

## OMGT 5783 Project Management

---

**Instructor:** Leonard Nethercutt  
**Phone:** 501-470-3913  
**E-mail:** Blackboard Course Email (preferred email)  
Or [lnether@uark.edu](mailto:lnether@uark.edu)  
**Summer 2016:** May 31 – July 21  
**Virtual Office:** Thursday 5:30pm Central(other times by request)

### **Instructor Response Times**

The best ways to reach me is by Blackboard Course Email or phone—for immediate contact—at 501-470-3913. I will respond to emails/questions within 24-36 hours.

I try to grade learning assessments as soon as possible following the due date, however, grades should be returned within 3 – 5 days after the due date, or before the next similar assignment.

### **MSOM Students:**

“In order to graduate, a student must earn a “B” grade or higher in all required courses. (This course is a “core” required course) If a student earns a “C” grade or below on a required course, the course must be repeated as soon as possible as determined by program administration and can only be repeated once.”

### **Course description**

An introduction to the Critical Path Method and Program Evaluation and Review Technique. Covers project planning and control methods; activity sequencing; time-cost trade-offs; allocation of manpower and equipment resources; scheduling activities; and computer systems for PERT/CPM with emphasis on MS Project. Case studies include topical issues combining methodologies and project management soft skills, such as conflict management, negotiation, presentations to stakeholders, and team building.

## **Required Materials:**

### **Textbook**

Project Management: The Managerial Process; Gray, Clifford and Larson Erik 6th ed, 2014 McGraw Hill

ISBN 13: 9780078096594

Active MSOM/MSE students can obtain free MS Project for Windows through this website: [elms.engr.uark.edu](http://elms.engr.uark.edu)

Log in with your uark email ID (without the @uark.edu) and password--If you are not able to gain access, contact your site manager

**Correct textbook must be ordered and in hand by the first day of class. Utilizing expedited shipping option may be required. Ensure you order the textbook with the correct ISBN. International or Flexible textbooks are not supported by the instructor. Failure to order the correct textbook in a timely manner will**

## **Course Goals/Objectives:**

**After completing the course, students should possess the knowledge to:**

1. Describe the major characteristics of a project and defend the importance of project management
2. Apply project initiation techniques
3. Apply scope management techniques
4. Apply scheduling techniques
5. Apply budgeting techniques
6. Develop a risk management plan
7. Conduct progress measurements and evaluations to determine project status
8. Develop a framework for project closure
9. Evaluate case studies, scenarios, or current events in terms of professional and ethical responsibilities.
10. Use Project Management Software to plan, schedule, and control a project
11. Develop a life-cycle project plan including scope, schedule, budget, and risk

## Software

- Word processing and presentation software that saves files in Microsoft Office formats such as:
  - [Microsoft Word](#) and [Microsoft PowerPoint](#) (also available in MS Office suites)
- Latest versions of [Adobe PDF Reader](#), [Adobe Flash Player](#), and [Apple QuickTime](#) to view certain files
- Latest version of [Java](#) to use required applications
- Project Management Software like Microsoft Project or similar software for the Mac. \*\*\*Active MSOM/MSE students can obtain free MS Project for Windows through this website: [elms.engr.uark.edu](http://elms.engr.uark.edu)

**Note:** Documents must be submitted in Microsoft Office format (e.g. doc, docx, ppt, pptx, mpp(MSProject), etc.)

Check the [UA Computer Store](#) for student discounts on software.

## Learning Assessments, Activities, and Assignments

Course Requirements	Points (% rounded)
1. Exam 1	120 (24.49% of total points)
2. Exam 2	120 (24.49% of total points)
3. Individual Assignments---7 assignments @ 15 points each...	105 (21.43% of total points)
4. Individual Team discussion contributions (3 points/week for 6 weeks).....	18 ( 3.67% of total points)
5. Team Blog Posts	25 ( 5.10% of total points)
6. Individual Project Plan	100 (20.42% of total points)
7. Student Intro Post	1 (00.20% of total points)
8. Academic Integrity Statement	<u>1</u> (00.20% of total points)
Total Course Points Possible	<u>490</u>

## Exams

Two exams are scheduled:

- Exam 1—availability period June 21 --- June 27
- Exam 2—availability period July 15 --- July 21

The course will utilize the online test feature of Blackboard along with the online proctoring service--ProctorU.

## **Exam Considerations**

1. Students must schedule the exam with ProctorU at least 72 hours in advance---or incur a late scheduling fee--and complete the exam during the exam availability period.
2. The exam is timed. No answers are accepted after time expires. A clock provides the remaining time during the exam session.
3. Each student receives only one session to start and complete the exam. Blackboard will not allow a second session to complete the exam. Plan to complete the exam when an uninterrupted period is available.
4. If you experience any difficulties with Blackboard online testing, please promptly let me know with an email or phone contact.

