Project Management Tools and Leadership (MIS3886)  
Spring 2016  
Course Syllabus

Class Section: M50  
Professor: Todd Barber  
Office Hours: By appointment only  
Email Address: cbarber@memphis.edu  
Classroom: Online  
Office: No Office - I am an adjunct Faculty

Course Goals and Objectives

Introduction to advanced planning processes, technical, interpersonal and leadership tools of modern project management. Students will explore advanced project management concepts by utilizing the PMBOK concepts to conduct a post-mortem analysis of a completed project in an organization; resulting in a "lessons learned" report that captures and describes both best practices and areas for improvement. The course will cover the relationships between project management and the realization of overall organizational goals and strategies. Students will learn about team dynamics, conflict resolution, leadership skills, and technical tools that support project management planning and process (Microsoft Project software).

Instructor’s Expectations Online

This course is a class with ONLINE instruction. Thus, students are expected to be self-directing and self-starters. Weekly online lectures will be made available to you to listen to when you choose throughout the week. You can access the course materials whenever it fits your schedule during the day. However, there will assignment deadlines throughout the semester. Lectures, coursework, homework, tests and discussions will all take place online.

The online portion of the course is conducted according to the "course schedule". Any modifications to the activities on the course schedule will be posted in the "news" section of the course eLearn MIS3886 homepage (the welcome screen). I will post comments and updates regularly in the news section of the eLearn MIS3886
homepage, including updates to homework assignments, test and project due dates, and other relevant information. It is your responsibility to check the notes on the eLearn MIS3886 homepage frequently and adhere to the posted assignments, discussions, due dates, etc. It is up to you to keep track of the schedule and deadlines.

The instructor will gladly be available via email to help you at any point in the course. I am an adjunct faculty so in addition to this class, I have a full time job so I don't have set office office or a phone. I will be more than happy to meet with you at a location on campus if the need ever arises. That being said, I check my email frequently, and I will answer your emails as quickly as I can. However, please understand that while the course materials are available 24 hours a day, I am not. In general the turn around time will be pretty quick (less than 24 hours) even if it is to just let you know that I am looking in to it.

In general, students should assist the instructor in creating a positive, supportive online environment for learning. Most importantly, all participants in the class should be considerate of their classmates and treat them (and their opinions) with respect. Learning to respectfully disagree with someone is a valuable lesson for life.

Students are expected to keep up with the assigned readings, discussions, and deliverables on a regular basis. Students are expected to participate in online discussions when appropriate and turn in assignments on the assigned due date, and no later. Examinations are to be taken when scheduled and no later. The drop boxes for assignments and tests will close at the posted deadline and will not be reopened for late assignments.

- **eLearn technical support** – if you need technical assistance with eLearn please contact the University of Memphis Help Desk at (901) 678-8888. You can also reach the UM Helpdesk through their website [http://umhelpdesk.memphis.edu](http://umhelpdesk.memphis.edu)

- **Browser Compatibility** – check for browser requirements at [https://elearn.memphis.edu/d2l/tools/system_check/systemcheck.asp?ou=6638](https://elearn.memphis.edu/d2l/tools/system_check/systemcheck.asp?ou=6638)

**Course Requirements & Opportunities**

This course will consist primarily of online lectures, online exercises, discussions, assignments, exams and team projects.

**Required Textbook:**

**Software Requirements:** the following software is available in the FCBE computer labs, or through the UofM MS Alliance site.

- Microsoft Project Professional
- Microsoft PowerPoint or PowerPoint viewer
- Adobe Acrobat Reader
- Online collaboration tools such as Google Groups or Project Pier (to be decided by your group project team)

**Assignments**

Weekly assignments will become available each week on Monday at 12:01am. The due dates for all weekly assignments, project deliverables, and exams will be due no later than Sunday’s at 11:59pm. The only exception to the Sunday due dates will be the Final Exam (due date TBD). Project information will become available throughout the semester. Please check the notes on the MIS 3886 eLearn homepage for updates on project information, exam information, and modifications to activities and due dates. You are responsible for checking these updates and will be held responsible for any changes in the due dates or assignments.

**Online Lectures**

Each week a new lecture will become available on Monday at 12:01am, once open you will have access to the online lecture for the remainder of the semester. The majority of the course content will be delivered via online lectures through “online lectures”. The PowerPoint slides for each lecture will also be provided. Please be advised that the online lectures will cover information that is not available in the PowerPoint slides or textbook. You are responsible for all information covered in the ONLINE LECTURES. You will need to know the content included in the online lectures in order to complete your exam, homework and projects. Additional readings will be assigned and you will be responsible for that material as well.

