Principles and Practices of Project Management
IM611 | 3 Credits | Spring Two 2019

Instructor: Dr. Adam Tennant
Email: atennant@usi.edu
Office Hour: Mon & Wed: 11:00am-1:00pm
Tues & Thursday: 9:30am-10:30am
Online Meeting: scheduled as needed
Zoom ID: 615-201-7325
https://zoom.us/j/6152017325
Office Number: 812-464-1892

Course Description
An examination of the fundamental principles of management with emphasis on project management in technical enterprises. Lectures, case studies, and role-playing exercises are used to enable students to develop an understanding of key management concepts and provide opportunities to employ and evaluate a variety of project management techniques in typical industrial settings. Time management strategies, problem-solving techniques, and decision-making tools are emphasized.

Prerequisites: Graduate standing or consent of instructor.

Course Learning Objectives
By successfully completing all the course work, you will be able to:
- Analyze the range, scope, and complexity of modern projects and the project lifecycle from inception to termination
- Create a Project Management Plan in written form, based on a given scenario

To see how these objectives, relate to your module objectives; please refer to the table below:

<table>
<thead>
<tr>
<th>Module Objectives</th>
<th>Course Objectives</th>
<th>To analyze the range, scope, and complexity of modern projects and the project lifecycle from inception to termination.</th>
<th>To create a Project Management Plan in written form, based on a given scenario.</th>
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</thead>
<tbody>
<tr>
<td>Prepare a statement of work</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Compose a project plan</td>
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<tr>
<td>Build a project budget</td>
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<td>X</td>
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<tr>
<td>Build a schedule for a project</td>
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<tr>
<td>Analyze and plan for project risk</td>
<td>X</td>
<td>X</td>
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Communication Guidelines
Netiquette
All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the USI Netiquette Guidelines for Online Students so that you can get the most out of your class.
Communication
Feel free to contact me through telephone or my preferred mode Email. I normally take 24-48 hours to respond to students' emails. Student should expect to receive feedback on their assignments within a week.

Blackboard Course Site Overview
The course site is organized by folders/tab with materials stored under each title. These below navigational folder description will guide the student to explore the course site material.

Modules: Video lectures, PowerPoint Lecture Slides, Video Problem Solving, Project Description. The assignments for the class will be posted here. A description of assignments and any required material needed for assignment will also be present. The submission portal where the assignment will be posted will also be located here. Class discussions will be posted here which is the weekly non-project work. Participation is required

Course Requirements

Required Textbooks

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<tbody>
<tr>
<td>ISBN</td>
<td>9781628253825</td>
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<tr>
<td>Publisher</td>
<td>Project Management Institute</td>
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Technical Requirements
A Reliable Computer: a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.

High-Speed Internet Connection: (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.

Office 365 (USI login needed) and Adobe Acrobat Reader installed.

Supported Web Browser: Firefox, Google Chrome, or Safari.

Headset
TBA

* More information on the system requirements for taking online courses can be found at http://usi.edu/onlinelearning/students/system-requirements/

Minimum Technical Skills
- Navigating the Blackboard
- Commenting and sharing through Discussion Board
- Proficient Microsoft Excel & Word
- Business English
- Creating PDF documents
Online Student Readiness Assessment
To get started with the assessment, go to Blackboard and choose the course site FREE Online Learning Student Readiness Assessment in your course list. Spend 20 min to learn about your readiness level and get ready for online learning. If you have any questions about this assessment, please call Online Learning at 812/228-5124 for assistance.

Assessments and Grading Methods

<table>
<thead>
<tr>
<th>Formative Assignments</th>
<th>Point Value</th>
<th>Point Percentage</th>
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</thead>
<tbody>
<tr>
<td>Forum, Module 1</td>
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<td>6.3%</td>
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<tr>
<td>Forum, Module 2</td>
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<td>Forum, Module 3</td>
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<td>Forum, Module 6</td>
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<tr>
<th>Summative Assignments</th>
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<th>Point Percentage</th>
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<td>Module 3: Project Plan Draft</td>
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<td>Module 4: Budget</td>
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<td>Module 5: Schedule</td>
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<td>Module 6: Risk Report</td>
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<tr>
<td>Module 7: Final Project Management Plan</td>
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Total 1600 100%

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<td>76-79.9%</td>
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Course and University Policies
Participation
To obtain full credit for participation, students are expected to participate in discussions on case studies with his or her take on the topic being discussed. These posts are evaluated on the clarity and logic of the discussion post.

