

California State University Channel Islands
MGT471 – Project Management
Course Syllabus for Spring 2018

Faculty Instructor

Hua Dai, Associate Professor of MIS

Faculty Office Location

Sage Hall Room 2143

Faculty Telephone

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Days/Time of Class

Tuesdays & Thursdays: 1:30pm-2:45pm

Class Location

Ojai Hall 1952

Office Hours

Tuesdays and Thursdays: 10:30am-noon; Other times by appointment

COURSE DESCRIPTION

This course introduces you to various project management concepts and techniques as you participate in a project team engaged in working on a real project. Topics will include defining a project, work breakdown structure, costing, scheduling, reporting, and managing a project team using mostly adaptive project management techniques. Microsoft Project will be introduced as a project management tool via hands-on exercises.

COURSE LEARNING OBJECTIVES

Upon completion of the course, the student will be able to*:

1. Interpret cases and describe (orally and in writing) the project management issues of the cases. (2, 3, 5);
2. Analyze project management issues related to IT or scientific projects and offer recommendations for effective corrective actions. (1, 5);
3. Evaluate in writing the inter-relationships among the disciplines of science, basic management, and project management. (1 ,3)

* Aligns with Program Learning Outcomes for: 1) Critical thinking, 2) Oral communication, 3) Written Communication, 4) Conduct (Ethics), 5) Competencies in discipline, 6) Collaboration

PREREQUISITES

- MGT 307

REQUIRED TEXTBOOK

Erik W. Larson and Clifford F. Gray, *Project Management: The Managerial Process*, 6/e, McGraw-Hill Global Education Holdings, LLC, ISBN#:0078096596

RECOMMENDED READINGS

- *Principles of Project Management* (Course Code N2650), Student Notebook, ERC 2.0, IBM Certified Course Material, April 2005 Edition ([pdf](#)).
- (PMBOK) PMI, [A Guide to the Project Management Body of Knowledge \(PMBOK® Guide\), Fifth Edition](#), 2013 <http://cokepm.com/pmbok3/> (Version 3 online).
- Isaacson, Walter. *Steve jobs*. JC Lattès, 2011.

INSTRUCTIONAL METHODS

The course is delivered through a mixture of readings, lectures, demonstrations, hands-on projects, assignments, exams, team project, and blended format with online sessions (less than 20%). Most in-class delivery will consist of the presentation and explanation of concepts and the consideration of examples. Occasionally, in-class quizzes may be held.

TESTS AND QUIZZES

The course will include three examinations. Attendance at examinations is mandatory -- no make-up examinations or are given for any reason (except for verifiable medical circumstances with prior notification).

ORAL AND WRITTEN COMMUNICATION CONTENT

There will be significant attention given to oral and written communications. Students are expected to come to class prepared to ask questions and to (attempt to) answer questions posed to them. **Students are expected to communicate with the instructor primarily via email when necessary.**

PARTICIPATION AND IN-CLASS ACTIVITIES

There will be in-class activities, where participation and submissions will be required throughout the semester. Participation in and submission of these in-class activities (ICAs) can only occur if you are in attendance during that class. Therefore, there will not be any make-ups for any missed submissions; also attendance is not a sufficient factor of full participation.

I strongly encourage student input during class discussion. It is expected that the reading chapters and exercises assigned for each class be thought provoking tools to generate discussion. Consequently, you will only be able to participate if you have read the chapters, cases and assignments before class. The textbook is used as a supplement to the material presented or covered in class. For exams, you will be responsible for all material covered during the class period out of the text.

HOMEWORK

- You are expected to turn in your assignment files by the end of that class listed on your course calendar. The date/ time is the same date for uploading the file to *Canvas*.
- Read the homework descriptions carefully. If you have a special circumstance, let me know in advance. Homework assignments are to be done individually, not as groups.
- Files must be submitted by the end of class on the due date. **Canvas does not accept late file uploads.**
- If files are not submitted to Canvas by the appropriate deadline the student will **receive a zero** for that assignment.
- I save student work for 7 weeks into the new semester and then dispose of it.

MGT471 TEAM PROJECT:

The purpose of the team project is to use a structured approach to project management in a team setting (3-4 students/team). Examples include creating a business plan for a potential business, updating a company's Web site, helping launch a new store, preparing a research report for an organization, working on a case study in the text, etc. I normally let teams self-select and assign people to teams as needed after we decide on the projects. One person could take the lead on each task, but other team members should provide inputs and edit the work so it is consistent and of high quality and reflects a team effort. Each team member should plan to spend **20-40 hours** total on the team project, including some time in class. If you do not choose to work on a real project, teams will work on a case study (on creating a new business venture, the fixer upper case, or project management in the movies). You will store all project documents on a Google site.

We will need to discuss individually each group's project in regards to what is required. Since each project is different, we will need to determine what the appropriate scope is that can "realistically" be completed during our semester.

