

NEW JERSEY INSTITUTE OF TECHNOLOGY
SCHOOL OF MANAGEMENT

Course Title: Project Management For Managers **Course Number:** MIS 363-001

Semester: Fall 2016 **Time:** Fridays 1:00-3:55PM, **Location:** MALLPC37

Instructor: Yi Chen <yi.chen@njit.edu>

Office Hours: Wednesdays 12:00-1:30 PM, or by appointment @ Central Avenue Building
(CAB) 4028

Prerequisites: Familiarity with MS Office productivity tools.

COURSE OVERVIEW:

This course covers theories, tools, and techniques to successfully manage projects. Students will learn how to put together a project charter, define project goals, and develop project teams, schedules, and budgets. The course will illustrate the key aspects of project lifecycles (initiation, planning, execution, monitor and control, and closing). It will also emphasize aspects of team, performance, risk, and quality management.

TEXTBOOKS:

Required:

Jeffery K. Pinto, Project Management, 3rd Edition ISBN: 978-0-13-266415-8.

*Additional Instructions/readings are available at the course **Moodle** site: <http://moodle.njit.edu> with Selected Cases from **Harold Kerzner, Project Management Case Studies, 3rd Edition, ISBN: 978-0-470-27871-0** Paperback, 704 pages, March 2009*

Recommended References:

Project Management Book of Knowledge, 5th Edition, which will be available with PMI student membership <http://www.pmi.org/>

COURSE OBJECTIVES:

Any organization works on projects. Regardless of the industry or functional specialization, students need to have a clear understanding of the factors that make a project successful (and those that hinder project success). PM is an interdisciplinary discipline that covers multiple theoretical concepts, and also requires substantial application. Many positions available in the job market, including entry level positions, require applicants to show formal project management skills. In fact, many firms also require professional certifications, such as the CAPM, PMP and more complex program management certifications. The course intends to build a wide range of analytical, communication, interpersonal, leadership, and technology skills (see *Expected Learning Outcomes* on the last page of the syllabus). Students will be able to:

- Explain the Fundamentals of Project Management
- Understand the Project Lifecycle
- Recognize and use Project Scheduling Techniques
- Familiarize with Project Control Mechanisms
- Understand Team Management

- Recognize the importance of Project Documentation and Evaluation
- Be acquainted with available software for Project Management

COURSE METHODS:

The course will consist of lectures and discussion sessions to introduce new material. Case studies will focus on organizational challenges faced by key decision makers and managers and will entail a class presentation and discussions. A laboratory component of the course will focus on using PM software.

CLASS SESSIONS: This class generally meets Face2Face (F2F), unless otherwise stated. Students are expected to be punctual and take an active role in the discussion.

ACADEMIC INTEGRITY:

Violations of the University's academic code will result in penalties, including receiving an “F” in this course. Any actual or alleged violation to the University Code on Academic Integrity (<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>) will be formally processed through the Office of the Dean of Students. Please refer to the “Best Practices” document developed and published on the Provost’s website (on the policies page) or directly at http://www5.njit.edu/provost/sites/provost/files/lcms/docs/Best_Practices_related_to_Academic_Integrity.pdf.

GRADING POLICY:

The following scale will be used to determine your grade for the class:

A [90 – 100]; B+ [85, 90); B [80 – 85); C+ [75 – 80); C [70 – 75); D [60 – 70); F (Below 60)

GRADING:

Grades will be based on the following task distribution:

Class Participation	20%
Attendance	7%
Q & A participation	7%
Case presentation	6%
Homework (3 x 4)	12%
Lab Assignments (4 x 4)	16%
Group Project	15%
Final Integrative Lab Test	12%
Mid-term & Final (10 + 15)	25%

- **All due time is 1PM on the due date, unless specified otherwise.**
- **All homework (except homework 1), lab assignments, lab test, midterm and final are individual.**
- **All grading is based on the submissions in Moodle, unless specified otherwise.**
- **All assignments must be typed in computers, we do not accept hand-written assignments.**
- **Late submission (based on the timestamp on Moodle) is subject to a deduction of 50% of the full mark per hour after the due time, unless instructor approval is obtained BEFORE the due time based on valid justification.**
- **Any question and/or issue regarding to grading of a task must be submitted within one week after the grade is posted. Please note that regrading may end up with either a higher or a lower grade of the original one.**

TASKS:

- ***Class participation*** is essential as we will use the class times to discuss readings, new materials and conduct various in-class teamwork. **Attendance** (*individual*) points will be based on the presence and **punctuality**. **Q&A** points will be based on active participation in class discussion.
- **Case Presentation** (*team*). In most of the classes, we have a session for case studies. The cases will be available on Moodle. Each team will prepare **PowerPoint slides** and make a 10 minute **presentation** and then lead the discussions in the class. The presentation should
 - Provide a very brief case synopsis,
 - Analyze the key problems of the case,
 - Link the case to the class materials, especially the chapter discussed in the same class (that means the team shall self-study the chapter to be discussed in the same class of the presentation and try to make the linkage.)
 - Discuss possible solutions
 - Invoke discussions in the class

Note that the slides, contributed by multiple team members, shall be consolidated and have the same style and spirit. The slides shall be uploaded in Moodle before the scheduled class of the presentation.