Late Assignment Policy
Students who submit work up to one week late will receive a penalty of 10 percent applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted. Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.

Academic Integrity
Students are expected to maintain complete honesty and integrity in the academic experiences...
both in and out of the classroom. Any student found guilty of dishonesty including, but not limited to, plagiarism and/or cheating on an examination will be subject to disciplinary action. For more information, please visit http://www.usi.edu/media/5599778/academic-integrity-policies-and-procedures-fall-2016.pdf.

**Diversity Issues**
The pursuit of an intellectually open setting for class discussions is one of the goals of the course. Students should feel free to articulate respectfully different perceptions of the social world; however, belittling, abusive, and discriminatory language will not be tolerated under any circumstances. For more information, please visit http://www.usi.edu/policies/handbook/civil-rights-sexual-misconduct.

**Disability Statement**
If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed.

Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at www.usi.edu/disabilities.

**Class Withdrawal and Incomplete Policy**
It is the student’s responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar (https://www.usi.edu/registrar/academic-calendar) for specific dates. For more information, please visit https://www.usi.edu/registrar/schedule-changes/

Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an “F” grade.

**Title IX, Sexual Assault and Gender Violence Policy**
USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault.
Technical Support

Help Desk Support
Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. Please contact the Help Desk at (812) 465-1080 or send an email to it@usi.edu for technical support. To learn more about the USI helpdesk, please visit http://www.usi.edu/it/help-desk

Blackboard Support
If you would like to speak to a support technician, you can call (812) 465-1080 during normal USI business hours (8am-4:30pm, Monday-Friday). Click on the following link for more FAQ about Blackboard http://www.usi.edu/it/blackboard-online-help/faq-for-students.

Panopto Support http://www.support.panopto.com/documentation

Online Learning Office Support

VoiceThread Support
For issues involving VoiceThread, please contact Online Learning at (812) 228-5124 or send an email to online.support@usi.edu. The following link will direct you to tutorials on how to use VoiceThread https://voicethread.com/howto/

Web Meeting Support (e.g. Zoom, Blackboard Collaborate, etc.)
For issues involving web meeting setup/host/participation, please contact Online Learning at (812) 228-5124 or send an email to online.support@usi.edu

Privacy Policies and Accessibility Statements
For detailed information about the privacy policies and accessibility statements of the course technologies, please visit http://usi.edu/onlinelearning/students/support-services/

Academic Support Services

The Writing Lab
The Writers’ Room serves as a resource for undergraduate writers by providing assistance from peer writing consultants, a comfortable writing environment, and reference materials. http://www.usi.edu/university-division/academic-skills/tutoring/writers-room

Math Tutoring
Skilled math tutors, recommended by the math department faculty, are available to assist students with their math classes on a drop-in basis.
http://www.usi.edu/university-division/academic-skills/tutoring/math-tutoring

How to Cite Sources (APA, MLA, Chicago, Turabian, etc.)
http://usi.libguides.com/citingsources

David L. Rice Library Assistance
http://www.usi.edu/library/services-for-students

Research Guides
Research assistance, subject guides, and useful resources compiled by your friendly librarians.
http://usi.libguides.com/
Counseling Center
The Counseling Center is open every Monday through Friday from 8:00 am to 4:30 pm. You’ll find the Counseling Center in the Orr Center, Room 1051; their phone number is 812/464-1867
http://www.usi.edu/counselingcenter/

Disability, and ADA Support
http://www.usi.edu/university-division/disabilities

Student Grievances
https://www.usi.edu/media/3402299/Grievance-and-Complaints-Procedures.pdf

Exam Proctoring
The USI Online Learning Office offers various exam-proctoring services for online learning students. For more information, call (812) 228-5124 or visit
https://www.usi.edu/onlinelearning/students/examproctoring/

Additional Student Resources
The university provides a comprehensive range of support services and activities for students. Please refer to http://www.usi.edu/students/ for detailed information regarding academic advising, registration, financial aid, student affairs, counseling, career services, etc.

University Health Center-The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It located in the lower level of the Health Professions Center and is open Monday through Friday, 8 am to 4:30 pm. Click on this link to learn more about the Health Services offered at USI, or to make an appointment, please call 812/465-1250. http://www.usi.edu/healthcenter.

Financial Aid Office- Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. The office open is every Monday through Friday from 8:00 am to 4:30 pm; phone 812/464-1767, or email them at finaid@usi.edu