

**University of Florida**  
**Department of Decision and Information Sciences**  
**MAN 6581: Project Management**  
**Fall 2016 Mod 1**

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Office Hours : M, W: 5-6 periods and by appointment

TAs: TBD

**Website:**

The course website is maintained on the canvas site. Please login to the system for syllabus, class communication, class notes, grades, updates to this document, etc.

**Text:** Recommended (not required but helpful for exams) – Gido and Clements – Successful Project Management 6e.

The text is not required but is recommended.

**Goals:** The objective of the course is to provide a thorough coverage of the fundamental concepts of project management. From the operational point of view, most businesses are either process driven or project driven. Managing projects presents operational challenges that are quite distinct from those that arise in managing processes. Examples of projects include building a dam, a research and development effort aimed at designing a new drug, and launching an advertising campaign. A common characteristic of these activities is that each has a one-time focus, a specific purpose, and a desired result. Project Management has evolved to plan, schedule and control complex activities to achieve performance, cost and time objectives for a given scope of work. This course is designed to make a thorough study of the fundamental concepts of project management. We shall discuss key behavioral issues in managing projects but the focus of this course is operational. The following topics will be covered: i) the operational challenges of managing projects as distinct from the challenges of managing processes, ii) the fundamentals of project scheduling, including scheduling projects under uncertainty and resource constraints, iii) risk analysis in Project Management, and iv) bidding for projects.

## **Assurance of Learning**

Each program at the Warrington College of Business Administration has developed goals and objectives that express the most valued skills and knowledge that students should be able to demonstrate upon completion of the total learning experiences in that program. The following goals and objectives are specifically mapped to MAN6581.

The **ISOM** program goals and objectives that apply to this course are:

Learning Goal 1: Our graduates will be knowledgeable in core Information Technology, Decision Support, and Analytical Skills.

1B. Students will demonstrate competency in: Database Design; Systems Analysis and Design; Telecommunication Strategies and Technologies; Network Security; Analytical Tools, and Project Management.

## **Course Material:**

Course notes and basic lecture material will be made available online. You will be expected to supplement this with your own notes taken in class. The text book used in class is Gido, J., Clements, J. P., Successful Project Management, 6th edition the 5e is fine also. It come packaged with Microsoft project 2010 (60 day trail) which is not necessary for this course but which you may chose to use for your project if you like.

**Grading scheme:**

Exam I	30%
Exam II	30%
Project (including presentation)	20%
Yellow dig Participation	20%

The grades for this course will be based on a curve. This means the grade that you get for this course will depend on your relative rank in the class. As per college norms, the grading will maintain a *maximum* mean grade point average of 3.50 (*for example*, 20% A, 20% A-, 50% B+, 10% B is one possible distribution). Grades of C+, C and below can and will be given when student performance warrants.

**Proposed Schedule:**

<b>Week</b>	<b>Topic</b>	<b>Readings and Deliverables</b>
Aug 23	Introduction and PM Concepts	Chapter 1
Aug 25	Identify and selecting Projects	Chapter 2
Aug 30	Developing the Project Proposal	Chapter 3
Sep 1	Defining the Project	
Sep 6	No Class	Chapter 4
Sep 8	Developing the Schedule	Chapter 5
Sep 13	Developing the Schedule and using recourses	Chapter 5, 6
Sep 15	<b>Exam 1</b>	
Sep 20	Determining Cost, budget and earned values	Chapter 7
Sep 22		
Sep 27	Managing Risk	Chapter 8
Sep 29	Closing the Project	Chapter 9
Oct 4	Presentations	
Oct 6	Presentations (if needed)	
Oct 11	<b>Exam 2</b>	

This is a draft schedule and subject to change at the Instructors discretion.

**Class policies:***Assignments and quizzes:*

All assignments and quizzes should be individual submissions, unless otherwise announced in class. Students are free to discuss the assignments with me or with the teaching assistant. The assignments are due at the beginning of the designated class day. The due date will be strictly enforced.

