SCM 304 - MANAGING AND ORGANIZING PROJECTS
Spring 2016 – online course

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11:00 a.m. -12:00 noon, T, TH, and
by APPOINTMENT

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TEXTBOOK: Project Management (Achieving Competitive Advantage)
Jeffrey Pinto, 4th Edition
Prentice Hall
©2016 • Prentice Hall • Cloth, 560 pp
Published 03/16/2015

Cover of textbook looks like this

INTRODUCTION:

Project Management deals with seeking new methods of planning, organizing, and
controlling non-routine tasks. The management of a project differs in several ways from
management of a typical enterprise. The goal of a project team is to accomplish its
prescribed mission and then disband, though this is easier said than done. Project
Management has been around for some time, though it has recently become more
important because of the shifting emphasis on teams in accomplishing tasks. Some of the
better known examples of tasks accomplished using project management techniques are:
The construction of the Egyptian pyramids
The Manhattan Project
The Apollo space program
The installation of an ERP software at Syngenta.
The construction of the new UNCG Lee Street Connector

This course covers some of the basic issues related to managing projects in organizations.

**COURSE LEARNING OBJECTIVES:**

To understand the elementary concepts of project planning and organization, budgeting and control, and project life cycles.

To learn concepts related to organizational workflow including the staffing process, project planning elements, and the project plan contents.
To master several basic project scheduling techniques including WBS, CPM, PERT, simulation, and resource constrained scheduling.

To understand the related concepts of organizational forms, conflict resolution, and issues related to leadership and task management in a project environment.

To learn the basics of using project management software in some project management activities.

To improve written and oral communication skills through formal writing assignments and group discussions.

**CLASS POLICIES**

1. **Attendance** - There are no regularly scheduled “face-to-face” class sessions. However, the instructor is available to meet students face to face through an appointment system.

The entire course will be delivered through Canvas, UNCG’s Learning Management System. Type Canvas.uncg.edu/ into your browser to access the system.

2. Reading Assignments for each week are provided on Canvas. You are expected to complete the readings required for each week.

3. **Homework Assignments** – Homework assignments will be required from time to time. All assignments will be submitted through Canvas.
4. **Final Course Grades** will be determined by the following weighted average scheme.

Test I 70 pts. **Course Grades awarded as follows:**
Test II 90 pts. A >= 333 A-: 327-332
Test III 70 pts. B+: 321-326 B: 299-320
Online Quizzes 50 pts. C: 263-286 C-: 254-262
Homework 50 pts. D+: 249-253 D: 222-248 F:<222
Total Points 370

5. Students will be required to complete Online quizzes. For the most part, quizzes will be based on assigned readings, material from the textbook, material from the Learning Area, and the PowerPoint slides. The quizzes will cover basic material and are intended to test your understanding of the fundamentals of project management. **The due dates for the online quizzes will be communicated later.**

6. Microsoft Project Assignments: Students will be required to complete assignments using the Microsoft Project software. The textbook provides a tutorial on Microsoft Project 2013 in the appendix.

7. Homework will be assigned periodically. Most of the homework will be based on the end-of-chapter problems or identical ones.

8. Tests- There will be **three tests** in this course. The tests will **not** be cumulative. Each test will be administered through Canvas. Each test will have 2 components: Part 1 made up of multiple choice questions; and Part II made up short essays and problems. All tests will be timed. Detailed instructions about the tests will be provided on Canvas.

9. Collaborate Recordings: Collaborate sessions will be held from time to time for materials requiring additional explanations. You will be informed about the dates and times for these sessions. You do not have to attend these sessions since they will be recorded for later review. There are also previously recorded Collaborate sessions on Canvas. You may be able to view these videos.

**TENTATIVE CLASS SCHEDULE:**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Reading Assignment</th>
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<tbody>
<tr>
<td>Jan 11</td>
<td>Introduction to Project Mgt.; Project Success, Maturity</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Jan 18</td>
<td>The Project Context: strategy; stakeholders, structure</td>
<td>Chapter 2</td>
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<tr>
<td>Jan 25</td>
<td>Project Selection Models &amp; Portfolio Mgt</td>
<td>Chapter 3</td>
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<tr>
<td>Feb 1</td>
<td>Project Organization structure</td>
<td>Chapter 2</td>
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<td>Feb 8</td>
<td>Project Manager</td>
<td>Chapter 4</td>
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<td><strong>Test 1</strong></td>
<td><strong>Friday, February 12, 6:00 a.m. -11:59 p.m.</strong></td>
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1 We are not necessarily following the exact order of the chapters in the book. This is because of the different assignments required for the course.
Feb 15  Scope Management  Chapter 5
Feb 22  Project Scheduling  Chapter 9
Feb 29  Project Scheduling – PERT Techniques & Crashing  Chapter 9, Chpt. 10
Mar 7  SPRING BREAK – NO CLASSES
Mar 14  Risk Management  Chapter 7

Test 2  Friday, March 18, 6:00 a.m. -11:59 p.m.

Mar 21  Cost Estimation and Budgeting  Chapter 8
Mar 28  Resource Management  Chapter 12
April 4  Project Team and Conflict Management  Chapter 6
April 11  Project Evaluation & Control  Chapter 13
April 18  Project Closeout/Termination/  Chapter 14
April 25  Review for Final

FINAL EXAM- Friday April 29, 2016 From 06:01 a.m. To 11:59 p.m. Please note this date carefully on your calendar since there will be no extension of the exam period.