Team Progress Reports

Each group must submit two progress reports. More details will be provided in class during semester. All project information must be available online in a Google site (or other team Web site) before you present, and leave the default setting as public viewing access. Please give me edit access. I will provide feedback via comments or email. Please use my huadaicsuci@gmail.com email for Google site access as CI's faculty accounts do not include Google sites. Consider using the Google site template with all files set up as Google docs. You can also attach files (in Word, Excel, etc.) if needed. Note: I will collect team evaluation#1 with your Progress Report#1, and you will also get to grade yourself and team members at the end of semester.

Final Project Notebooks

By the last week of class, each team will present a formal, **final presentation** and hand in a **project notebook** (stapled pages are fine or a slim cover – not a binder or I’ll take off a few points!). The presentation and info in the notebook should all be on the team Web site as well. Note: Each team member must give part of the 20 minutes final presentation. Organize the final notebook as follows:

1. Cover page and detailed table of contents. List the project name, team members, location of Google site, and date on the cover page of the notebook. Be sure to number all pages (by hand is fine), which should match the table of contents. You may include tabs or dividers between major sections of the notebook, too. Put the project report first, followed by your final presentation, then product-related documents, then project management documents, then progress reports, then communications with sponsor.
2. A double-spaced 3-4-page project report. Address the following questions in your report: What did your team produce? Was the project a success or not, and what was your criteria for determining success? (Remember that should be defined in your project charter early in the project). What project management tools/documents did you use, and did they help? How close was your draft schedule and estimate of hours to the actual schedule and actual hours worked on the project? What went right on the project? What went wrong? What did your team learn by working on this project? How did you select the project manager? Did he/she do a good job at leading your team? Would he/she like to be a project manager in the future? Did you work well as a team? What was your project sponsor’s final assessment of the project? Include some written feedback from the sponsor in your final report and presentation. Discuss the answers to these questions in your final project presentation and show/summarize the main products produced. If your project involves some type of event, show pictures/videos of the event.
3. A hard copy of your final presentation.
4. Hard copies of all of the product-related documents your team produced. For example, if you created a business plan, include that. If you developed a web site, include copies of the main pages. If you held an event, include pictures of the event, promotional materials created, etc.
5. Hard copies of the final charter, scope statement, Gantt chart, and other project management documents you created, incorporating any feedback from me or your sponsor.
6. Hard copies of your progress reports, including all documents/slides created from them.
7. A summary of communications with your sponsor, including their final assessment.

Part of the grade for the team project will be based on the team’s final presentation and progress reports, and part of grade will be based on the quality of the project and its notebook (one notebook per team, due the last day of class). Team project managers will earn a small amount of extra credit for successfully leading their project teams.

GROUP PROJECT PEER EVALUATION

You will be given the opportunity to evaluate your team members and provide feedback on each team member's performance. The final peer evaluation form is due at the beginning of class on May 10, 2018 and is available on Canvas. The completed peer evaluation form is worth a potential total of 3% of your final grade. Peer evaluations will only be shared with the instructor and are designed to ensure that everyone who is pulling their own weight in the project is adequately rewarded. The grade will be based on the average scores provided by your team members. However, students receiving an average of less than 50% of the total by their team members will receive 25% of the team's final grade received for the research paper. Example: You are evaluated as a 4/10 by your fellow team members, and your team received an 80/100 on the research paper. Your final paper grade would be a 20/100. Thus, be sure you are pulling your own weight on the assignment.

CLASSROOM PROTOCOL

Coming to class late and leaving class early is disruptive and disrespectful. I expect students to be on time and ready for class. I expect that students will take care of personal needs before or after class and not come and go while class is in session. On occasion, students must leave during a class, if you have to leave a class early, please let me know at the beginning of the class and make a quiet exit. All electronic devices should be turned off during class. Phone calls, texting, email, internet not related to class, MP3 players/iPod use, etc. are not acceptable within a classroom setting.

HARDWARE & SOFTWARE EXPECTATIONS

You are required to have access to a PC either at home or on campus. The PC should have adequate software products such as Microsoft Office and other software recommended by the instructor. This course will use Canvas as our course management tool. The In-Class Activities (ICAs) and projects will require you to submit your work to Canvas. In addition, Canvas will serve as an online gradebook, where you can view your grades throughout the semester.

Check your CSU email regularly. The university will be using your "official" campus email account for many announcements and I will utilize email for course announcements.

Note: It is your responsibility to check your grades I enter on Canvas. If there is a mistake you have **two weeks** after the assignment is due to let me know of the mistake. If you do not notify me in time, the grade becomes permanent. It pays to pay attention to your grades.

GRADING AND ACADEMIC CONDUCT POLICY

Component	Percentages
Exams (3 Total)	20%*3=60%
ICAs and Class Participation	10 %
Individual presentation	7%
Homework Assignments	8%
Team project	15%
Total	100%

Grade Distribution	
A	> 93 %
A-	90 – 92.99 %
B+	88 – 89.99 %
B	83 – 87.99 %
B-	80 – 82.99 %
C+	78 – 79.99 %
C	73 – 77.99 %
C-	70 – 72.99 %
D+	68 – 69.99 %
D	63 – 67.99 %
D-	60 – 62.99 %
F	<60%

ATTENDANCE POLICY

Each student is responsible for all of the information (including announcements) presented in class. Students will be also expected to actively participate in the class discussions. Traditionally, poor performance in this class has been closely related to poor attendance. Your work in the business program is designed to prepare you to function as a professional -- professionals show up for scheduled meetings prepared and on time.

