

**Collaborative Project Management: M&IS 44152-002 CRN#201380**  
**Fall 2013 – 002 – Tuesdays 5:30pm-8:15 p.m. in BSA 00108**

# **Syllabus**

**Instructor** :Mr. Lee O. Kareem  
**Office** : MIS Dept.  
**Office Hours** : Tuesdays :4:00pm-5:20pm  
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**Text Book** : **Project Management: The Managerial Process**, 5-th edition, by Erik Larson and Clifford Gray, McGraw-Hill, 2010

**Textbook Website:** [http://highered.mcgraw-hill.com/sites/0073403342/student\\_view0/](http://highered.mcgraw-hill.com/sites/0073403342/student_view0/)

**Blackboard Link:** [learn.kent.edu](http://learn.kent.edu)

**Software:** Microsoft Project 2007 trial version with tutorial available free on textbook website. Watch out, this is a 60-day trial version – after 60 days, you cannot reinstall any MS Project again.  
There is an “open source” Project Management software – similar to MS Project and it’s free (with tutorials on line) – called Project Libre: <http://www.projectlibre.org> It is supposed to be compatible with MS project 2007 and it’s free

**Course Description:** This course gives an overview of the concepts, procedures and fundamental processes related to managing projects from initiation through planning, execution and closing. It also introduces the principles, tools and methods used in project management.

**Learning Objectives:**

1. Understanding of basic principles of project management.
2. Knowing how to create WBS (Work Breakdown Structure).
3. Knowing the details of CPM and PERT models used in project management.
4. Knowing risk management within project management.
5. Having experience using MSProject or similar software

**Prerequisites:** Minimum cumulative 2.500 GPA and junior standing.

## **STUDENT RESPONSIBILITIES AND COURSE FORMAT:**

1. Students are to read chapters assigned in the text book.
2. PowerPoint slides, notes and solutions to end-of-chapter questions & problems will be posted on Blackboard.
3. Quizzes (open-book open-note) for every chapter will be given in class.
4. There will be two open-book open-note Tests – see schedule
5. There will be one project due at the end of the semester. Details will be given after chapter 6.

6. For Fall 2013, the course withdrawal deadline is Sunday September 8, 2013. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.

**Grading Scheme:**

1. Quizzes = 40%
2. Two Tests = 40%
3. One Project = 20%

**Grading Scale:** A: 90% - 100%; A-: 87% - 89%; B+: 84% - 86%; B: 80% - 83%, B-: 77 - 79%; C+: 74%-76%; C: 70 - 73%, C-: 67%-69%; D+: 64%-66%; D: 60- 63%, F: Below 60%.

### **The Following Policies Apply to All Students in this Course**

- A. Prerequisite:** Students attending the course who do not have the proper prerequisite risk being deregistered from the class.
- B. Enrollment:** Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools in FlashLine) 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 **Sunday September 8, 2013** to correct the error with your advising office. 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 for any class in which you are not properly registered.
- C. 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. 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 may result in dismissal from the University.
- D. Students with disabilities:** University policy 3342-3-18 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 the Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/disability/> for more information on registration procedures).

## **Class Schedule**

<b>The Week of</b>	<b>Topics</b>
Aug.27	Chapter 1 – Modern Project Management
Sept.3	Chapter 2 – Organization Strategy and Project Selection Quiz#1 – Chapters 1 & 2
Sept.10	Chapter 3 – Organization: Structure and Culture
Sept.17	Chapter 4 - Defining the Project Quiz#2: Chapters 3&4
Sept.24	Chapter 5 – Estimating Time and Costs
Oct.1	Chapter 6 – Developing a Project Plan Quiz#3 – Chapters 5 & 6
Oct.8	Appendix 6.1 (AOA) and Appendix 7.1 – PERT
Oct.15	TEST #1 (Chapters 1-6 open-book/notes)
Oct.22	MS-Project – Project Assignment
Tutorial:	<a href="http://highered.mcgraw-hill.com/sites/0073403342/student_view0/ms_project_tutorials.html">http://highered.mcgraw-hill.com/sites/0073403342/student_view0/ms_project_tutorials.html</a>
Oct.29	Chapter 8 – Scheduling Resource & Constraints
Nov.5	Chapter 9 – Reducing Project Duration Quiz#4 – Chapters 8 & 9
Nov.12	Chapter 13 – Progress & Performance Measurement & Evaluation
Nov.19	Chapter 14 – Project Closure Quiz#5 – Chapters 13&14
Nov.26	No Class: Work on Project
Dec.3	TEST #2 (Chapters 8, 9, 13, 14)
Dec.10	Project due at Midnight

Interesting Video to watch on the global aspect of business: “The World is Flat 3.0” (Tom Friedman) presented at MIT - <http://video.mit.edu/watch/the-world-is-flat-30-9321/>