## **Assignments**

Assignments consist of questions/problems typically from the text. Please submit your completed assignment file(s) through the Assignment link in Blackboard. Assignment specifics are located in Blackboard in the Assignments link.

## **Team Discussions—Individual Component**

In weeks 1 through 6 a relevant discussion topic will be provided in the Discussion Board. Each team will have a separate discussion forum for the individual participation. Each student will participate in an online discussion regarding the topic in the team's discussion forum. Grades for individual student discussion participation are based on substantive content, demonstrated research, and presentation of ideas. These grades will be assigned each week after the discussion is due.

## **Team Blog**

Each team will select a different team member to post a blog summarizing the week's discussion. At the end of the term, a group blog grade will be assigned to the entire team.

## **Individual Project Plan**

Identify a project and complete the required plan elements. The project plan required elements are included in Blackboard. The individual project plan includes 2 components—a written plan(80 points) and a video presentation(20 points) that provides an overview of the plan.

## **Student Introduction Post**

Post your Student Introduction in the Meet Your Classmates blog.

## **Academic Integrity Statement**

Submit your Academic Integrity Statement after reviewing the UA academic integrity policy.

## **Evaluation Procedures**

The assignment of the final course grade is based on performance for the course components—exams, project plan, assignments, discussion, blogs, and student introduction---from the scale below:

<u>Grade</u>	<u>Course Percentage</u>	<u>Points Required</u>
A	90% and above	441 - 490
B	80% to < 90%	392 - 440
C	70% to < 80%	343 - 391
D	60% to < 70%	294 - 342
F	Below 60%	below 294

## **Course Policies**

### **Due Date Policy**

Assignments—The assignment score will include a late assignment deduction of 3 points for each day or part of a day the assignment is submitted past the due date/time. Please see end of term policy below.

Exams—No exams accepted after the exam due date.

Individual Project Plans—no individual project plans—written or video--accepted after the due date.

Discussion participation---No discussion participation accepted after the due date.

Team blogs—no blog entries accepted after the due date.

End of the term—no assignments, exams, discussion participation, team blog posts, individual project plans accepted after the end of the term.

If you have extenuating circumstances---please notify me in advance. Any due date extensions are at the sole discretion of the instructor.

### **Exams**

Exams must be completed during the testing period. No opportunity is available for a makeup exam, so be sure to schedule your exam time as soon as possible during the exam's testing period. Waiting until the evening of the last day of the testing period will produce unnecessary risk in missing the exam due to technical issues, family matters, illness, work issues, etc.

## **Academic Honesty**

I am committed to the principle of academic honesty, and I expect each student in my class to maintain a high standard of academic integrity. My commitment to you, the student, is to provide a learning environment that promotes academic honesty in and out of the classroom.

"As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with and abide by the University's '[Academic Integrity Policy](#)' at [honesty.uark.edu](http://honesty.uark.edu). Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor."

Plagiarism is often misunderstood. It can be defined as submitting someone else's work as your own. It is not permissible to "cut and paste" and then just cite another's work. In writing for homework or projects, you should read and learn, process through your mind, relate ideas, and then express what you learned **in your own words**. Cite the references where you found your information. If you do use someone else's words, you must use quotation marks **and** cite. You should not overuse quotes – save them for a rare occurrence.

## **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA) protects a student's academic and other educational records from unauthorized access. This protection extends to email correspondence between a student and the University of Arkansas faculty and staff.

To provide reasonable assurance that emails are from the student, all university or class related emails must be sent from the student's uark.edu email account. Additionally, university or class related emails must be sent to the student's uark.edu email account.

This means that I cannot acknowledge emails sent from your personal or work email accounts, and I cannot send emails to your personal or work email accounts.

## **University of Arkansas Academic Policy Series 1520.10**

*University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit <http://cea.uark.edu> for more information on registration procedures).*

### **Academic Appeals**

Academic appeals: Students are first encouraged to resolve academic conflicts and complaints informally with the instructor involved, through their department, or through the assistance of the University Ombuds Office, which can provide objective and confidential mediation. To assist students in identifying the appropriate contact person, please view this [List of Program, Department, and College Contacts](#). A [flow chart](#) is also available for viewing. If an informal resolution cannot be reached, there are procedures for students to pursue with complaints of an academic nature. Refer to either the [Undergraduate Catalog of Studies](#) or the [Graduate Catalog of Studies](#) for appeals structures and formal procedures for academic grievances.

