

# EM660 Project Management

## Spring 2011

<b>Instructor</b>	Dr. Tracy Christofero, PMP, CIPP/G, SSGB, CSM Office 328 South Charleston campus Phone 304-746-2078 E-mail christofero@marshall.edu
<b>Credits</b>	3 credit hours
<b>Date and Time</b>	Thursdays 7:00-9:30 pm
<b>Location</b>	South Charleston 134 or remote via Wimba

### Description

This course presents concepts, methodology, and structure to help people at all levels to lead and participate successfully in projects, both individually and within various organizations. Attention is given to setting objectives, staffing, developing and using accountability, organizing teams, dealing with conflict, organizing work, planning, scheduling, communicating, controlling, and leading.

### Student Learning Outcomes:

1. Demonstrate competence in planning technical projects through application of project management principles and tools.
2. Demonstrate through exercises, assignments, and projects a clear understanding of the fundamental principles of the importance of people and teamwork in technical projects and effectively working with people.
3. Demonstrate the ability to communicate effectively, through written and verbal assignments.
4. Demonstrate awareness and understanding of professional, ethical, and legal responsibilities.

### Objectives

Upon successful completion of the course, the student should be able to apply the methods and tools necessary to effectively initiate, plan, execute, control and close projects.

### Required Text

Pinto, J. (2010) Project Management: Achieving Competitive Advantage (2nd ed.). Upper Saddle River: NJ. Prentice Hall ISBN 13: 978-0-13-606561-6

APA Style Manual - Publication Manual of the American Psychological Assoc.

### Required Software

Access to MS Project will be provided.

## Course Format

This class offers a Wimba attendance option. Wimba is a collaborative application for remote learning. All students have the option to remotely participate using Wimba via the Internet, or to attend class on the South Charleston campus. You need not choose in advance; however, **if you participate remotely, you are required to have access to a computer with high-speed Internet connectivity, a Webcam and a microphone.** Both the Drinko and South Charleston libraries have computers available if you do not have your own.

If you use Wimba you are still responsible to participate with class activities and presentations, etc. To access Wimba, log in to MUOnline and select this course. A link to Wimba will be provided to connect you to the live class. Please log in a few minutes early assure your system is ready to begin class on time.

You are welcome to bring your laptop to class to participate via Wimba to practice using this application or if you would like to join the chat dialog. In the event I am unable to make it to class because of inclement weather or travel, you will want to know how to use Wimba so you do not miss the remote class.

## Participation

Project managers do not succeed hiding behind closed doors. They actively participate in effective communication, writing and reviewing professional reports, making business presentations, leading others by example, and facilitating and engaging in business discussions with all levels in an organization. Therefore, your participation grade will be based on your attendance, attentiveness, preparedness, group participation activities, and making *meaningful* contributions. In-class assignments, group activities, quizzes, etc. will count toward your participation grade and cannot be made up if missed.

## Attendance

Attendance of both your mental and physical (or remote) self is expected and appreciated. Wimba attendance is considered the same as attending in-person.

In the event that you are unable to attend class because of a work or personal emergency, you must send an email well BEFORE class advising that you will not be in attendance. If you arrive late or must leave early, please do so with minimal disruption to those around you. Excessive absences, excused or unexcused, excessive tardiness, and/or early departures may result in a lower grade. You are responsible for understanding course materials whether or not you are present for class.

Whether you are physically in the classroom or participating remotely, cell phones must be put on silent or turned to vibrate. Please only take emergency calls. If you are attending remotely, please also be sure the kids and pets are also put on silent. Please hold off on text messaging until after class.

## Assignments

Completion of readings and assignments is expected before the start of each class. You are expected to be well prepared to share and discuss all assignments.

All assignment submissions are to be sent electronically via an email with a Word attachment to [christofero@marshall.edu](mailto:christofero@marshall.edu) prior to the beginning of class on the date the assignment is due. Hardcopy assignments will not be accepted. Late submissions are subject to a 10% penalty for every day overdue. Submitting after the class begins is considered a day late. If not submitted by the next class, zero points will be assigned. Not all assignments will be accepted late.

The filename and subject line of the email *must* include the course number, your first initial and last name, and the assignment name. For example, if your name is John or Jane Doe, your first assignment would be identified as **EM660 JDoe Assign1** in the Subject line and as the filename. If this format is not used, points will be deducted and you risk your assignments not being credited as received. Points will be deducted for not including your name on your paper.

All submissions must be written in a clear and concise manner with good English grammar, punctuation, and spelling; and without technical jargon or slang. Prior to submitting assignments, a spelling and grammar check must be used and a competent proof-reader engaged if you anticipate issues in this area. University resources to assist you are identified below.

## Final Project

The course Final Project will demonstrate that you can apply the material covered in the course to manage a real-world project. A project plan, report and presentation will be required. Format and duration will be discussed in class. Formal presentations will be scheduled the end of the semester. The Final Report is due by midnight the last night of class. Grading rubrics are attached.

