

NEW JERSEY INSTITUTE OF TECHNOLOGY
MARTIN TUCHMAN SCHOOL OF MANAGEMENT

Course Title: Project Management For Managers **Course Number:** MIS 363 - 001
Semester: Fall 2018 **Time:** Fridays 1:00–3:50PM **Location:** MTSM BA Lab (CAB 1006)
Instructor: Yi Chen <yi.chen@njit.edu>
Office Hours: Fridays 11:30-12:50 @ CAB 2008 (the office next to the conference room)
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/>

Understanding Business, 10th Edition 10th Edition, by William G. Nickels, James M. McHugh, Susan M. McHugh

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:

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu

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:

Participation	25%
Class Attendance	7%
Class Q & A participation	9%
Case presentation	6%
Exercise (3)	3%
Lab Assignments (4 x 4)	16%
Course/Team Contract	4%
Team Project	15%
Final Integrative Lab Test	12%
Mid-term & Final (10 + 18)	28%

- **All due time is 1:00PM on the due date, unless specified otherwise.**
- **All exercises, lab assignments, lab test, midterm and final are individual.**
- **Case presentation and Team project are based on teams.**
- **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**. **Participation** points will be based on **active discussions** and **in-class exercises**.
- **Case Presentation** (*team-based*). 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 15 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,
 - Discuss possible solutions,
 - Invoke discussions in the class. The team should prepare 2-3 questions for the class to discuss.

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. Please check out the grading sheeting about the evaluation criteria before your preparation. All the students in the class and the instructor will make evaluation on the presentation.

- **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 a closed-book test.
- **Exams** (*individual*). We have a midterm and a final exam, both of which are closed-book exams.
- **Project Report & Presentation** (*team*). Each team will make a report and a presentation of their team project. The report consists of project management documents that will be detailed in the class. The report shall also include all the meeting agenda and records, and peer evaluations.
- **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 7	Introduction (Ch1)		Moodle, Zip, PDF		
W2 Sept 14	Prj. Team Building, Conflict and Negotiation (Ch6)		Team Contracts / Norms / Evaluation, Team formed in class. In-class Exercise		
W3 Sept 21	Org Context: Strategy, Structure, and Culture (Ch2)	Team 1		Project	Team / Course Contract
W4 Sept 28	Prj. Selection and Portfolio Mgt (Ch3)	Team 2	In-class Exercise		
W5 Oct 5	Project Charter	Team 3	In-class Exercise		Exercise 1
W6 Oct 12	Scope Management (Ch5)	Team 4	MS Project: Basics, Tasks & WBS	Lab 1	
W7 Oct 19	Midterm Project Scheduling (Ch9, 10)		In-class Exercise		
W8 Oct 26	Project Scheduling (cont.)	Team 5	In-class Exercise, MS Project: Scheduling, Dependencies and Constraints, CP	Lab 2	Project Check-point, Lab1
W9 Nov 2	Cost, Budgeting and Resource Mgt (Ch8, 12)	Team 6	MS Project: Costs, Resource assignment and leveling	Lab 3	Exercise 2, Lab2
W10 Nov 9	Risk Management (Ch7)	Team 7	In-class Exercise		Lab3
W11 Nov 16	Evaluation & Control (Ch13)	Team 8	MS Project: Baseline & Tracking In-class Exercise	Lab4	
W12 Nov 21	Project Closeout (Ch14)	Team 9			Exercise 3
W12 Nov 23	No Class				
W13 Nov 30	Team Project Report & Presentations				Lab 4, Project
W14 Dec 7	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: