

**MGMT 5313--distance**  
**PROJECT MANAGEMENT**  
Fall, 2015

Professor: Dr. Margaret A. White

Office: NCB 350

Phone: 918-594-8434 (o)  
918-747-7178 (h)

E-mail: margaret.white@okstate.edu

Office Hours: Monday 4-5 p.m.; Tuesday 2-4 p.m.

**Course Description:**

This course provides a comprehensive overview of project management fundamentals. Practical techniques for systematically planning, implementing, and evaluating/controlling projects will be introduced, discussed and applied. It is a process oriented course designed to learn the tools and activities for successful project management. Although we use the PMBOK, this is not a prep course for PMI certification.

**Course Objectives:**

- To increase the student's knowledge of the project management process.
- To increase understanding of when, where, and how project management can benefit the organization
- To learn the fundamentals required for project success in the project life-cycle processes
- To practice good project management principles so the students can transfer classroom learning to the work environment
- To use project management techniques to facilitate communication, decision making, and problem solving

**Textbook and Readings:**

*A Guide to the Project Management Body of Knowledge* 4<sup>th</sup> or 5<sup>th</sup> Edition by the Project Management Institute. You may get this book from the Project Management Institute or any online bookstore (Amazon, Barnes & Noble, etc.) It is a practicing managers' book.

Other assigned materials.

**Overview:**

For this class, we are trying to mimic the management of multiple projects during the semester while giving you experience in documentation and demands of individual projects.

**Outcome Measurements and Evaluations:**

The final grade in the class will be determined using the following evaluative processes.

Class participation and activities	100 points
Simulation Write-up	200
PROJECTS:	
Class project (Classwork schedule—Gantt chart)	150
Individual Project (individual—work or personal)	150
Options	150
Project Cases	150
Final	<u>100</u>
TOTAL	1000

**Grade Determination**

- A: 900 points+ You are on the fast track.
- B: 800-899 Good—Promotion is possible.
- C: 700-799 Fair-You need to improve.
- F: Below 700 Your work does not meet minimal standards of acceptability.

**Learning Option Possibilities**

- Humor Bits (maximum of 2 @ 25 points each)
- Research Paper about topic of particular interest to student (varies)
- Annotated Bibliography on agreed upon topic (varies)
- Book Report or Movie Analysis (1 @ 100 points)

Other possibilities

### ***Class Participation and Activities:***

During semester there will be some discussion activities. Each student is expected to participate in them. These activities will relate to the material being covered in class and will require individuals to interact with other students on D2L.

The following questions will be used as a guide in assessing participation.

Did the person pay attention to the discussion?

Are the points the individual makes relevant to the discussion? Are they linked to the comments of others?

Do the comments show evidence of analysis of the information available?

Do the comments add to better understanding of the information?

Do you distinguish among different kinds of data—facts, opinions, beliefs, etc.?

Is the individual willing to test new ideas or are all of the comments “safe”?

Do the comments facilitate the group process as well as the learning process?

As part of these activities, you will be asked to identify comments that you feel are particularly noteworthy.

### ***Simulation:***

We will do the Harvard Business School Project Management Simulation as part of this class. We will run two projects through the simulation. You are expected to compare and contrast your performance for each run and develop a set of lessons learned. When you first sign on, you will need a credit card number—the simulation costs \$15.00. The coursepack link will be posted later in the semester.

### ***Class Project:***

Each student will construct a Gantt Chart schedule for accomplishing the tasks of the project for completing the classwork. This chart will be updated and turned in every two weeks. As a project manager, you should keep up with what is going well and what is not going well. On November 30, you should turn in a copy of your first Gantt chart and your Gantt chart that reflects what really happened and a set of lessons learned.

## ***Individual Project Activity:***

As an individual, you are to select a project (work or personal) that you want to do. Depending on the project, you are to do a complete set of paperwork to the point of your goal at the end of the semester. You should turn in a scope statement on or before September 14. You should have someone who signs off on the scope statement (spouse, friend, manager) who is involved or the “customer” of the project.

## ***Final:***

The final exam is due by December 7. It will be posted before Thanksgiving.

***Learning Options:*** Please note these are not optional points, but points where you have options on what and how you want to learn. If you do not have 100 points attempted by October 12, you may only attempt the same number of points in the second half of the course. In other words, if you have completed 50 points by October 12, you may only attempt 50 more for a total of 100 points. You may attempt up to 200 points for the class. Any points earned over 150 will be bonus points.

## **Humor Bits**

Each member of the class may turn in up to two humor bits into the class during the semester. These can be comic strips, cartoons, funny stories, etc. The stress that project management brings to many organizations can often be softened by humor. It is expected that the humor will be in good taste and directly related to project management. Only one of your humor bits may be from Dilbert (this is to limit the number of Dilbert cartoons). Do not send me a like—capture the humor bit and post it in the dropbox.

## **Book Report Instructions**

The student is to select a recent book (last five years), inform the instructor (to avoid duplication) and then review the book as well as write a one-page executive summary. The book is to be non-fiction and relevant to Project Management.

The book review is to consist of an overview of the material in the book, how the book relates to this class and five things the student learned from the book that can be used in his/her work environment. The review will be no more than 8 pages typed, double-spaced with 10 to 12 point font.

The executive summary will be no more than one-page, single-spaced with double-spacing between paragraphs. The student will post a copy of the executive summary on the D2L site. This executive summary is to summarize the most valuable points of the material in the book. Do not forget to put the title and author on the executive summary.

## **Movie Report Instructions**

The student is to select a movie (last ten years), inform the instructor and then prepare documentation about the movie as if it is a project. There should be a scope statement, WBS, schedule, costs, outcomes and lessons learned at the minimum. Most movie plots have twists and turns; just like most projects. Most movies can be done this way. For example, *Sleepless in Seattle* has a project manager—Jonah. He has a plan and a scope statement to find someone for his Dad.

### **Annotated Bibliography Instructions (about 5 points per entry)**

The student is to select a topic that is relevant to Project Management (relatively specific) and then find articles/books that are about the topic. Bibliographical information and three or four sentences summarizing the article are to be recorded. The student should have at least 15 articles on the topic. The student should hand in the annotated bibliography with a one or two page write-up about what is consistent and what is inconsistent across the literature reviewed.

### **Other Points:**

Another way to potentially earn point is through some type of special topic the student wishes to pursue. The instructor is open to individualized contracts for these points.

### ***General Policies:***

1. You are expected to be in class every day. If you must miss a scheduled class meeting, you should notify the instructor before the class meeting.
2. NO LATE WORK WILL BE ACCEPTED. This is a PM class, work should be on time. You may go faster than the syllabus; but not slower.
3. All group members will be evaluated by their group peers. This is to try and lessen the effects of shirking and free riding. It is possible for a group project to have individual grades ranging from A to F. Ideally, all groups will work well together.
4. On written assignments that are done outside of class, the following standard will be enforced. If you average more than two typographical, spelling or major grammatical errors per page of the assignment, the highest grade you can receive is fifty (50) percent of the possible points.
5. Please feel free to contact me whenever you have a question. If you leave me a telephone message, please indicate two or three times that you will probably be available. Hopefully, this will decrease the number of rounds we have of telephone tag.

## Tentative Schedule

**Please note I have used Mondays as the dates. Items are due by 11:59 p.m. on Monday.**

<b>Date</b>	<b>Readings</b>	<b>Due</b>
August 17	Review the syllabus	Watch video on Gantt charts and begin Gantt chart schedule for accomplishing the class.
24	Intro and Overview	First draft of Gantt Chart due
31		Labor Day
September 7	Chapters 1 & 2	Second Gantt Chart due
14	Chapters 3 and 4	Project decisions—individual projects ideas due
21		Updated Gantt Chart due (UGC)
28	Team Building, Chapter 5	Plan for Individual Projects due
October 5	Chapters 6	UGC
12	Chapter 7 and 8	100 points of learning options due by this date
19	Chapter 9	UGC
26	Chapter 10	Project cases summary due
November 2	Chapter 11	UGC
9	Chapter 12	Rest of learning options due
16		Simulation comparison due
23	Catch-up	Individual Projects due
November 30	Discussion of Projects	Class Gantt Chart and documentation due
December 7	Final Due	Final