



ARCHITECTURAL & MANUFACTURING SCIENCES DEPARTMENT

AMS 390 Project Management

A. Mark Doggett, Ph.D.

270-745-6951

Mark.Doggett@wku.edu

Course Syllabus

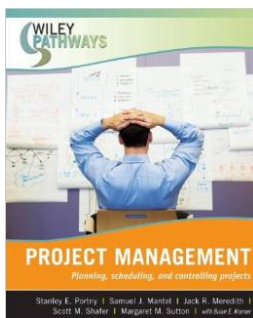
Office: EST 221

Office Hours: By Appointment

CATALOG DESCRIPTION

Core concepts of project management based on processes of initiating, planning, executing, controlling, and closing projects. Topics include project proposals, project selection, scope definition, CPM and PERT scheduling, budgeting, control techniques, and project manager skills. Prerequisite: Junior standing or AMS major.

REQUIRED TEXTS



Portny, S. E., Mantel, S. J., Meredith, J. R., Shafer, S. M., Sutton, M. M., and Kramer, B. E. (2008). *Wiley Pathways Project Management* (1st ed.). John Wiley and Sons. ISBN 978-0-470-11124-6.

COURSE OBJECTIVES

Upon successful completion of the course, students will be able to:

- Describe basic project management terminology including project objectives, constraints, integration, and structures.
- Develop project scope management using work breakdown structures.
- Given a project network, calculate activity times, floats, and a critical path schedules.

- Categorize project costs and develop a project budget.
- Create a human resources management plan and allocate resources.
- Develop a basic structure for a project quality management plan.
- Analyze data to create cost control models including earned value analysis.
- Identify and develop risk management plans that support project objectives.
- Develop, integrate, and improve a comprehensive project plan.

COURSE TOPICS

This course is an introductory course to general project management. The primary goal of the course is to familiarize the student with project management objectives, including project planning, scheduling, organization, and control. Topics covered in this course include: managing project scope, developing Work Breakdown Structures, managing project time, managing project schedule, allocating and leveling project resources, managing and controlling project budget, project quality control, managing project communications, and controlling project risks.

COURSE STRUCTURE AND DESIGN

The course will consist of readings from the assigned text and other supplemental materials, assignments, and examinations.

Assigned readings. The textbooks and supplemental readings provide the content to support the completion of the quizzes and some exam materials.

Quizzes. Quizzes will be given at the completion of each assigned textbook chapter. Quiz questions may also be taken from assigned supplemental materials associated with the given topic.

Project assignments. Activities and assignments that support the development of a comprehensive project plan.

Examinations. The examinations demonstrate your mastery of the technical and managerial aspects of project management. Exams will cover material in homework, reading assignments, and lectures. You are responsible for all reading assignments and class handouts.

GRADING

The weighted grading for the course follows:

	Percent
Chapter Quizzes	10
Discussions	10
Exams 1 and 2	15
Project Assignments	15
Final Exam	20
Project Plans	30
TOTAL	100

You are ultimately responsible for your learning. Those who take responsibility for their learning are generally more successful in the course. Successful students are active learners who read the text, take notes, complete assigned work, ask questions, and participate fully in the course.

The grade for this course is based upon performance to a standard. Students are expected to put forth effort congruent with the highest standard. I do NOT grade on a curve. The grade is based upon your performance to the standard, not your performance relative to others.

Students are expected to locate and use resources as needed. Research and references should be from peer-reviewed sources, professional organizations, or recognized experts in the discipline. All deliverables and concepts must adhere to principles grounded in the scientific method with supporting evidence. The instructor may recommend appropriate reference materials, documents, and sources. Students should reference the resources used in assignments, papers, or discussions.

It is my belief that most information does NOT need to be memorized. Students are very capable of knowing how to use resources effectively to find all vital information when needed. All the homework and exams for this course are open-book.