MAKE-UP EXAM POLICY

Students are expected to take exams on the dates listed in the syllabus. ***Makeup exams will be given only in the case of an unforeseen, documented emergency or for a significant reason approved in advance by the instructor.*** In case of emergency, please notify the Instructor via email and/or voice mail as soon as possible with appropriate documentation.

MAKE-UP ATTENDANCE/PARTICIPATION EXERCISES

Students are expected to attend all lectures. Makeup attendance or participation grades will be given only in the case of unforeseen, documented emergencies and can only be made up if a legitimate, documented excuse is presented to the instructor.

LATE ASSIGNMENT POLICY

Homeworks and Projects not submitted by the *END of class on the due date will not be accepted.*
This policy will be strictly enforced.

CANVAS GRADE POLICY

Grades will be posted on the class Canvas site. *Students are required to check Canvas every week to ensure the accuracy of recorded grades.* Students have **2 weeks** after a grade is recorded to contact your Instructor to report an error, otherwise the grade becomes **permanent**.

HONOR CODE POLICY

The work you submit MUST be your own. Plagiarism and cases of copying/cheating may be reported for disciplinary action in accordance with <http://senate.csuci.edu/policies/2002-2003/SP02-01.pdf>. Please note penalties can be severe! *I can tell if you just copy your friend's homework/project so please don't try it.*

This is the definition of Academic misconduct:

Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance
- (f) Assists other students in any of these acts.

It is understood that what you turn in to me for a grade represents your own work. ABIDING BY THE INTEGRITY POLICY IS ASSUMED, EVEN IF YOU DON'T SIGN IT ON WORK TURNED IN.

CSUCI DISABILITY STATEMENT

Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Accommodation Services is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning, or other disabilities are encouraged to contact the Disability Accommodation Services office at (805) 437-3331 or at accommodations@csuci.edu for personal assistance and accommodations.

DISCLAIMER

The syllabus is subject to change to reflect new materials, assignments, and background of students. Students should check the online version of the syllabus frequently.

MGT 471 SPRING 2018 TENTATIVE COURSE CALENDAR

(Schedule Subject to Change)

We'll add individual presentations to the schedule as soon as possible, and I'll post updated schedules on Canvas. We'll try to spread presentations out and have them fit in with lecture topics. Submit all assignments through Canvas, and work on your team projects and post results to your Google site. **Note due dates and times.**

Week	Date	Topic	Suggested Reading	Tasks
Week 1	1/23	Course Introduction	Chapter 1	In-Class Activities (ICAs)
	1/25	Introduction to Project Management		
Week 2	1/30	Organization Strategy and Project Selection	Chapter 2	ICAs
	2/1	Organization: Structure and Culture	Chapter 3	HW:1 Individual Project Proposal Due
Week 3	2/6	Defining the Project	Chapter 4	ICAs
	2/8	Defining the Project: Group Initial Meeting		G:Team Contract Due
Week 4	2/13	Developing a Project Plan	Chapter 6	ICAs
	2/15	Project Requirement /Scope Management		G:Group Project Proposal Due
Week 5	2/20	Project Requirement /Scope Management	IBM-Unit 7 (Requirement) PMBOK-C5 (Scope)	ICAs
	2/22	Exam #1 covers Chapter 1, 2, 3, 4, 6		
Week 6	2/27	Microsoft Project #1		ICAs
	3/1	Microsoft Project #2		
Week 7	3/6	Project Time Management	Chapter 5&9	ICAs
	3/8	Project Time Management	Chapter 5&9	
Week 8	3/13	Project Cost Management	Chapter 5&8	
	3/15	Group Project working Day		G: Group Progress Report#1 Due
Week 9	Spring Break, No Class :)			
	3/27	Project Cost Management	Chapter 5&8	

Week	Date	Topic	Suggested Reading	Tasks
Week 10	3/29	Microsoft Project #3		HW2: MS Project#1 Due
Week 11	4/3	Managing Risk	Chapter 7	ICAs
	4/5	Exam #2 Covers Chapter 5, 7, 8, 9		
Week 12	4/10	Project Communication Management	PMBOK-C2.3 (Project Team) & C10 (Communication)	
	4/12	Group Project Update		Group presents to class
Week 13	4/17	Managing Project Teams	Chapter 10&11; PMBOK-C9 (Human Resource);	HW3: MS Project#2 Due
	4/19	Project HR Management/Leadership		
Week 14	4/24	Project Quality Management	Chapter 13	
	4/26	Outsourcing and International Project	Chapter 12&15	Group Progress Report#2 Due
Week 15	5/1	Project Review and Closure	Chapter 14	
	5/3	Project Management Career Paths	Chapter 18	
Week 16	5/8	Group Project Presentations		HW4: Self-Assessment report Due
	5/10	Group Project Presentations		Final Project Notebook Due
Final Exam	5/15	Exam#3: 1:00-3:00 pm, Tuesday, May 15 Exam covers chapter 10, 11, 12, 13, 14, 15, 18		