### **Computer Access Policy**

This course is offered as an online course and it is assumed that you have the minimum system requirements to participate (see the START HERE section of the course). It is your responsibility to ensure that you can access all course materials, participate in discussions and upload or download materials and software used for this course. In addition, care has been taken to ensure that the software that is used for this course does not require any out of the ordinary system set-ups. But, if your system does not meet the minimum requirements then it is your responsibility to maintain your system to meet the requirements so that you may participate in this course. Technical difficulties on your part will not excuse you from the timely completion of assignments. If you do experience technical difficulties please make sure that you contact me immediately so that proper assistance might be provided.

## **Netiquette**

Netiquette is a set of rules for behaving properly online. It is important that all participants in online courses be aware of proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences.
- Use proper spelling and grammar.
- Avoid idioms and slang.
- Do not use obscene or threatening language.

Remember that the university values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see [The Core Rules for Netiquette](#) by Virginia Shea.

## **CAPS**

Academic problems are often related to the non-academic events in your lives. You are welcome to visit with the capable staff at the UA Counseling and Psychological Services (with offices in the North Quadrangle). You can telephone them at 479-575-CAPS. The fact that you telephone is also entirely confidential. Each semester they conduct a variety of support groups dealing with stressful issues.

## **Equal Treatment for All**

The UA "Catalog of Studies" reports that the Campus Council supports equal treatment for all. It "does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted on this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, when assigning seating within the classroom, when selecting groups for laboratory experiments, and when assigning student work. The University faculty, administration, and staff are committed to provide an equal educational opportunity to all students."

Our class work will conform to the principle of equal treatment.

## **Inclement Weather or Technical Problems**

Weather is unlikely to force cancellation of any online classes or activities. If a known weather event is approaching, it is good practice for students to turn in work early in case of local power outages

If you notice that the course is experiencing technological problems you should contact Blackboard Support at 479-575-6804 immediately so the issue can be addressed in an expedient manner. Blackboard occasionally schedules "down time"; users will be notified in advance through a system-wide announcement so schedule your online work accordingly. If you are experiencing difficulties with the operation or navigation of Blackboard you can visit the Support tab in Blackboard. Please note that personal technical issues (i.e. computer crashes or lack of

knowledge of Blackboard) are considered to be the responsibility of the student and will not excuse the student from assignments or other course responsibilities. While we will do our best to provide technical assistance, it is highly recommended that the student develop a local back-up plan to assist in the event that technical difficulties are experienced during the course.

**Office Hours**

Email will be the primary means of communication for this class. For immediate contact—please call me at 501-470-3913.

I have also scheduled a virtual office session on Thursdays at 5:30pm Central in Collaborate. Collaborate has both audio and video capability including application sharing. You can make an appointment to meet on Collaborate (located in Blackboard) to discuss things related to the course. Give me a call or send an email to arrange a mutually acceptable time to meet in Collaborate.

## Course Schedule

Week	Lesson/Reading	Assignments	Due Date	Points
Week 1 May 31 – June 6	Chapters 1, 2	Individual Discussion Individual Assignment Academic Integrity Student Introduction Team Blog Post	June 4 June 6 June 6 June 6 June 6	3 points 15 points 1 point 1 point Graded end of term(EOT)
Week 2 June 7 – June 13	Chapter 4	Individual Discussion Individual Assignment Team Blog Post	June 11 June 13 June 13	3 pts 15 pts Graded EOT
Week 3 June 14 – June 20	Chapters 5, 6	Individual Discussion Individual Assignment Team Blog Post	June 18 June 20 June 20	3 pts 15 pts Graded EOT
Week 4 June 21 – June 27	Chapter 8	Individual Assignment Midterm Exam (Available June 21 – June 27)	June 27 June 27	15 pts 120 pts
Week 5 June 28 – July 4	Chapters 9, 12	Individual Discussion Individual Assignment Team Blog Post	July 2 July 4 July 4	3 pts 15 pts Graded EOT
Week 6 July 5– July 11	Chapters 13	Individual Discussion Individual Assignment Team Blog Post	July 9 July 11 July 11	3 pts 15 pts Graded EOT
Week 7 July 12 – July 18	Chapter 7	Individual Discussion Individual Assignment Team Blog Post	July 16 July 18 July 18	3 pts 15 pts Graded EOT
Week 8 July 19 – July 21	No Text Coverage	Individual Project Plan—written and video Team Blog Graded Final Exam (Available July 15 through July 21)	July 21  July 21 July 21	80/20 pts  25 pts 120 pts

**The class schedule and procedures in this course are subject to change at the discretion of the instructor. If you notice a discrepancy in a course due date----please notify the instructor.**