**Exercise, Discussions and Assignments**

A weekly discussion forum will be assigned throughout the semester and participation is required!!!! You can access the Discussion Forums by clicking on the “Discussions” Link in the upper right hand corner of the eLearn MIS3886 page. Once you click on the “Discussions” link you will be taken to a page with a list of discussion forums and topics. Click on the appropriate discussion link and follow the directions for the week. You can find the discussion topic and details about the information that you are required to contribute to each week’s discussion in two
places; (1) Under the Assignments section for each week, and (2) under the “Topic” link for each week’s Discussion forum.

Please be aware that many of the weekly discussions will require that you comment on two or three postings made by other students. Make sure that you post your initial comment, and respond to other postings, early in the week in order to allow enough time to conduct that exchange!!!!

Each student should contribute to the course discussions to the extent that it is evident that the reading assignments have been done, and that a high degree of consideration has been given to them. Furthermore, students should offer high-quality (not necessarily high quantity) insights, make a positive contribution to his/her group, and class discussions, and demonstrate an appropriate level of knowledge on individual activities. These activities reinforce concepts and skill sets covered in class.

**Exams**

There will be two exams during the semester. The exams will be in an essay format. They are “take home” exams and you will have a week to complete the midterm exam and the final exam. All exams are due no later than Sunday at 11:59pm on the week the exams are assigned. Exams must be submitted to the eLearn “dropbox” using Microsoft Word (do not submit a .pdf file, etc.), late exams will not be accepted.

**Team Project**

Specific details for the project, including deadlines, are available in the Project module in the Content section of the course materials on eLearn. Students will participate in a semester-long team project designed to give students and opportunity to apply the techniques and tolls of advanced project management. The project is intended to provide a life-like experience related to the assessing a project and developing a “lessons learned” (post-mortem) report. This project is on a scale suitable for completion in one semester. Project deliverables will be due throughout the course of the semester. Project deliverables will be due on Sunday no later than 11:59pm on the the deliverables are assigned.

There will be a CONFIDENTIAL peer evaluation at the completion of the team project. Team members will be asked to evaluate each of the other group members. These evaluations will make up 10% of the overall project grade for each individual being evaluated. Individual evaluations will be treated with confidence and will not be divulged to other team members.
Grading Policy

Final grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm (Exam 1)</td>
<td>25%</td>
</tr>
<tr>
<td>Final (Exam 2)</td>
<td>25%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Team Project (with peer assessment)</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
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Grading scale for the course:

- A = 90 – 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = below 60%

Grade appeals: It is important to recognize that grading necessarily reflects the instructor’s judgment regarding the quality of your work. As such, all grading is subjective, and different graders would undoubtedly grade work a bit differently. If you are not satisfied with your grade on an exam or homework assignment I am willing to review the situation. You may submit a brief written summary through email of the situation, along with a justification of why you believe a better score is warranted.

Three key rules apply to a grade appeal:

1. You must submit your appeal within one week of receiving the grade
2. When reconsidering your grade I will re-grade the entire assignment and reserve the right to change the grade higher or lower on any portion of the assignment if an appeal is requested, and
3. Class time will not be spent to discuss grade appeals.

Grade Curving: I do not anticipate curving test, project or homework grades. However, if it looks as though the entire class performs poorly on a question or exam
and I feel it is a reflection of something I have failed to communicate to the class as a whole or some failure in my teaching the subject I will curve the grades appropriately.

**Accessibility Assistance**

Any student who anticipates physical or academic barriers based on the impact of a disability is encouraged to speak with me privately. Students with disabilities should also contact the campus Disability Resources for Students (DRS) office. DRS coordinates access and accommodations for students with disabilities.

Contacting the campus DRS offices:

- **Location:** 110 Wilder Tower
- **Phone:** 901-678-2880
- **Web:** [http://www.memphis.edu/drs/](http://www.memphis.edu/drs/)

**Academic Misconduct**

The University of Memphis has clear codes regarding cheating and classroom misconduct. You are urged to refer to the Student Handbook section on academic misconduct for a discussion of these codes. I will adhere to University policies related to cheating and class misconduct. The University of Memphis policy regarding Classroom Misconduct will be enforced. Details of the policies can be in the Student Handbook or at the Office of Judicial and Ethical Programs web site [http://www.memphis.edu/studentconduct/code.php](http://www.memphis.edu/studentconduct/code.php). The handbook specifies that students are not to cause disturbances in the classroom. Any behavior that is distracting for other students or for your instructor is not allowed. Examples of disturbances or distracting behavior include arriving late, leaving early, use of cellular, wireless or digital devices unless approved in advance by your instructor, bringing non-enrolled guests, etc. Your participation and behavior in class will be considered in determining your final grade.

Quoted from the University of Memphis website, “Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonest. The consequences of plagiarism including failing an assignment, receiving a lower grade, and even failing a course.”

If you have more than five (5) words lifted directly from another source then it is plagiarism. You must put those words in quotations and clearly acknowledge your source. Plagiarism will not be tolerated in this course.
TurnItIn

I will be using TurnItIn to evaluate all exams, assignments, and projects, for plagiarism.