WFA 443- Workforce Planning and Assessment

Instructor Information

Instructor: Said Ghezal
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Email: said.ghezal@wku.edu (best way to reach me-please include the class title and number in the heading for any e-mail correspondence).

Office Hours

Mondays & Wednesdays: 11:00 AM to 1:00 PM

I am also available for "office hours" virtually and by appointment. Please email me for further information.

I will respond to emails within 24 hours.

Course Information

Course Description

This course will provide an overview of key elements of project management in today is working environment. The class is divided into five modules with each module covering two to three chapters from the textbook.

In Module 1, we will identify the basics of project management and work towards creating proposals.

In Module 2, we will define the scope of projects and scheduling.

In Module 3, we examine how resource allocation and budgets affect the project management process.

In Module 4, we describe how to plan for risk and end our projects successfully.

Finally, in Module 5 we examine the critical areas of managing projects and people and why that is crucial to the success of projects.

Course Objectives

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

1. Survey project management concepts and terminology;
2. Explain the initiating and proposal processes of projects;
3. Examine the different phases of the project management process;
4. Compare the roles of the different people involved in the process of project management.

Textbook

This course requires access to an E-Book, Successful Project Management by Gido, Clements, and Baker, 7th edition.   You will have access to E-Book and associated activities through the Blackboard course site. For more information about Day One Access, please visit the [WKU Store Day One Access webpage](#).

Technology Requirement

- This is an online course and all the course content will be delivered through [WKU Blackboard](#) (https://blackboard.wku.edu/). All of your work will also be submitted through Blackboard.
- You are required to have your own computer for this course. You need to be able to access the course on a regular basis and will need to be on the computer to do work for extended periods.
- You will need a high-speed internet connection (DSL, LAN, or cable connection preferred) in order to stream videos and take the quizzes in a timely manner.
- You are required to have access to a word processor to complete the activities and assignments for this course. As a WKU student you have access to [Office 365 Pro Plus](#) (https://www.wku.edu/its/sms/microsoft_sa.php), that allows you to install the Microsoft Suite in your computer, or you can have access to [Office 365](#) (https://products.office.com/en-us/student/office-in-education?legRedir=true&CorrelationId=f5b5c62e-4140-4ae7-8952-8376980ec632), which includes Word, Excel, PowerPoint and other tools available online.
- You must download the Lockdown Browser in order to take the quizzes. This software prohibits you from accessing files or searching the internet on your computer while taking the exam. More information about Lockdown Browser is available in Blackboard.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Blackboard you can call the IT Helpdesk at 270.745.7000 or visit [them online](#) (https://www.wku.edu/its/service-desk/).

Assignments/Assessments

The course will consists of readings from the assigned textbook, video lectures, activities, discussions, assignments & quizzes.

Assigned Readings: The textbook provide the content to support the completion of the activities, assignments & quizzes.

Notes Activity: For every chapter you have to read in this course there will be a note activity the follows for you to complete. The notes activities will help you focus on your reading and increase your comprehension and retention of the content.

Assignments: In every module there is a unique assignment that needs to be completed and submitted for grading. Detailed information about each assignment can be found in Blackboard.

Discussions: For the discussion boards in this course you will submit at least one original post and at least two response posts each week. Your first original post for each week must be submitted no later than Thursdays at 11:59 pm CST. Your response posts are due on Sundays at 11:59 pm CST.

Replying to peers and staying engaged is very important in this class. I will monitor the discussion and engage you with follow up questions and comments. I will also post additional information related to the course concepts as needed.

Case Studies: For the case studies, you will take short quizzes through the E-Book portal (called Mind Tap) to allow you to apply the concepts to real world situations.

Quizzes: There are five quizzes, one for each module. They consist of 50 multiple-choice questions with the exception of Module 1, which includes 60 multiple-choice questions.

Evaluation/Grading

Grades will be assigned based on the percent total of points earned in the course. The grading scale is: A = 90 -100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% and below. To determine your grade at any time, add up the number of points earned, divided by the total number of points possible at that time and multiply by 100.

Graded Assignments		Points
Assignments	5 @ 50 points each	250
Case Studies	11 @ 10 points each	110
Discussions	5 @ 25 points each	125
Quizzes	5 @ 50 points each	250
Total Points:		**735**

A = 661 – 735
B = 588 -- 655
C = 514 -- 580
D = 441 -- 507
F = 441 and below

Course Policies & General Information

Communication Policy

Email Communication

Please send proper emails. Emails should come from a wku.edu address and make sure to put "WFA 346" in the subject line. Emails will be answered daily during the week (Monday-Thursday) and emails sent on Friday-Sunday may not be answered until Monday. Your instructor is NOT online 24 hours per day, so please allow time for response.

Feedback on Assignments

All assignments are due on Sundays at 11:59 pm CST unless otherwise indicated. Students should expect to receive grades and feedback on Wednesdays of that same week.

Netiquette

When corresponding with your instructor and classmates through email or in the discussion boards, please use proper grammar and a positive tone. Please DO NOT use "netspeak" like, "u", "omg", "lol", etc. Please also refrain from using all CAPITAL LETTERS, as this is often interpreted as shouting. Treat your instructor and fellow students with respect at all times, and in all communications.

Academic Integrity

All Western Kentucky University policies are in effect. 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 (https://www.wku.edu/handbook/academic-dishonesty.php/) 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 without possibility of withdrawal."

Student Accessibility Resource Center

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact Student Accessibility Resource Center (https://www.wku.edu/sarc/) at Downing Student Union, 1074. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter or accommodation.

Title IX

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Course Schedule

This course is five weeks. As a result, it is crucial to stay on task. Below is a course schedule to help you organize your time most effectively.

Week	Modules	Assignments
I	Module One: Chapters 1, 2, and 3	- Introductions Discussion Board Forum - Module One Quiz - Module One Discussion Board Forum

Week	Modules	Assignments
		- Module One Case Studies - Module One Assignment
II	Module Two: Chapters 4 and 5	- Module Two Quiz - Module Two Discussion Board Forum - Module Two Case Studies - Module Two Assignment
III	Module Three: Chapters 6 and 7	- Module Three Quiz - Module Three Discussion Board Forum - Module Three Case Studies - Module Three Assignment
IV	Module Four: Chapters 8 and 9	- Module Four Quiz - Module Four Discussion Board Forum - Module Four Case Studies - Module Four Assignment
V	Module Five: Chapters 10 and 11	- Module Five Quiz - Module Five Discussion Board Forum - Module Five Case Studies - Module Five Assignment