

MIS 44007 Fall 2014

Section 001-201480 CRN=16119

Project Management and Team Dynamics

Syllabus

Instructor: Dawn Swit

Semester: Fall 2014

Class Meetings: Thursdays 5:30 PM – 8:15 PM

Office Hours: I don't have an office. To see me, please schedule via email (dawn.m.swit@gmail.com). My best time to meet with you would be just before or after class.

Phone: (216) 469-5037

Room: [Business Administration Bldg 110](#)

Text: Project Management for Dummies by Stanley E. Portny. Optional Text: A Guide to the Project Management Body of Knowledge (PMBOK Guide) Fourth Edition

Prerequisites: Junior or Senior class standing recommended.

Project Management and Team Dynamics

An overview and hands on experience of project management. This course starts with initiation and proceeds through planning, execution, and closing out a project. As a framework it uses the Project Management Institute's PMBOK Guide – Project Management Body of Knowledge (Fourth Edition). This is a recognized standard for the project management profession worldwide.

Critical to the success of any project is a well-functioning, highly motivated team. Putting together the right team with a clear focus can mean the difference between a successful project (on time and within budget) and a failure. History is littered with examples of failed projects, especially large software projects. We can learn a lot from these unfortunate experiences and, hopefully, avoid repeats in the future.

The course begins with the Meyers-Briggs personality inventory which will help in later class team exercises. Teams will be formed for ad-hoc exercises that will help students learn good team behavior, giving other team members appropriate feedback, practicing leadership, and tracking progress. These team exercises will teach the importance of good peer feedback; feedback that is caring, helpful, and appreciated.

Projects in the 21st century are now often done with a very diverse workgroup. It is not uncommon to have teams composed of members from many different places in the world all collaborating in real time to accomplish one goal. This is global execution of projects. Understanding the differences in the cultural environment and how people interact with each other in different places in the world can make or break a project team. It is the hidden assumptions about person to person interaction that different cultures have that need to be made explicit. Without making everything explicit, too often people misinterpret behavior, take offense, and quit working together. Of course, this leads to project failures.

Upon completion of this course, students should:

- Understand the meaning of project management and the phases of a project as defined by PMI's Project Management Body of Knowledge
- Understand the key activities that occur in each phase of a project

- Understand the core responsibilities of a Project Manager
- Understand how team dynamics can affect the performance of a team
- Understand contributing factors to why projects may fail
- Be familiar with the history of project management

STUDENT RESPONSIBILITIES AND COURSE FORMAT (refer to the Schedule for the calendar and specifics):

§ Class Attendance and Discussions: You are expected to be punctual for each class meeting. An absence, excused or unexcused, does not relieve you of any course requirements. Since attending class is a necessary condition for participation in other activities, you cannot afford to miss classes. You are expected to read the assigned text material **before** coming to class in order to make sessions more meaningful and productive. I do not believe in makeups as they are unfair to other students. Attendance and Discussion will count toward 30% of your grade.

§ Quizzes: There will be six (6) quizzes over the semester. Students will have the option of dropping the quiz with the lowest score. Quizzes will count towards 40% of your grade.

§ Assignments and Presentations: There will be several assignments during the semester. These are written assignments where you will write a document related to a project. During the course of a project several written documents are required during the different stages of initiation, planning, execution, monitoring and controlling and ending with closing out a project. You will have a chance to write these documents and receive feedback on your writing. You will also give a presentation to the class on a failed project. You will be graded on the research of the project, your analysis of why the project failed and your overall presentation quality.

§ Extra Credit Opportunities: You can earn extra credit by volunteering to help me, especially during the team activities; for example, prior to class with setup and after class to put the room back in order. In addition, there are outside the class opportunities with MISA, and some local companies who want help. Ask about these opportunities, please.