*Exams and make-up exams:*

The exams will be closed book unless otherwise announced. **THERE WILL BE NO MAKEUP EXAMS.** Conflicts for the exams must be resolved before the exam dates. You should contact me at least two weeks prior to the exam date and let me know in writing. Last minute requests will not be entertained except for the most salient reasons. The only reasons for not being able to sit for an examination in its announced time should be part of University policy, or a documented medical excuse.

*Project:*

Teams of 3-5 students will form and create a project proposal over the course of the semester. A good proposal will have many parts discussed early in this course. The material will need to be written up and presented. As is true in reality the presentation is a critical part of your project's reception. An excellently prepared project with the best documentation may fail to achieve full marks because the presentation does not communicate the expertise and commitment of the project team. The presentation will be worth half of your project grade. Further, the presentations are competitive. As with most project environments you must win funding for your project by out ranking other projects. Presentations will be ranked and no two teams will receive the same. A small panel will rank your presentations and grades will be awarded accordingly. Note only I will review your proposal. Other panel members will have only your presentation and any handouts you provide the day of your presentation.

*Yellowdig:*

This semester we will be using yellowdig as a tool to promote discussion of project management. You will need to accumulate 400 points over the 7-week course. A maximum of 100 points a week is available so you will need to participate periodically over the course of the semester. I will provide more details about this during class.

*"Re-grade" requests:*

Any request to re-grade any component of your submissions (assignment or quiz or exam or project) has to be made within a week after the grade has been published online on the e-learning site. Given the size of the class, and the speed with which the course progresses, any request beyond this deadline cannot be considered. The only exception to this rule is a documented emergency.

*Class participation:*

Attendance is not compulsory during regular classes but if you miss any class you would be responsible for all material that was discussed in class or was in the assigned readings for that class. You are expected to be punctual in class attendance and remain in the classroom for the entire class session, as you would in any business appointment, unless an urgent need arises or prior arrangements have been made with me. There will be no make-up quizzes. You should complete the assigned readings before coming to class. I would expect you to be ready with answers to questions related to the readings.

Laptops and other electronic devices should be used with discretion and only as permitted for work directly related to the class session. Emailing, accessing the internet, and working on matters unrelated to the work at hand are inappropriate behaviors because they are disrespectful and distracting to the class and to the instructor.

Classroom discussion is an important part of the pedagogy. Students should be fully prepared to engage in class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes according respect for differing perspectives and contributions to discussion, as well as building on the base for discussion laid by student colleagues and the instructor.

*Discipline in class:*

I would expect you to maintain the decorum of the class at all times. As with any other group activity, be acutely aware that your actions in class can have negative externalities that can collectively affect the performance of the entire group.

*Teaching policies* (academic honesty, student illness, religious holidays, accommodating students with disabilities and others):

For an updated list of UF teaching policies, please visit <http://www.registrar.ufl.edu/staff/policies.html>.

*Academic integrity:*

Academic integrity and honesty are essential in the development of a professional manager. This society is not willing to tolerate dishonest or otherwise unethical professional business managers. Students must attend to, and follow, the University of Florida code of student conduct, with special attention to academic integrity and academic honesty. They must never appropriate the ideas and work of others, including both academic sources and fellow students, without appropriate attribution or by claiming others work as their own. They must exercise complete honesty in following the conditions established by the instructor for examinations and other assignments. Finally, they must be honest with one another, be willing to be accountable for their own failures of honesty and integrity, and not tolerate such failures in classmates.

*Communication:*

I will be available at my office during the office hours. I will also be available by appointment and I am very accessible via email. If you need to set up an appointment other than during my regular office hours, please send me e-mail at [abmunson@ufl.edu](mailto:abmunson@ufl.edu), **BUT NOT THROUGH THE E-LEARNING E-MAIL SYSTEM**. I will respond as quickly as I can. Most of my communication that is meant for the entire class will be through the e-learning platform (other than occasional emails to the mailing list, which will come into your Gatorlink mailbox), so do log in to the system regularly.

Further, make sure that you are not over quota with your Gatorlink mailbox, since in such cases you will not be aware of the latest emails pertaining to this class.