## In-class Presentation

Your project report will be presented in a formal in-class professional quality presentation during the final weeks of class. Grades will be awarded as defined by a Presentation Rubrics worksheet, which will be to evaluate your work. Additional Information will be provided during the semester

## Plagiarism

Plagiarism will not be tolerated! This warrants repeating... Plagiarism will not be tolerated! If you are not familiar with the University's plagiarism policy, please read it carefully (<http://www.marshall.edu/muonline/plagiarism.asp>). At minimum, plagiarism in this course will result in Failure for that assignment. Depending upon the severity of the offense, additional punitive actions are possible! (Note: submissions may be electronically checked.)

**Grading**

Participation		50
Assignments		250
Final Project		200
	Presentation	75 points
	Report	125 points

To calculate your grade, divide your points earned by 5  
90 – 100 = A; 80 – 89 = B; 70 – 79 = C; < 70 = F

**Resources**

MU Writing Center and Resources

<http://www.marshall.edu/english/writingcenter/owc/>

<http://www.marshall.edu/english/writingcenter/writingresources.html>

**Students with Disabilities**

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

## EM660 Presentation Rubrics

Presenter \_\_\_\_\_ Reviewer \_\_\_\_\_

Presentation \_\_\_\_\_

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
<b>Organization</b>	Audience cannot understand presentation because there is no sequence of information.	Audience has difficulty following presentation because student jumps around.	Student presents information in logical sequence which audience can follow.	Student presents information in logical, interesting sequence which audience can follow.	
<b>Subject Knowledge</b>	Student does not have grasp of information; student cannot answer questions about subject.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student is at ease with expected answers to all questions, but fails to elaborate.	Student demonstrates full knowledge (more than required) by answering all class questions with explanations and elaboration.	
<b>Graphics</b>	Student uses superfluous graphics or no graphics	Student occasionally uses graphics that rarely support text and presentation.	Student's graphics relate to text and presentation.	Student's graphics explain and reinforce screen text and presentation.	
<b>Mechanics</b>	Student's presentation has four or more spelling errors and/or grammatical errors.	Presentation has three misspellings and/or grammatical errors.	Presentation has no more than two misspellings and/or grammatical errors.	Presentation has no misspellings or grammatical errors.	
<b>Elocution</b>	Student mumbles, incorrectly pronounces terms, and speaks too quietly for students in the back of class to hear.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	
<b>Eye Contact</b>	Student reads all of report with no eye contact.	Student occasionally uses eye contact, but still reads most of report.	Student maintains eye contact most of the time but often returns to notes.	Student maintains eye contact with audience, seldom returning to notes.	
				<b>Points</b>	
Based on Assignment Points				<b>Multiplier</b>	
				<b>GRADE POINTS</b>	

**Comments:**

## EM660 Report Rubrics

Presenter \_\_\_\_\_ Reviewer \_\_\_\_\_

Presentation \_\_\_\_\_

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
<b>Organization</b>	The document is not visually appealing. There is no apparent ordering of paragraphs, and no progressive flow of ideas.	Small errors are present. The order in which ideas are presented is occasionally confusing.	The document is organized. Use of white space, headings, fonts, and typography help the reader navigate the document, although the layout could be more effective.	The document is visually appealing and easily navigated. Appropriate typography and usage of white space, headings, and fonts are used to separate blocks of text and add emphasis.	4
<b>Mechanics</b>	Errors in sentence structure and grammar frequently distract the reader and interfere with meaning. There is unnecessary repetition of the same words and phrases. There is an overuse of jargon and technical terms without definition. There are many misspelled words.	A few errors in sentence structure and grammar distract the reader and interfere with meaning. Word choices could be improved. Technical jargon is used without definition. There are a few misspelled words.	For the most part, sentences are complete and grammatically correct. Any errors are minor and do not distract the reader. There may one or two misspelled words. Repetition of words and phrases is generally avoided.	Sentences are complete and grammatically correct. Words are chosen for their precise meaning. No misspelled words are present, and correct verb tenses are used.	3
<b>Research</b>	Connection between references and what is written is not clear. Little investigation has been done.	A literature review has been conducted from only a few or similar sources. Discussion and documentation is overly generalized.	An investigation of literature from multiple sources has been conducted and documented, however it lacks depth or breadth. Additional discussion may be warranted in places.	A thorough investigation of relevant literature from multiple sources has been conducted and well documented.	
<b>References</b>	References were not cited in-text and/or in the Reference section and was clearly not in APA format.	Some references were not cited in-text and/or in the Reference section, or little attempt was made to use APA.	References are cited in-text and in the Reference section with minor errors in APA format.	References are appropriately cited in-text and in the Reference section per APA.	
Comments:				<b>Points</b>	
				<b>Total Points</b>	
Based on Assignment Points				<b>Multiplier</b>	
				<b>TOTAL POINTS</b>	