SCM 7A01 (Section 27972) – Project Management Fall 2021

INSTRUCTOR
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TEACHING ASSISTANT - None

CLASS SCHEDULE
Section 27972: Meets every Tuesday beginning August 19, 2021 from 6:00 – 8:50 pm thru Tuesday November 30, 2021 in MH 365A

COURSE DESCRIPTION
This course provides a general introduction to project management. It covers projects from identification of mission, need or commercial opportunity through project economic justification; pre-project definition, planning and programming; evaluation of technical and business risks, integrated cost estimation and scheduling; cost, time, and performance risk assessment; work breakdown structures; project networks; managing to the budget; setting contingency allowances and management reserves; contracting and subcontracting; make-or-buy decisions; integrated project teams; managing multidisciplinary projects; progress and productivity measurement; change management; risk management, forecasting time and cost; etc. Practitioners give examples of actual projects. The objective is to convey how projects are initiated, developed, started, managed to completion, and to gain some "hands on" experience using tools and techniques including MS Project software to accomplish project management objectives.

PREREQUISITES
SCM 6A01 or SCM 6301

COURSE OBJECTIVES
This course is primarily intended to
• Prepare graduates to work effectively in project organizations.
• Encourage students to pursue careers in project management.
• Provide the foundation for further study in project management.

Students completing this course are expected to be able to:
• Understand the nature of projects and the goals of project management.
• Function effectively in project organizations.
• Prepare Statements of Work and Work Breakdown Structures.
• Schedule projects using networks and critical path methods.
• Assess project uncertainties and actively manage risks.
• Prepare effective project management plans.
• Measure and evaluate project progress using Earned Value methods.
• Understand the management of project scope, quality, cost, and schedule.

TEXTBOOK AND ADDITIONAL COURSE MATERIAL
Textbook and Harvard Business Publishing for Cases, Content and Simulation
- Jeffrey K. Pinto, Project Management, Achieving Competitive Advantage, 4th Edition, 2016. ISBN 978-0-13-379807-4
- You will need my HB Course Pack found at: https://hbsp.harvard.edu/import/775037
- **Note: It is required you buy an individual course pack as there is a simulation that will be graded individually. If you don't purchase it you will get a zero for that 10% of your grade**

References
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition by the Project Management Institute
  http://marketplace.pmi.org/Pages/ProductDetail.aspx?GMProduct=00101388701
- I have been collaborating with Dr. Gary Richardson in the College of Technology and he has offered a helpful online tutorial for MS Project at: www.tech.uh.edu/projectnmotion

EXAM SCHEDULE
　　　Mid Term Exam during regular class time: 11/09/21
　　　Final Exam during regular class time: 11/30/21

ASSIGNMENTS, HOMEWORK and QUIZZES
　　　Homework will be assigned and there will be some in class quizzes. Only some of the homework assignments will be collected for grading. I will announce which assignments have to be submitted for grading.

GRADING: The following grade breakdown will be used for this class:

In-Class Project Simulation	10%
Team Assignments and Class Participation	20%
Individual Quizzes	20%
Mid-Term Exam	25%
Final Exam	25%
Total	100%

The grade for each student will be determined according to the following scale:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	Below 60

CLASSROOM COMPUTERS
During class, the keyboard should be placed behind the computer monitor unless you have been asked to use the computers as part of the lecture.

COURSE WEB SITE: Blackboard Learn

COURSE POLICY AND PROCEDURES
Students are required to comply with all University of Houston academic regulations, policies and rules. See website for details: www.uh.edu/academics/catalog/policies/academ-reg

PROFESSIONALISM /PARTICIPATION/ADVANCING THE LEARNING OF OTHERS
I view each class as a business meeting during which time we will discuss the assigned material and related topics. During these meetings, I look for evidence of your preparation and understanding of the class material. This can only be exhibited by your in class contributions. Of particular importance are those contributions that help advance the understanding of others. Class attendance alone does not represent participation. Each student is also expected to conduct himself/herself in a professional manner as expected of future business leaders. This includes respect for others, proper cell phone and computer etiquette, and timeliness among other factors.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The C.T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD – telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

ACADEMIC HONEST POLICY

The University of Houston Academic Honesty Policy is strictly enforced by the C.T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook which can be found at http://www.uh.edu/provost/policies/uhhonesty_policy.html. Students are expected to be familiar with this policy.

ACCESS TO MS PROJECT 2010

Our UH Library offers a Virtual Learning Commons using VMWare Horizon View that will allow UH Students to download and connect to a virtual computer via their CougarNet login and access Microsoft Project 2010. Here is a link to the webpage for more information and instructions:

 http://ask.lib.uh.edu/a.php?qid=485572&m=p

 This service is available anywhere, anytime, and almost any device including Mac and PC. Recommend a Laptop or PC over other mobile devices, use IPv4, use server https://vcon.lib.uh.edu

You will find MS Project 2010 under MS Office Programs once you connect

Tentative Course Schedule

Week	Class Dates	Topics
1	10/19/2021	**Introduction & Syllabus Review: Why Project Management? – Chapter 1 (Lecture)** **Team Activity - HB Case Study: "How To Fail In Project Management (Without Really Trying)" by Jeffrey K. Pinto and Om Kharbanda (BH010)** **The Organizational Context: Strategy, Structure, and Culture – Chapter 2 (Lecture)** **Team Activity - HB Chapter: "Reinventing Project Management for Your Organization" by Aaron Shenhar and Dov Dvir (2846BC)** **Project Selection and Portfolio Management – Chapter 3 (Lecture)**
2	10/26/2021	**Quiz 1** **Leadership and the Project Manager – Chapter 4 (Lecture)** **Scope Management – Chapter 5 (Lecture)** **Team Activity - HB Chapter: Pace: One Dimension of Adaptive Project Management** **Team Activity - HB Chapter: Complexity: One Dimension of Adaptive Project Management**
3	11/02/2021	**Quiz 2** **Project Team Building, Conflict, and Negotiation – Chapter 6 (Lecture)** **Team Activity = HB Chapter: Novelty: One Dimension of Adaptive Project Management** **Individual class Project Management Simulation (bring your laptop): Scope, Resources, and Schedule**
4	11/09/2021	**Midterm Exam: Chapters 1-6 plus Case Studies and MS Project Basics** **Risk Management – Chapter 7 (Lecture)**
5	11/16/2021	**Cost Estimation and Budgeting – Chapter 8 (Lecture)** **Team Activity - HB Case: Turner Construction Company: Project Management Control Systems (5-191-124)** **Project Scheduling: Networks, Duration, and Critical Path – Chapter 9 (Lecture)** **Team Activity – The Wedding Case**
6	11/23/2021	**Quiz 3** **Project Scheduling: Lagging, Crashing, & Activity Networks – Chapter 10 (Lecture)** **Team Activity – The Wedding Case** **Resource Management – Chapter 12 (Lecture)** **Quiz 4**
7	11/30/2021	**Final Exam**

Appendix B: Tutorial for MS Project Page 510

COVID-19 Special Course Requirements

Face Covering Policy (required if you visit the UH campus)

To reduce the spread of COVID-19, the University requires face coverings on campus including classrooms for both faculty and students. Face coverings must cover your mouth and nose and be worn throughout the class session. A mask with a valve is not considered an adequate face covering and should not be used, as it can expel exhaled air, increasing the risk to others. Eating or drinking during class is discouraged and is not an excuse for removing the face covering for any extended length of time. For additional information on the use of face coverings, please see Face Covering FAQs. Failure to comply with the requirement to wear a face covering in class will result in your being asked to leave the classroom immediately and a disciplinary referral through the Dean of Students Office. Requests for accommodations relating to the face covering policy may be directed to the Center for Students with DisABILITIES (CSD).

Required Daily Health Self-Assessment (required if you visit the UH campus)

Your presence in class each session means that you have completed a daily self-assessment of your health/exposure and you:

- Are NOT exhibiting any Coronavirus Symptoms
- Have NOT tested positive for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see COVID-19 Diagnosis/Symptoms Protocols for what to do if you experience symptoms and Potential Exposure to Coronavirus for what to do if you have potentially been exposed to COVID-19.

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston Undergraduate Excused Absence Policy for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Additional policies address absences related to military service, religious holy days, pregnancy and related conditions, and disability.

Interim Undergraduate Grading Policy

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, the University of Houston has implemented an Interim Undergraduate Grade Policy for undergraduate grades which applies to all undergraduate students in courses offered in all sessions during fall 2020. Under this policy, students have the option of converting final assigned letter grades to S (Satisfactory,

applicable to any letter grade from A to D-) or NCR (No Credit Reported COVID-19, applicable to grades of F) on their transcripts. Please visit FAQs for additional information.

Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Center for Students with DisABILITIES. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Syllabus Changes

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through Blackboard and email.

Resources for Online Learning

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our Power-On website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Blackboard; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

UH Email

Email communications related to this course will be sent to your Exchange email account which each University of Houston student receives. The Exchange mail server can be accessed via Outlook, which provides a single location for organizing and managing day-to-day information, from email and calendars to contacts and task lists. Exchange email accounts can be accessed by logging into Office 365 with your Cougarnet credentials or through Acccess UH. They can also be configured on IOS and Android mobile devices. Additional assistance can be found at the Get Help page.

Synchronous Online Courses: This course is being offered in the Synchronous Online format. Synchronous online class meetings will take place according to the class schedule. There is no face-to-face component to this course. In between synchronous class meetings, there may also be asynchronous activities to complete (e.g., discussion forums and assignments). This course will have a final exam per the University schedule. The exam will be delivered in the synchronous online format, and the specified date and time will be announced during the course. Prior to the exam, descriptive information, such as the number and

types of exam questions, resources and collaborations that are allowed and disallowed in the process of completing the exam, and procedures to follow if connectivity or other resource obstacles are encountered during the exam period, may be provided.

Helpful Information

COVID-19 Updates: https://uh.edu/covid-19/

Coogs Care: https://www.uh.edu/dsaes/coogscare/

Laptop Checkout Requests: https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop

Health FAQs: https://uh.edu/covid-19/faq/health-wellness-prevention-faqs/

Student Health Center: https://uh.edu/class/english/lcc/current-students/student-health-center/index.php