You will be able to track your grade points exactly throughout the course. The grading scale is as follows: A = 90-100; B = 80-89; C = 70-79; F = 0-69. *Please note that a grade of C or higher is required to pass the course.* The above percentages are indicators of grade progress and are earned on the basis the General Grading Criteria (see the Grading and Assignment Info section of the course). The final grade is per my discretion.

COURSE POLICIES

General communication and expectations. Students should work independently on assignments unless the instructor gives prior permission for collaboration. Students will

communicate with the instructor using the learning management system Blackboard or other communication media such as e-mail, voicemail, or Skype. Access to a late-model computer with standard business software and an Internet connection is required.

This is a paperless course module. This course module and all associated communication within or as part of should adhere to the [WKU Information Technology Acceptable Use Policy](#). All assignments and related documents will be submitted on-line via Blackboard. Students must make prior arrangements before submitting hard copy reports or papers. If you have problems transmitting information, telephone or e-mail immediately, and we'll get the problem solved.

Ground rules for communication

1. Use e-mail for private or personal messages to the instructor and questions regarding grades.
3. Please submit papers as text/word files (e.g., DOC, RTF, TXT, HTML, or PDF), PowerPoint files (e.g., PPT), or spreadsheet files (e.g., .XLS, WKS) uploaded to the Blackboard. Use other file formats at your own risk. If I can't read them, I can't grade them!
4. For **all** assignments that are uploaded to Blackboard, include your name at the top of the document AND as part of the **file name** (e.g., Doggett_Homework.doc). With NetID, your name is no longer associated with documents uploaded to Blackboard. Thus, when I download your file, I am no longer able to see your name associated with the file. If you do not put your name at the top of the document, then go back to BB to locate it. This is time-consuming. It is much easier for you to put your name on the document and as part of the file name.

Important: BlackBoard has a difficult time processing file sizes over 10 MB. If your file does not upload correctly, you may need to change to a different file format that uses less memory!

Expectations. All deliverables should be completed in order to pass the course. All assignments must be submitted on time-for this course. Any assignments submitted after scheduled due dates will not be accepted unless prior arrangements have been made with the instructor.

Instructor Availability. My availability during the week is from 8:00 AM to 5:00 PM CST M-F with limited availability on the weekends. Students may reasonably expect a response from me within 24 hours during the week, but not necessarily on the weekends.

Late Submissions or Resubmissions. As a general rule, I do NOT accept late work unless prior arrangements have been made with me. If you think you need an extension, you must contact me before the assignment is due. In some cases, I may grant a resubmission of work that does not meet the minimum standard. However, students should expect a reduction in the grade for late or resubmitted work. I realize that some life circumstances may be unavoidable, but recognize that you can always drop a course for extenuating circumstances such as the death of a family member. All other circumstances are per my

discretion. Family or work commitments and schedule conflicts are generally not good reason for extensions.

Extra Credit. There is no extra credit work available. Additional work beyond what is assigned will not be considered.

Academic Honesty: All Western Kentucky University policies are in effect. All work must reflect APA citation standards. All your work must be your own, unless I authorize collaboration. Presenting the words, ideas, or expressions of another person in any form and claiming them as one's own is plagiarism and will not be tolerated. The claim of ignorance is no excuse. (See [academic offenses](#) in the WKU student handbook.) The University Catalog states, "Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course module without possibility of withdrawal."

Student Disability Services. In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course module must contact the Student Accessibility Resource Center. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter of accommodation. This course module is compliant with the WKU standards for [web accessibility](#).

Add/Drop Policy: Students who have trouble working independently are encouraged to drop the course. For face-to-face courses, students who do not participate in the course for more than a week will be dropped involuntarily from the course. For online courses, students will be dropped after three successive days of Blackboard activity. Incomplete grades are given only by mutual agreement between the instructor and the student and must be in writing.

COURSE CALENDAR/ BREAKDOWN OF ASSIGNMENTS

See the attached schedule.