Course Syllabus
MIS 4672 - 001
Project Management Tools and Leadership
Fall Semester, 2018
MW 7:10 pm - 8:35 pm, FCB 263
3.0 Credit Hours
Last updated 9/24/2018

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Office Hours: 10:15am to 11:15am MW, 12:15pm to 1:15pm F.

Course Overview:

Introduction to advanced planning processes, technical, interpersonal and leadership tools of project management in the modern economic environment. Students will explore the reasons for defining individual projects as units of business activity, as well as study advanced project management concepts by utilizing the PMBOK concepts (available in the PDF format from the U of M library) to define project requirements and 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.

We'll discuss the skills Project Managers are expected to have in the successful preparation for, start, management and closure of individual and multiple projects. We'll look at the importance of project documentation as well as the modern means of tracking and posting project progress with tools like MS Project and will complete several small projects as examples of what we discuss.

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 process (Microsoft Project).
Pre-Requisites/Co-Requisites:
This is an upper-division required course for all FCBE majors. Lower division core courses must be completed before enrollment in this course is permitted.

Required Texts (and Related Materials):

- No textbook is required for this course. All course learning materials are posted on the eLearn course site. Students will need a device that can display PowerPoint and PDF files and play video files (such as YouTube videos).

- No specific software applications are needed to complete course assignments other than a web browser with Internet access.

Location of Course Materials:
Most course materials including the assignments, instructions, PowerPoint slides, discussion topics, news, etc. are located on the eCourseware website (opens in new window). The location of any additional materials will be announced in class.

Course Objectives:
By successfully completing this course, students will be able to:

- Improve their ability to understand the ever-increasing importance of projects as the units of business activity in the so-called "New Economy", or the Fourth Industrial Revolution a.k.a. Industrie 4.0.

- Improve their project documentation and costing skills, problem solving skills, as well as understand the special structure of IT projects.

- Increase their familiarity with business data in general, the Big Data phenomenon, data processing, exploration and analysis techniques that are commonly used in business organizations.

- Practice the use of Microsoft Excel and other software tools to analyze data and create reports.

- Improve their understanding of management tools, processes, and techniques.
Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology.

Course Methodology

This is course is both a lecture and a lab course. Much of the learning will be somewhat self-managed and self-paced, but you are required to meet definite deadlines. This has the benefit of accommodating each student’s unique knowledge of the software and the content, as well as each student’s unique learning style. However, even though you have flexible online learning hours, assignment schedules are very important. There will be penalties for late submissions of assignments. You will have lectures, projects and discussions on business concepts and opportunities in the Business Information Technology field.

Professor’s Expectations of Students:

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in any discussions. This is a course with deadlines that have to be met. The course is designed to help the student complete the work without undue pressure, but this timeline requires the student to be working on a regular basis. All assignments and exams have a definite due date. There will be no make-up exams, so it is expected that students take the exam during the scheduled time.

Student’s Expectations of the Professor:

In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria:

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.
Final Course Grades:

Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>90-100% of available Points</td>
<td>A</td>
</tr>
<tr>
<td>80-89% of available Points</td>
<td>B</td>
</tr>
<tr>
<td>70-79% of available Points</td>
<td>C</td>
</tr>
<tr>
<td>60-69% of available Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60% of available Points</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of exams, quizzes, projects, discussions, and research presentations. A detailed description of each of the assessed activities can be found after the scoring summary table below.

Summary of Graded Activities:

8 Case Study Essays (20 points each) .............................................. 160 points
10 Quizzes (10 points each) ........................................................... 100 points
3 parts to website development project (10 points each) ........ 30 points
Final Exam ..................................................................................... 30 points
Participation/Attendance................................................................. 10 points

Total Possible for Semester ...................................................... 330 points

Active participation by the students in class activities as well as in after-class reviews is expected. Students may earn participation points for completing the review assignments. The details will be announced in class and posted on eLearn.

Schedule of Activities

For a complete semester schedule of activities and assignments, please refer to the “Semester Calendar” that can be found in the “Course Resources” section of eCourseware.

Course Policies

E-Mail:

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account.

You should also regularly communicate with the instructor as part of your overall learning experience.
Attendance:
Your attendance in the class is very important whether online or on campus. You are expected to follow the schedule of assignments and complete each by the due date. In additions, you are expected to fully participate in online or class discussions and presentations. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future. Please note that if you do not complete assignments on time, there will be a 15% penalty. Exams and quizzes will have definite closing dates. Your work must be completed during that time. It is your responsibility to know all due dates. There are no make-up exams. If you miss an exam for any reason, you must take the comprehensive final exam to make up the grade.

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window). SIMnet has an integrity checker to inform the instructor of any work that has been copied from another student. Turnitin is available on eCourseware for checking papers.

Classroom or Online Behavior:
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website (opens in new window).

Late Assignments:
Assignments and projects may be submitted anytime up to and including the date due without penalty. Each assignment will have a specific end time which is usually 11:59 pm of the last day for the
assignment. Please read carefully for on each assignment for due dates and times formally assessed work. If your work is not submitted on or by the end date for an assignment, the assignment will remain open, but a penalty of 15% of the grade will be assessed.

Reporting Illness or Absence:
Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather and Personal Safety:
If inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis new comprehensive personal safety mobile app is LiveSafe and can be downloaded at no charge. Additionally, it provides a quick, convenient and discreet way to communicate directly with Police Services. The app will allow members of the campus to send text, pictures, video and audio directly to Police Services in real time. It also allows for a live chat with safety personnel. The app includes the option to share tips and information anonymously. In addition, subscribers can use Safe Walk to invite personal contacts to virtually escort you as you chat.

Important Livesafe Links:
- Livesave overview (opens in new window)
- Apple iOS Livesafe Instructions (opens in new window)
- Android Livesafe Instructions (opens in new window)
- If you do not own a smartphone you can email campus police with questions.

Syllabus Changes:
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course eCourseware News.
**Student Services:**

Please access the [FCBE Student Services (opens in new window)](#) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Student Assistance:**

All campus classes will have a graduate student to assist in class. In addition, Peer Power Tutors are available to meet with students online or on campus if you need individual help. Occasional review sessions will be scheduled hosted by Peer Power tutors for small groups. The dates will be announced in the NEWS of eCourseware in advance.