Course Syllabus
MIS 4672 – 6672 - Project Management Tools and Leadership
Fall Semester, 2020

Instructor Information:
Name: Avanti Pandit
Email: apandit1@memphis.edu
Office Location: online
Office Hours: Fridays 11 to 1pm; or by appointment
https://memphis.zoom.us/j/5695591725
[Please note that this link is different from your class link]

Course Information:
Meeting times: REMOTE at scheduled class times
Tues/ Thurs 7:10-8:35pm
Duration: August 17 to Nov 24th, 2020
Credit Hours: 3.0

FIRST CLASS MANDATORY: ON ZOOM on August 18, 2020
Tuesday/Thursday @7:10pm
Join Zoom Meeting
https://memphis.zoom.us/j/91697680862?pwd=dkJ2WHhxVmdwYnZwRkZuS1luL09HUT09
Meeting ID: 916 9768 0862
Passcode: 014555
One tap mobile
+13126266799,,91697680862#,,,,0#,,014555# US (Chicago)
+19292056099,,91697680862#,,,,0#,,014555# US (New York)

Course Overview:
This course will focus on the various tools, techniques, and methods that are used to manage projects. In this course, you will get hands-on experience conducting various project management processes that use the “best practice” tools, techniques and methodologies such as decision matrices, activity network diagrams, Gantt charts, and earned value management. You will get hands-on experience using Microsoft Project to schedule and track projects. In addition, you will sharpen your project leadership skills by learning about how to select and conduct the various approaches that may be used to lead project teams.

Prerequisite:
MIS 3885 is a prerequisite to MIS 4672.
Fogelman College: Learning Outcomes for Your Degree

Undergraduates:
The Fogelman College has established the following learning goals for all students successfully completing the BBA degree:

- 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.

Graduates:
The Fogelman College has established the following learning goals for all students successfully completing the MBA degree:

- Graduates will be leaders.
- Graduates will be technologically competent.
- Graduates will be knowledgeable about social and ethical issues and trends affecting business.
- Graduates will be knowledgeable in functional areas and their integration.
- Graduates will be critical thinkers and problem solvers.

Course Methodology

- Reading / viewing materials (such as PowerPoints, videos, and text-based documents) are posted each week as required reading assignments.
- Hands-on and/or project-based homework assignments. Some assignments require the use of Microsoft Project 2016 or 2019.
- Occasionally, quizzes are administered to assess students’ understanding of topics addressed in the weekly reading/viewing materials.

Grading and Evaluation Criteria:

Final Course Grades:
Your final letter grade is based on your overall average. Your overall average is calculated as the sum of all the points you earned on graded assignments divided by the total number of points possible. The letter grade is based on the following schedule:

- Above 90% ................................................................. A
- Above 80% but below 90%................................. B
- Above 70% but below 80%................................. C
- Above 60% but below 70%................................. D
- Below 60% ................................................................. F
Scoring Methodology Used to Determine Course Grade:
Points earned on the assessed activities will be distributed as follows:

- 2 Quizzes (2 * 25 pts) ................................................................. 50 points
- 9 Homeworks (9 * 20 pts) ......................................................... 180 points
- 2 Case Studies (2 * 10) ......................................................... 20 points
- 1 Final Exam (1 * 50 pts) ....................................................... 50 points

Total Possible for Semester ................................................. 300 points

The final exam:
- The final exam is comprehensive. It consists of 50 multiple choice questions. You have 90 minutes to complete the exam once you start.
- The final exam (50 multiple choice questions) will become available on exam week as per ecourseware.
- The final exam and quizzes are open book / open notes.

Required Texts (and Related Materials):

- You will need a computer that has a web browser with Internet access. You will be using Microsoft Project 2016 which is installed on all PCs in the FCBE computer labs (FCB 373, 377, 100). You can also access this program on U of M’s virtual desktop (www.memphis.edu/umApps) [Click on “virtual desktop”, then “start”, “MS Project”]. A general video is available on ecourseware on home page with instructions on how to access the virtual computer and also on how to save files.

Class sessions:
- You are expected to work on your own THOUGHOUT THE WEEK. Suggest you attempt the activities Sunday and Monday BEFORE SCHEDULED CLASS.
- Come prepared to ask questions for class activities DUE on that week during your regular class times.

Due Dates on assignments
- Unless otherwise noted, all Homeworks are due by SATURDAY 5pm.
- Quizzes will be opened online as per schedule below. You are expected to not discuss questions or share answers.
- Homeworks must be turned in to their dropboxes. No assignments are accepted as email attachments.

<table>
<thead>
<tr>
<th>Suggested Begin</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Q&amp;A/ Demos/ Clarifications</td>
<td>Scheduled Class times</td>
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<tr>
<td>Class Powerpoints/ Videos etc</td>
<td>Sunday / Monday</td>
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<tr>
<td>Homeworks</td>
<td>After introduction in relevant week</td>
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<td>Saturdays at 5pm</td>
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<td>Quizzes</td>
<td>Thursday – your class time</td>
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<td>Closed as per ecourseware</td>
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Final Quiz will be conducted during exam week and will be at your scheduled class time.
# Course Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Graded Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Review of Syllabus, PM #1: Introduction to Project Management, the process framework, &amp; related topics, PM #2: Tools &amp; methodologies for selecting projects</td>
<td>All HWs are due SATURDAY of that week by 5PM</td>
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<tr>
<td>Aug 17th - Aug 22nd</td>
<td>PM #3: Tools &amp; methodologies for initiating projects</td>
<td>Read pages 3 – 18, HW #1: Project Selection</td>
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<td>Week 2:</td>
<td>PM #4: Tools &amp; methodologies for collecting requirements, defining scope, creating a Work Breakdown Structure (WBS)</td>
<td>Read pages 19-58, HW #2: Make Stakeholder Register &amp; Communication Plan</td>
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<tr>
<td>Aug 23rd - Aug 29th</td>
<td>Read pages 59-108, HW #3: Collect requirements, define scope, create WBS</td>
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<tr>
<td>Week 3:</td>
<td>PM #5: Tools &amp; methodologies for identifying and sequencing activities, assigning resources, estimating activity durations, and creating an activity network diagram, PM #6: Using MS Project to create a basic project schedule</td>
<td>Read pages 109-176, HW #4A: Create Activity Network Diagram &amp; HW #4B: Create a basic project schedule for New Product launch project</td>
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<tr>
<td>Aug 30th - Sep 5th</td>
<td>PM #7: Using MS Project to create an advanced project schedule – Part A</td>
<td>HW #5A &amp; HW #5B: create project schedule for web site development project</td>
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<td>Week 4:</td>
<td>PM #8: Using MS Project to create an advanced project schedule – Part B</td>
<td>HW #6 (Part A – Tracking till week 5 and Part B – Tracking till week 10): Tracking the website development project</td>
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<tr>
<td>Sep 6th – Sep 12th</td>
<td>PM #9: Using MS Project to track a project – Part A, PM #10: Using MS Project to track a project – Part B</td>
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<td>Week 5:</td>
<td>PM #11: Tools &amp; methodologies for cost mgmt. – Pt A, PM #12: EVM, PM #13: Reporting Project Progress &amp; HW #7</td>
<td>HW #7: Earned Value Management, Quiz #1</td>
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<td>Sep 13th – Sep 19th</td>
<td>Read pages 211-280, HW #8: Risk assessment</td>
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<td>Week 6:</td>
<td>PM #14: Tools and methodologies for resource mgmt., PM #15: Tools &amp; methodologies for quality mgmt.</td>
<td>Quiz #1</td>
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<tr>
<td>Sep 20th – Sep 26th</td>
<td>PM #16: Tools and methodologies for procurement mgmt., PM #17: Tools &amp; methodologies for risk mgmt.</td>
<td>HW #9: Using MS Project to create an agile project schedule, Quiz #2</td>
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<tr>
<td>Week 7:</td>
<td>PM #18: Agile development methodologies, PM #19: Creating an agile project schedule</td>
<td>HW #10: Case study discussion questions, HW #11 (case study discussion questions)</td>
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<td>Sep 27th – Oct 3rd</td>
<td>PM #20: Programs, Portfolios, IT Governance, PM #21: Approaches to PM team leadership</td>
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<td>Week 8:</td>
<td>Case study #1: ERP Implementation at Pharma</td>
<td>HW #11 (case study discussion questions)</td>
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<td>Oct 4th – 10th</td>
<td>HW #10: Case study discussion questions</td>
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<td>Week 9:</td>
<td>Case study #2: Change Mgmt at Texas hospital</td>
<td>HW #11: Case study discussion questions</td>
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<td>Oct 11th – 17th</td>
<td>HW #10: Case study discussion questions</td>
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<td>Week 10:</td>
<td>HW #9: Using MS Project to create an agile project schedule</td>
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<td>Oct 18th - Oct 24th</td>
<td>Quiz #2</td>
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<td>Week 11:</td>
<td>HW #20: Programs, Portfolios, IT Governance, PM #21: Approaches to PM team leadership</td>
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<td>Oct 25th – 31st</td>
<td>HW #10: Case study discussion questions</td>
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<td>Week 12:</td>
<td>Case study #1: ERP Implementation at Pharma</td>
<td>HW #10: Case study discussion questions</td>
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<td>Nov 1st - 7th</td>
<td>HW #10: Case study discussion questions</td>
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<tr>
<td>Week 13:</td>
<td>Case study #2: Change Mgmt at Texas hospital</td>
<td>HW #11: Case study discussion questions</td>
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<tr>
<td>Nov 8th – 14th</td>
<td>HW #11: Case study discussion questions</td>
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<td>Week 14:</td>
<td>Review for final exam</td>
<td>Speaker TBD</td>
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<td>Nov 15-21st</td>
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The final exam (50 multiple choice questions) will become available on exam week and will most likely be on your scheduled class **Tuesday Nov 24th**. Instructor will confirm.
Professor’s Expectations of Students:
- All homework assignments are individual assignments and each person is expected to create their own files and do their own work. **Students are permitted to discuss the homework assignments with each other but each student is expected to turn in their own work, that was created by their own individual cognitive efforts.** If you turn in another student’s work as your own, you will receive a 0 on that assignment. If this occurs more than once, you will receive a failing grade for this course. Students who shared their work with others will receive a 0 on those assignments as well.

Due Dates on assignments
- Unless otherwise noted, quizzes and all other graded assignments are due on Sundays at 11:59pm. Homeworks must be turned in to their dropboxes. No assignments are accepted as email attachments.

Late Assignments:
- You are expected to turn in your assignments on time. The due dates for assignments are provided on the weekly schedule (above) and are posted on eLearn. One point will be deducted for each day that an assignment is late. Dropboxes accept files for up to one week past their due dates. Assignments may not be accepted for grading if they are turned in more than one week late.
  - Do not turn in assignments as email attachments, please! No assignments turned in as an email attachment will be graded.

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.

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. It is your responsibility to check your inbox frequently and read all email messages from the course instructor.

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).

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 any and 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).
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 bulletin board.

Student Services
Please access the FCBE Student Services (opens in browser window) page for information about:
- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

Health Concerns
Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Student Accommodations
Students who need additional resources can contact the Dean of Students Office at https://www.memphis.edu/deanofstudents/crisis/index.php.