should be a formal report in **APA style** within the range of 20 to 40 double-spaced pages (excluding appendix). All project reports will be scanned by the “TurnItIn” anti-plagiarism program. You could end with a failing grade if you did not comply with the University academy honesty policy (see section below).

You are welcome to share your research findings and results in our chats or on the discussion board during the semester.

Instructions for Preparing PM Research Report:

1. Prepare a cover page with the title of your KM research project, your name, and report date.
2. Provide an abstract to tell the reader what your research project is about similar to an executive summary.
3. Provide appropriate citations. Keep direct quotes to a minimum.
4. Reference at least ten academic journal articles (not books, though you may cite books in

addition to the ten academic journal articles).

5. Draw conclusion on your research results, provide implications and point out future research directions.
6. Typographical errors (grammatical, spelling, punctuation, and excessive blank spaces) will affect your grade.
7. Prepare a 25- to 30-minute PowerPoint presentation file with lecture notes.

What to submit:

1. A Word file of your research report,
2. A corresponding PowerPoint slide file to demonstrate your presentation of research, and
3. ALL the full-text cited (source) articles. You can zip those supporting files.
4. To recognize your submission, please add your name (Lastname, Firstname) in front of your report file and presentation file.
5. Submit all electronic files of your research project via Blackboard.

The project will be graded based on content, professional appearance, degree of depth, insight, the value of the lessons learned, implications, as well as grammar, spelling, punctuation, etc.

ACADEMIC HONESTY

The Internet has made it much easier to "borrow" materials from other sources. All work you are submitting must be your own, unless you have gotten explicit permission to collaborate with other students. Submitting other people's work as your own is not acceptable, and will be handled in the most severe and unforgiving way! Integrity and honesty are therefore expected. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation, are violations of these expectations and constitute unacceptable behavior in the University community. The penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. You are required to abide by all academic honesty rules and guidelines provided in UML Graduate Catalog.

PARTICIPATION AND MISCELLANEOUS

Class participation is an important component of the learning as well as the evaluation process. It is important to read, understand, and prepare for chat room and discussion board in order to obtain the most from this course. No show, tardy or non-contribution could receive a failing grade in participation.

This syllabus provides a general outline for this on-line new course; deviations may be necessary. Students with disabilities should contact me prior to the first exam so that reasonable accommodations may be made where necessary.

We will be making regular use of Blackboard electronic mail. I will assume that you check your e-mail at least twice a week, as I will be sending changes and updates via BB e-mail. Please be patient with your e-mail queries. I'll try to respond within 48 hours.

GRADING SYSTEM

Your course grade will be based on the following components:

| | |
|---|------------|
| Two Mid-term Exams and a Final Exam (choose the higher two) | 200 |
| Assignments | 100 |
| Research Project Report with Supporting Articles | 100 |
| Research Project PowerPoint Presentation | 30 |
| Class Participation | 70 |
| Total | 500 |

| | | |
|-----------------|------------------|------------------|
| 90% - 100% ⇒ A | 87% - 89.9% ⇒ A- | 85% - 86.9% ⇒ B+ |
| 80% - 84.9% ⇒ B | 77% - 79.9% ⇒ B- | 75% - 76.9% ⇒ C+ |
| 70% - 74.9% ⇒ C | Below 70% ⇒ F | |

Grading Definitions:

| | |
|---|--|
| A | Takes an active interest in the course, consistently submits work of high quality |
| B | Participates actively in many course activities, consistently submits work of above average quality |
| C | Limited involvement in course activities, usually submits work of average quality |
| D | Definite lack of participation in many course activities, usually submits work below average quality |
| F | Little or no participation in course activities, usually submits work of unacceptable quality |

**SPRING 2010 66.635.601 PROJECT MANAGEMENT
TENTATIVE CLASS AND ASSIGNMENT SCHEDULE**

| DATE | | PLAN | HOME WORK ASSIGNMENT |
|---------|-------------------|--|--|
| 1/25 | Monday | Chat Course Introduction Chapters 1 Form Team Select PM Research Project Topic | |
| 2/1 | Monday | Chat Chapters 2 & 3 | Directed Reading: #2-2, 2-6; 3-1, 3-3 |
| 2/7 | Sunday | Home Work Chapters 2 & 3 Due | |
| 2/8 | Monday | Chat Chapters 4 & 5 | Directed Reading: #4-4, 4-5; 5-1, 5-3 |
| 2/14 | Sunday | Home Work Chapters 4 & 5 Due | |
| 2/15 | Monday | PM Research Project Proposal Due | |
| 2/15 | Monday | <i>President's Day</i> No Chat Exam I | |
| 2/22 | Monday | Chat Chapters 6 & 7 | Directed Reading: #6-3, 6-5; 7-4, 7-5 |
| 2/28 | Sunday | Home Work Chapters 6 & 7 Due | |
| 3/1 | Monday | Chat Chapters 8 & 9 | Case #8-1, 8-4 Case #9-1, 9-4 |
| 3/7 | Sunday | Home Work Chapters 8 & 9 Due | |
| 3/8 | Monday | Chat Chapters 10 & 11 | |
| 3/14 | Sunday | Home Work Chapters 10 & 11 Due | Case #10-1, 10-6 Directed Reading: #11-3, 11-5 |
| 3/14-20 | Sunday-Saturday | <i>Spring Break</i> No Chat | |
| 3/22 | Monday | No Chat Exam II | |
| 3/29 | Monday | Chat Chapters 12 & 13 | |
| 4/5 | Monday | No Chat PM Research Project Wrap Up | |
| 4/7 | Wednesday | PM Research Project & Presentation Due | |
| 4/8-10 | Thursday-Saturday | Comprehensive Final Exam (Chapters 1-13) | |

[Note: Schedule is subject to change by the instructor.]