CS 2400 Project Management (formerly MGMT 2400)

Spring 2015

Instructor: Ted Cowan

Phone: 801-957-4769 (office @SLCC Redwood)
Office hours @SLCC Redwood:
Mondays, Wednesdays and Thursdays by appointment only. Call 801 626-7929.

E-Mail: tedcowan@weber.edu

Textbook: Project Management, The Managerial Process, 5e

Location: Online, at https://weber.instructure.com/courses/354976

NOTICE: Recently, this course was renamed to CS 2400. Many of the course materials refer to the original course name of MGMT 2400. The two courses are identical. If your major requires MGMT 2400, CS 2400 will completely satisfy that requirement.

Course Objectives: By the end of the semester, students will be instructed on how to:
- Define project management
- Describe culture, organization culture and how they impact project management
- Create a Project Charter and a Work Breakdown Structure
- Create a network diagram and identify the critical path
- Estimate project costs
- “Crash” a project to shorten the schedule
- Define risk and write a risk management plan
- Assign and level resources
- Calculate earned value
- Create a Work Breakdown Structure, assign resources and generate reports in Microsoft Project
- Describe the attributes of an effective leader
- Describe the five stages of team performance and define what impacts team performance
- Define the advantages and disadvantages of outsourcing and describe the process of effective negotiation
- Create an effective status report
- Define the attributes, roles and processes of Agile Project Management and contrast it with plan-based project management.

Students with Disabilities: Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center on the Weber State Ogden campus. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary. SSD’s home page is located at http://www.weber.edu/sss.
Allocated Time: You should anticipate spending two to three hours of study per week for each credit hour of a university course.

Class Format: Class will consist of video recordings, online discussion, quizzes and homework on the chapter assigned that week. It is expected that students will have read the covered chapters, participate in the group discussions and complete the individual homework and quizzes independently. A case study is assigned each week, which you are to complete as a project group.

You must take and pass with 100% the Getting Started Quiz before you will be able to move forward with the rest of the course. You may take it as often as necessary but plan to complete it immediately as there are assignments due the end of the first week that you cannot access until you complete the Getting Started Quiz with a score of 100%.

The class is organized around learning modules, assigned weekly and available on or before Monday mornings at 8:00am Mountain Time. The assignments are due the following Saturday at 11:59pm, with the exception of the final project and the weekly discussions (see below).

This syllabus is subject to change during the semester to meet the needs of the class, such as (but not limited to) the addition or subtraction of quizzes and assignments and changing of due dates.

I will assign each student to a project group for the entire semester and unless there is a legal reason to do so, you will not be reassigned to a different group. Please learn to work together. If you joined the class late, please email me immediately for a discussion group assignment.

An Instructor’s Blog will be available for students to ask general questions related to the class. Please ask all non-private questions there. You may email me private questions, regarding your grade or other private matters. I cannot answer questions about your grades over the phone. Please use your Weber State email account when making inquiries about grades. However, I will ignore any general questions asked in my email that should be asked in the Instructor’s Blog.

Assignments: Grading of each assignment is based on a grading form (aka a rubric), which outlines the grading criteria for each assignment. Review and follow it carefully so your assignments are eligible for the highest possible grade.

Individual assignments and quizzes are to be completed individually.

Group assignments are to be completed as a group with participation from each group member. Organize yourselves and nominate a group leader for each assignment and rotate that group leadership role each week. That week’s group leader is responsible for submitting the assignment as instructed prior to the deadline. If the assignment is submitted late (for any reason), the entire group will receive a zero for the assignment. Please plan accordingly and COMMUNICATE.
Group assignments are to be submitted by the group leader and all participating group members receive the same grade. When submitting each assignment, report by name any group members did NOT participate in that particular assignment; they will receive a zero for that assignment.

Quizzes are available on the Monday of the week assigned and should be completed individually by 11:59pm the following Saturday. Quizzes are open book. You are on the honor system.

Discussions are weekly assignments on a certain topic, usually directly related to the chapter assigned that week. To obtain a perfect score, post three times to each discussion group each week and make your first post by the FIRST Wednesday, two days after the learning module is assigned. Post at least two more times prior to the following Saturday at 11:59pm.

**Extra Credit:** No extra credit will be offered for this course. Your lowest group case study, quiz and discussion scores will be dropped.

**Late Assignments:** Late assignments, discussion posts and quizzes may be submitted but the student and group will receive neither credit nor feedback.

**Honesty:** Cheating is defined in the Student Code (section 6.22 of the WSU PPM). Any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct.

<table>
<thead>
<tr>
<th>Grading:</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>100 each</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100 each</td>
<td>15%</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>100 each</td>
<td>25%</td>
</tr>
<tr>
<td>Final Project</td>
<td>100 total</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Final Project:** There will be a Final Project in place of a final exam and ample time will be given in order to complete the project. The Final Project is a group assignment. The final project is a single report consisting of five parts. To assist you in doing your best work, I will grade the first four parts and provide your group feedback that you should follow in the creation of the final report. The grades of the first four parts (1, 2, 3, 4a) do not count towards your final grade. Only the final submission is graded for credit and it includes Parts 1, 2, 3, 4a and 4b. As your group submits the final combined assignment, identify any non-participants in the document on the title page.
Letter Grades:

- **Total >= 94%** ... **A** 74% <= Total < 77% ... **C**
- **90% <= Total < 94%** ... **A-** 70% <= Total < 74% ... **C-**
- **87% <= Total < 90%** ... **B+** 67% <= Total < 70% ... **D+**
- **84% <= Total < 87%** ... **B** 64% <= Total < 67% ... **D**
- **80% <= Total < 84%** ... **B-** 60% <= Total < 64% ... **D-**
- **77% <= Total < 80%** ... **C+** Total < 60% ... **E**

Incompletes can only be given in extraordinary circumstances.
<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Chapters/Assignment</th>
</tr>
</thead>
</table>
| Jan 12  | Group Introductions and Discussion  
Syllabus and Final Project  
Modern Project Management | Chapter 1  
Getting Started Quiz, Case Study 1, Quiz 1  
Chapter 1 Discussion |
| Jan 19  | Organizational Strategy and Project Selection | Chapter 2  
Case Study 2, Quiz 2  
Chapter 2 Discussion |
| Jan 26  | Organization Structure | Chapter 3  
Case Study 3, Quiz 3  
Chapter 3 Discussion |
| Feb 2   | Defining the Project  
Project Assignment | Chapter 4  
Case Study 4, Quiz 4  
Chapter 4 Discussion |
| Feb 9   | Estimating Project Time and Costs | Chapter 5, Microsoft Project Overview  
Case Study 5, Quiz 5  
Chapter 5 Discussion |
| Feb 16  | Developing a Project Plan | Chapter 6  
Case Study 6, Quiz 6  
Chapter 6 Discussion |
| Feb 23  | Risk | Chapter 7  
Case Study 7, Quiz 7  
Chapter 7 Discussion |
| Mar 2   | Scheduling Resources | Chapter 8  
Case Study 8, Quiz 8  
Chapter 8 Discussion |
<p>| Mar 9   | SPRING BREAK | |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter(s)</th>
<th>Additional Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 16</td>
<td>Reducing Project Duration</td>
<td>Chapter 9</td>
<td>Case Study 9, Quiz 9, Chapter 9 Discussion</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Leadership</td>
<td>Chapter 10</td>
<td>Case Study 10, Quiz 10, Chapter 10 Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Project Part 1</td>
</tr>
<tr>
<td>Mar 30</td>
<td>Managing Project Teams</td>
<td>Chapter 11</td>
<td>Case Study 11, Quiz 11, Chapter 11 Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Project Part 2</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Outsourcing</td>
<td>Chapter 12</td>
<td>Case Study 12, Quiz 12, Chapter 12 Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Project Part 3</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Progress and Performance Management</td>
<td>Chapter 13</td>
<td>Appendix 13.1 – Group, Quiz 13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 13 Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Project Part 4a</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Introduction to Agile Project Management</td>
<td>Chapter 17</td>
<td>Chapter 17 Discussion</td>
</tr>
<tr>
<td></td>
<td>Final Project Work</td>
<td></td>
<td>End of Semester Discussion</td>
</tr>
<tr>
<td>Apr 27</td>
<td>Final Project</td>
<td>Final Project Due (All Parts (1, 2, 3, 4a and 4b Combined)</td>
<td>Peer Evaluations</td>
</tr>
<tr>
<td></td>
<td>Peer Evaluations</td>
<td>Peer Evaluations</td>
<td></td>
</tr>
</tbody>
</table>