Students' Final Grade will be based on the following percentages:

Class Participation, Including Team Exercises	300 (27%)
Quizzes (top 5 of 6)	(5 x 80) 400 (36%)
Assignments and Presentations	250 (23%)
Final Exam	150 (14%)
Extra Credit Opportunities	

The final course letter grade will be assigned according to the following breakdown of total points earned (+ and - will also be assigned).

1017 to 1100	A	880 to 907	B-	742 to 769	D+
990 to 1016	A-	852 to 879	C+	687 to 741	D
963 to 989	B+	797 to 851	C	660 to 686	D-
908 to 962	B	770 to 796	C-	Below 660	F

The Following Policies Apply to All Students in this Course

1. Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools/Flashfast) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. **Should you find an error in your class schedule, you have until 9/7/2014 to correct the error.** If registration errors are not corrected by this date and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester.
2. The course **withdrawal deadline is Sunday, November 2, 2014.** Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.
3. Academic honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.
4. University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/disability/> for more information on registration procedures).

If you are a senior, it is your responsibility to apply for graduation before the set deadline. If you apply after the deadline you will be assessed a \$200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation. The graduation application deadlines are follows:

Graduation Application Deadlines:

May Graduation: Apply before **September 15th**

August Graduation: Apply before **December 15th**

December Graduation: Apply before **March 15th**

To apply for graduation complete the following steps:

1. Log onto your Flashline account
2. Click on the Student Tools tab
3. Look in the Graduation Planning Tool Box
4. Click on Application for Graduation

****If an error message appears, you must contact your advisor.**

Schedule (Tentative – this will change over the semester, watch Blackboard for updates)

Week	Topic	Assignment	Date
1	Course outline, expectations, rules, syllabus. PMFD Chapter 1, complete Myers-Briggs forms		8/28
2	PMFD 2, Knowing Your Project's Audience	PMFD 1 & 2	9/4
	Team Exercise		
	History of Project Management		
3	Background: Myers-Briggs results. Class held at Career Resources Center, Schwartz Center, Room 261		9/11
	PMFD Chapter 3, Clarifying What You're Trying to Accomplish and Why	PMFD 3	
4	PMFD 4, Developing your Game Plan	PMFD 4	9/18
5	PMFD 5, You want the project done when?	PMFD 5	9/25
	PM Tools: Pert charts, Gantt charts, parallel tasks, early start, early finish, front loaded, back loaded, risks		
6	PMFD 6, Establishing who you need & when	PMFD 6	10/2
	Assignment, Pert charts		
7	PMFD 7, Planning for other resources	PMFD 7	10/9
8	PMFD 8, Venturing into the unknown, risks	PMFD 8	10/16
	Agile Project Management		
9	PMFD 9, Putting your Team Together Project	PMFD 9	10/23
	Documents: Initiation, Plan, Status Updates		
10	PMFD 10, Defining Roles and Responsibilities		10/30
	How to write an Initiation Document	PMFD 10	
	Assignment, Initiation Document		
11	PMFD 11, Start with the end in mind, keeping the path	PMFD 11	11/6
	Team Exercise		
12	PMFD 12, Project Scope Management	PMFD 12	11/13
13	PMFD 13, Project Communications	PMFD 13, 14	11/20
	PMFD 14, Communication and Leadership		
	Team exercise		
	Happy Thanksgiving – No Class		11/27
14	PMFD 15, Closing out a Project, Preparing for Maintenance	PMFD 15, 19	12/4
	PMFD 19, Ten Tips for Being a Better Project Manager		
	Earned Value Management		
15	Final Exam 5:45 PM – 8:00 PM		12/11

PMFD = Project Management for Dummies

Rules for the class

1. Class starts promptly at 5:30 PM, don't be late.
2. Class ends at 8:15 PM, some days we may end early.
3. If you can't attend for any reason, you must tell me in advance. Not attending will hurt the class participation portion of your grade.
4. College years are for learning as much as you can. I expect enthusiastic students who will learn as much from each other as from me. Having fun and making this class a memorable experience is an important goal.