School of Engineering and Applied Sciences
SEAS 390 Project Management
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On-Demand Course Syllabus

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.*

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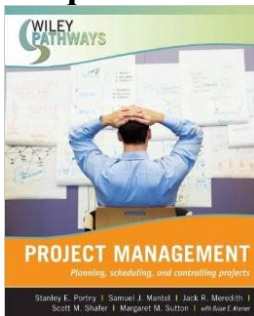
Portny, S. E., Mantel, S. J., Meredith, J. R., Shafer, S. M., Sutton, M. M., and Kramer, B. E. (2008). *Wiley Pathways Project Management* (1st ed.). John Wiley and Sons. ISBN 978-0-470-11124-6.

Course Objectives
By the end of the course, the student 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 critical path schedules.
- Categorize project costs and develop a project budget.
- Develop a basic structure for a project quality management plan.
- Create a human resources management plan and allocate resources.
- Analyze data to create cost control models including earned value analysis.
- Identify and develop risk management plans that support project objectives.
- Develop a project plan proposal, the preliminary elements of a project plan, and 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, including project planning, scheduling, organization, and control. Topics covered in this course include managing project scope, developing Work Breakdown Structures, managing project time, and managing project schedules. In addition, students will learn managing project scope, allocating and leveling project resources, managing and controlling the 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.

Quizzes. Quizzes cover the content of the assigned readings and provided material. The quizzes assess knowledge of the material and help prepare for the examinations.

Assignments. Assignment competencies must be achieved in order to successfully master project management. These assignments assess knowledge and application of the primary knowledge necessary for successful project planning and execution.

Examinations. The examinations are opportunities to demonstrate mastery of the technical and managerial aspects of project management. Exams will cover material in homework, reading assignments, and lectures. Specific exams identified in the course must be taken in a proctored setting.

Project Plans. The project plans consist of a project proposal, project plan draft, and a final project plan. The project plans demonstrate competency in course materials by application to the development of a project plan.

Grading

The weighted grading for the course follows:

Assignments	15%
Quizzes	15%
Exams (8/7/15)	30%
Project Plans (5/15/20)	40%
Total	**100%**

Grading Criteria. There are five grade levels possible:

Mastery, A+, A, 100% – ≥ 90%
Demonstrates superior work performance and mastery of the subject content. The work/performance is commendable and demonstrates exceptional thinking and/or performance. The work exceeds expected requirements with substantial depth and efficiency. The work is highly organized, formatted correctly, and communicates effectively.

Competency, B+, B, <90% – ≥ 80%
Demonstrates a clear understanding of the subject content with no flaws. The work or research accomplishes the purpose of the task and identifies the most important ideas. The work is over and beyond the minimum requirements with depth. The work is organized, formatted correctly, and communicates effectively.

Minimal Competency, C+, C, < 80% – ≥ 70%
Performance at minimum standard. Work displays some understanding of major concepts. Main points of content are covered and required elements included but may lack competent professionalism.

Deficient, D, < 70% – ≥ 60%
Shows an incomplete understanding of the task/project. The purpose of the task was not accomplished. The work/performance is ineffectual or inappropriate. One or more important elements are omitted. The work is vague, incomplete, and incorrectly formatted. The presentation is so flawed that it obscures the meaning.

Unacceptable; Standard not yet met, F, < 60% – 0%
Significantly incomplete and/or deficient. Significant parts omitted or plagiarized. Work shows no understanding of the subject content. Important purpose of the task or research was not achieved. Work did not meet the minimum requirements. Work suggests incompetence.

You will know in advance the standards for each assignment. You are responsible for:
- Asking for help or clarification when needed
- Completing all course deliverables
- Committing to a high level of professional development and learning

The grade for this course is based upon performance to a standard. Students are expected to put forth effort congruent with the highest standard. The grade is based upon your performance to a standard. The earned final grade is based on Grading Criteria listed above. The final grade is per my discretion.

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, complete the assigned work, ask questions as needed, and participate fully in the course.

Course Policies General
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 Zoom. Access to a late-model computer with standard business software such as Microsoft Office Suite and an Internet connection is required.

This is a paperless course. This course 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, contact the instructor by telephone, or e-mail immediately.

Ground rules for communication
1. Use e-mail for private or personal messages to the instructor and questions regarding grades.
2. Please submit papers as text/word files (e.g., DOC, DOCX, RTF, TXT, HTM, HTML, or PDF), PowerPoint files (e.g., PPT, PPTX), or spreadsheet files (e.g., XLS, XLSX, WKS) uploaded to the Blackboard. Use other file formats at your own risk. If I can't read them, I can't grade them!
3. 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 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 and leaner to have you simply 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!

Instructor availability. My availability during the week is from 8:00 AM to 5:00 PM CT 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.

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 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 the Student Accessibility Resource Center at Downing Student Union, 1074. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter of accommodation. This course is complaint with the WKU standards for web accessibility.

Title IX 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.

Add/Drop Policy. Students who have trouble working independently are encouraged to drop the course. Please check On Demand's policy to drop a course as there are deadlines in place based on the day you registered for the course.