

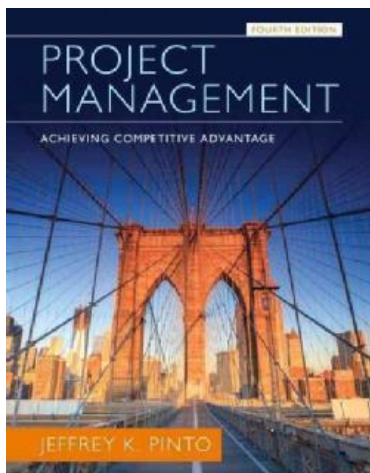
**SCM 304 - MANAGING AND ORGANIZING PROJECTS**  
**Spring 2016 – online course**

**DR. KWASI AMOAKO-GYAMPAH:** OFFICE: 480 BRYAN  
PHONE: 334-5739  
OFFICE HRS: 11:00 a.m. -12:30 p.m.. M, W;  
11:00 a.m. -12:00 noon, T, TH, and  
by APPOINTMENT

Email: [Kwasi\\_amoako@uncg.edu](mailto:Kwasi_amoako@uncg.edu)

**TEXTBOOK:** **Project Management (Achieving Competitive Advantage)**  
Jeffrey Pinto, 4<sup>th</sup> Edition  
**Prentice Hall**  
ISBN-10: 0133798070 • ISBN-13: 9780133798074  
©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/](https://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.	<u>Course Grades awarded as follows:</u>	
Test II	90 pts.	<b>A &gt;= 333</b>	<b>A: 327-332</b>
Test III	70 pts.	<b>B+ : 321-326</b>	<b>B : 299-320</b>
MS Project Assignments	40 pts.	<b>B- : 292-298</b>	<b>C+: 287-291</b>
Online Quizzes	50 pts.	<b>C :263-286</b>	<b>C-:254-262</b>
Homework	<u>50 pts</u>	<b>D+: 249-253</b>	<b>D: 222-248</b> <b>F:&lt;222</b>
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 SCHEDULE1:**

<u>Week of</u>	<u>Topic</u>	<u>Reading Assignment</u>
Jan 11	Introduction to Project Mgt.; Project Success, Maturity	Chapter 1
Jan 18	The Project Context: strategy; stakeholders, structure	Chapter 2
Jan 25	Project Selection Models & Portfolio Mgt	Chapter 3
Feb 1	Project Organization structure	Chapter 2
Feb 8	Project Manager	Chapter 4

**Test 1            Friday, February 12, 6:00 a.m. -11:59 p.m.**

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<sup>1</sup> 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.**