Sam Houston State University
College of Business Administration
Department of Management & Marketing
MGMT 5323 –Section 21 Tools of Project Management Course Syllabus
Fall 2017 - Online
Dr. Jason Riley   Email: riley@shsu.edu or jmr099@shsu.edu   Ph: 936-294-1823
Office: SHB 236W   Hours: Mon/Wed 9:30 am – 11:00 am or by appointment

Course Description: The Tools of Project Management course provides students with the knowledge of and practice with project management tools. Included are tools and techniques for project planning and selection, project initiation and portfolio management, risk management, and implementation and closure. Prerequisite: Graduate standing. Credit 3.

Textook: Project Management: A managerial Approach – Jack R. Meredith and Samuel Mantel Eighth Edition – ISBN 978-047053302-4
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Course Objectives
1) Analyze a cost benefit analysis
2) Create a Work Breakdown Structure using available project management tools
3) Formulate a risk assessment plan for a project
4) Apply project tools

Disabled Student Policy:
It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

Academic Dishonesty:
Each student is responsible for their own work. Academic dishonesty will not be tolerated. Plagiarism will not be tolerated. Software may be employed to identify individuals that plagiarize.

Communication: The best way to get in touch with me is via email. I will check for course-related emails and answer them **once daily.** Sometimes important announcements will be distributed via email. Students should read their email regularly and will be held responsible for all email announcements made by the instructor. I will try to begin every email subject with "MGMT 5323 Chapter 2". It would be helpful if you would do likewise so I can easily distinguish your valuable email from among the many not nearly so valuable.

Example: "MGT 5323 – question about term paper"

Deadlines: Work must be turned in on time, at the times specified. Late work will be penalized**.**

Grading: Grades will be posted in Blackboard & assigned as follows: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; below 60 = F.

GRADE COMPONENTS	Percent
Quizzes/Assignments	20%
Case Summaries	20%
Term Paper	20%
Mid-term exam	20%
Final exam	20%

Grade Challenges: Any challenges to grading must be made, **in writing (hard copy, no emails), with justification. I will not discuss grades in class; please see me during office hours.**

Problem-Solving: Working problems is important to learning the skills you will need to meet course objectives and particularly, to do well on the tests. I will post recommended problems to work for each chapter. After you have had an opportunity to work the problems, I will post solutions on Blackboard. It is your responsibility to work the problems and review the solutions. Problems worked in class and the unannounced quizzes will give you the opportunity to solve problems under time pressure similar to that of the exams. Please be aware that there is a significant difference in reviewing a solved problem and understanding it and being able to solve a similar but slightly different problem in a quiz or exam setting **– you will have more success if you attempt to solve the problems on your own prior to looking at the solutions.**

Term paper: 8 to 10 page paper (double spaced 12 point Times New Roman)

- You need to identify program/software and have me approve topic.
- Paper should cover purpose of software/program and an explanation of why other project managers would want to use said software. Also identify positive and negatives about software programs.

Plagiarism includes the copying of *language, structure or ideas* of another and attributing the work to your own original efforts. All written work will be turned in via email and I will submit to Blackboard's Turn-It-In folders to check for plagiarism. Plagiarism includes:

- Turning in someone else's work as your own;
- Changing the words of an original source but using the ideas;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation; and

- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Tentative Schedule:
The schedule and syllabus may need to be changed to adjust for how we are progressing, to spend extra time on specific subjects, or due to my attendance at an academic conference. Changes, additions, and deletions to this schedule will be announced in class, sent via e-mail, and/or posted through on *Blackboard* You are responsible for the announced changes even if you miss class.

Week	Date Due	Topic	Reading	Assignment due
1	8-27-17	Introduction, Syllabus & Overview		Post Biography on Blackboard & Executive summary on Rio Olympic Games
2	9-3-17	Project management	Chap.1 – Meredith & Mantel & Resnet Case	1st case summary
3	9-10-17	Project selection	Chap.2 – Meredith & Mantel	Gantt Chart assignment
4	9-17-17	Being the project manager	Chap.3 & Chap 4 – Meredith & Mantel	Net present value assignment
5	9-24-17	Developing an organizational structure	Chap.5 – Meredith & Mantel	Quiz 1
6	10-1-17	Risk management	Chap. 11 - Schwalbe & Nissan Motor Company Case	Term paper topic & 2nd case summary
7	**10-8-17**	**Midterm exam**	**Chap.6 – Meredith & Mantel**	**Midterm Exam**
8	10-15-17	Human resources	Chap.9 – Schwalbe	Wiggio assignment
9	10-22-17	Budgeting and cost management	Chap.7 – Meredith & Mantel	Term paper – 2-page written introduction
10	10-29-17	Scheduling resources & Crystal Ball	Chap.8 & 9 – Meredith & Mantel	Crystal Ball assignment
11	11-5-17	Procurement during projects	Chap.12 – Schwalbe	Quiz 2
12	11-12-17	Project execution	Chap.10 – Meredith & Mantel – D.U. Singer Hospital Case	3rd case summary
13	**11-19-17**	**Papers Due**		**Papers Due 11/19**
14	11-26-17	Controlling and closing projects	Chap.11 & 13 – Meredith & Mantel	Quiz 3
15	**12-6-17**	**Final Exam –WED Dec 6**		**Final Exam WED Dec 6**

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious

holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20…." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.