



Course Syllabus
MFGE390- Project Management
Spring 2024

INSTRUCTOR CONTACT INFORMATION:

Joe Arbuckle

Instructor

Email: joe.arbuckle@wku.edu

Tel: 812-267-2298

CLASS MEETINGS: This is an online course.

COURSE PREREQUISITE: Math 116 with a “C” or better, or Math 117

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.

REQUIRED TEXTBOOK

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.

Additional related material will be given in class.

LEARNING OBJECTIVES

By the end of the course, students should be able to:

- Discuss effective project management practices and skills.

- Describe the different phases of the project life cycle and plan appropriate activities for each phase of the project cycle.
- Identify network techniques that are commonly used to project scheduling and calibrate and evaluate critical paths and sates on the network diagram.
- Prepare and revise budgets and cost estimates.
- Estimate and assign resources to project activities and know how to level resources and address resource problems by prioritizing project activities.
- Develop a comprehensive project plan, including baselines and subsidiary plans.

COURSE TOPICS

This course covers the basics of project management, including the process of initiation, planning, execution, control and closeout that all projects share. It also covers effective project management tools, techniques, skills and the roles/responsibilities of project managers.

Topics will include:

- The project life cycle (phases)
- Scope planning
- Work breakdown structures
- Project planning
- Budgeting projects
- Network diagrams
- Resource allocations
- Quality planning
- Communication planning
- Risk Management planning
- Project implementation
- Project management skills
- Project evaluations

GRADE/COURSE EVALUATION

- | | |
|---------------------------|-----------------------------------|
| • Exams | 300 points total /100 points each |
| • Quizzes | 210 points total/15 points each |
| • Discussion boards | 210 points total/15 points each |
| • Project Management Plan | <u>350</u> points total |
| | 1070 total points |

- All deliverables MUST be completed to pass the course.
- See course schedule for weekly activity details and due dates

GRADING SCALE: A = 90-100, B = 80-89.99, C = 70-79.99, D = 60-69.99, F = < 60

EXAMS

There are three exams worth 100 points each. Exam one covers weeks 1-5. Exam 2 covers weeks 6-10. Exam 3 covers weeks 11-14. Exams will cover all class material- textbook, PowerPoints, Videos.

QUIZZES

Each module will have a quiz covering the module material.

PROJECT MANAGEMENT PLAN

Students are required to prepare a project charter and comprehensive project management plan that includes the project baselines and subsidiary management. The purpose of the plan is to help you learn and practice the material of the course. More details about the specific requirements of the project plan will be given in class.

DISCUSSION BOARDS

Because this is an online class, we will be using discussion boards as a way to check attendance. But more importantly, they are a way for students to interact with each other and the instructor. Discussion boards will require an initial post before seeing other student's posts. You are then required to reply to three (3) other posts. The replies should have substance and detail. In other words, "I agree." is not an acceptable reply. Explain why you agree.

It is acceptable to disagree with a post also if it is done in a polite and professional manner. Keep the replies mature and explain why you disagree. Project Management is a soft skill as much as a hard skill. There is more than one way to get things done.

COURSE AND UNIVERSITY POLICY/PROCEDURES

CLASS EXPECTATIONS

Students are expected to act honestly, ethically and respectfully at all times. Class work should be completed individually unless stated otherwise. Students are expected to complete all assignments in full and on time. Late assignments will not be accepted except on a case-by-case basis.

LATE SUBMISSION

Make-up exams will be granted at the instructor's discretion and on a case-by-case basis. It is the student's responsibility to inform the instructor in advance of extenuating circumstances that prevent course work from being completed on time. Again, accepting late submissions is solely at the instructor's discretion.

COMMUNICATION POLICY

Email is the preferred method for communication of non-content related communications. My response time is usually within 24 hrs except Sundays. I will not respond on Sundays. Please include in your subject line the course number and your name.

There will also be an open discussion board for content-related questions. This is the best place to ask class related questions so others may see the question and the response. If one person needs clarification, generally others do as well.

HOW TO LABEL YOUR WORK

Any homework assignments submitted should be labeled as follows:

Your_Name-MFGE390-Name_of_Assignment. Your name and the assignment name must also be included in the text of the document.

ATTENDANCE

See Discussion boards.

COURSE WITHDRAWAL

Students should refer to the Drop/Add deadlines and to information for withdrawing from a class for a particular term. It is the student's responsibility to officially withdraw from the class should you desire to not continue the class. The University policy states, "Nonattendance does NOT release students from the

responsibility to officially drop any course for which they have enrolled and choose not to complete.”

ACADEMIC HONESTY

All Western Kentucky University policies are in effect. Academic dishonesty will not be tolerated in any form. Plagiarism is defined as the use of the words or ideas of another as one’s own without crediting the source. References must be cited, and quotation marks must be used in direct quotes. Academic dishonesty includes cheating on exams, quizzes, assignments and representing someone else’s work as your own. Plagiarism and cheating are serious offenses and may result in failure on the exam, quiz, assignment or the class.

STUDENT ACCESSIBILITY RESOURCE CENTER

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center (SARC) located in Downing Student Union, room 1074. The SARC can be reached by phone at 270-745-5004 (270-745-3030 TTY) or via email at sarc.connect@wku.edu. Please do not request accommodation directly from the instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center.

TITLE IX MISCONDUCT/ASSAULT STATEMENT

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 the 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 the Title IX Investigators. 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.