Depending on the specific case/s, the team must **creatively** present in class, on the dates specified. It is the team's responsibility to help the class understand the case and to involve them for active discussions.

The presentation will be evaluated based on the depth of the analysis, originality, links to the materials learned in the course, the presentation of the slides, the in-class presentation, efforts to involve class participation, team coordination, and punctuality. All the students in the class and the instructor will make evaluation on the presentation.

- **Homework** (*individual, except Homework 1*): There are three homework assignments.
- **Lab assignments** (*individual*). Each student will submit a short assignment related to the lab materials.
- **Final Integrative Lab Test** (*individual*). A final comprehensive lab test is close book.
- **Exams** (*individual*). We have a midterm and a final exam, both of which are close book exams.
- **Project Report & Presentation** (*team*). Each team will make a presentation of their team project. The report consists of project management documents that will be detailed in the class. There is a midterm report and a final report. The final report and presentation shall address any feedback made on the midterm report. Final report shall also include all the meeting agenda and records.
- **Peer evaluations of team performance** on case study presentation and the team project will also be taken into account when determining the final grade.

When a student invokes extenuating circumstances for any reason (late withdrawal from a course, request for a make-up exam, request for an Incomplete grade, etc.) the student will be

sent to the Dean of Students. The Dean of Students will be making the determination of whether extenuating circumstances exist or not and will be notifying the instructor accordingly.

COURSE SCHEDULE: Please note that the schedule is subject to change depending on the speed with which we cover the materials.

Week	Lecture	Case Study Presentation	Lab	Hand out	Hand in
W1 Sept 9	Introduction (Ch1)		Moodle, Zip, PDF		
W2 Sept 16	Prj. Team Building, Conflict and Negotiation (Ch6)		Team Contracts / Norms / Evaluation, Team formed in class	HW1	
W3 Sept 23	Prj. Selection and Portfolio Mgt (Ch3)	Team 1		HW2	HW1
W4 Sept 30	Org Context: Strategy, Structure, and Culture (Ch2)	Team 2		Project Phase 1	HW2
W5 Oct 7	Project Charter	Team 3	In-class Exercise		
W6 Oct 14	Scope Management (Ch5)	Team 4	MS Project: Basics, Tasks & WBS	Lab 1	Project Phase 1
W7 Oct 21	Midterm Project Scheduling (Ch9, 10)	Team 5	In-class Exercise		Lab1
W8 Oct 28	Project Scheduling (cont.)		MS Project: Scheduling, Dependencies and Constraints, CP	Lab 2	
W9 Nov 4	Cost, Budgeting and Resource Mgt (Ch8, 12)	Team 6	MS Project: Costs, Resource assignment and leveling	Lab 3	Lab2
W10 Nov 11	Risk Management (Ch7)	Team 7			Lab3
W11 Nov 18	Evaluation & Control (Ch13)	Team 8	MS Project: Baseline & Tracking	HW3, Lab4	
W12 Nov 23	Project Closeout and Termination (Ch14), Agile PM	Team 9	MS Project: Reporting		HW3
W13 Dec 2	Team Project Report & Presentations				Lab 4, Project Phase 2
W14 Dec 9	MS Project Lab Test and Final Exam Review				
TBA	Final Exam				

EXPECTED LEARNING OUTCOMES

In addition to content specific course objectives, the course intends to help students develop a wide range of analytical, communication, interpersonal, and technology skills. Lecture and discussion sessions, class projects and assignments are designed in order to meet the following levels (Ancillary, Medium, Critical) of broader learning objectives.

Learning Goal 1 - Develop Analytical and Problem Solving Skills	A	M	C
Learning Outcome 1.1. Our students will demonstrate knowledge in business concepts and an ability to apply these concepts to solve business problems.			√
Learning Outcome 1.2. Our students will demonstrate an ability to use quantitative methodologies as tools to solve business problems.		√	
Learning Goal 2 - Develop Communication and Information Literacy Skills	A	M	C
Learning Outcome 2.1. Oral Communication - Our students will demonstrate the ability to deliver effective presentations enhanced by technology.		√	
Learning Outcome 2.2. Written Communication- Our students will demonstrate the ability to write clear and concise reports.			√
Learning Outcome 2.3. Information Literacy - Our students will demonstrate the ability to search databases and locate relevant information.		√	
Learning Goal 3 - Develop and Enhance Interpersonal and Team skills	A	M	C
Learning Outcome 3.1. Our students will demonstrate the ability to work as a team member.			√
Learning Outcome 3.2. Our students will demonstrate the ability to lead group members effectively.			√
Learning Goal 4 - Develop Ethical Reasoning Skills	A	M	C
Learning Outcome 4.1. Our students will demonstrate the ability to identify ethical dilemmas and make decisions grounded in ethical principles.			√
Learning Goal 5 - Acquire Technological Skills	A	M	C
Learning Outcome 5.1. Our students will demonstrate the ability to use technology for effective project management.			√
Learning Goal 6 - Understand the Global Context of Business	A	M	C
Learning Outcome 6.1. Our students will demonstrate the ability to understand the global context in which business is conducted.			√

Please confirm the following and sign at the end.

- I have read and understand the requirements in the syllabus.
- I know how to make submissions at Moodle.
- Emails to instructor/TA will include MIS363 in the subject line.

Name (Print):

Signature: