

University of Florida
Warrington College of Business Administration
Information Systems and Operations Management Department
MAN 6581 (Project Management)

Instructor: Dr. Tharanga Rajapakshe

Office: Stuzin 335

Office Hours: TBD

E-mail: tharanga@ufl.edu

Course Objective:

The objective of the course is to provide a thorough coverage of the fundamental concepts of project management. The course addresses the following topics: (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, (iv) bidding for projects.

Course Description:

From the operational point of view, most business processes can be viewed as 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 and 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 important human resource management issues that arise in managing projects but the focus of this course is operational.

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, 5/6th edition”.

Assignments:

There will be a group-based assignment and a presentation. There will also be two individual in-class exams.

Grading:

Exam 1 (30%); Exam 2 (30%); Project Report (30%); Presentation (10%)

Presentation grade is based on the peer evaluation. All the group related grades are weighed according to your group evaluation. For example, assume that the final grade for the project report is 30 out of 30 and the Member A received an average group evaluation points worth of 5 out of 10. Then the final grade for the project for Member A is $30 \times 0.5 = 15$ out of 30.

Course Policies:

- Attendance: You are expected to attend all classes. There is no formal class participation grade but I will make a note of students who participate regularly in class, and may adjust their grade favorably in borderline cases. Please leave your name-card up for the entire duration of each class and keep the same seat for the duration of the course. 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.

I will provide time during the class to work on your project.

I expect you to remain in the class and use that time to complete the project. I will be available to provide any assistance.

- Exams: **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. 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. Note that, for example, attending a wedding (even your own), job interviews, or early vacation plans will not be considered a valid excuse for missing an exam: mark your calendars now and plan around these times. The penalty for a missed exam is a zero grade on that exam.
- Peer Evaluations of Project: There will be peer evaluations of group project at the end of course. Grades of project will be adjusted according to the consensus feedback from the peer evaluations.

- 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): <http://www.registrar.ufl.edu/staff/policies.html>.
- Academic Integrity: Plagiarism and Cheating of any kind on an examination, quiz, homework or project will not be tolerated. For any academic class activity, students must follow the University of Florida Student Honor Code. Any violation of the honor code will automatically result in a grade of E (Fail) for this course and further sanctions that may include a suspension or expulsion from the University through the Dean of Students Office. All incidents will be reported to Student Conduct and Conflict Resolution at the University of Florida.

Tentative Schedule:

<i>Week</i>	<i>Reading Topic</i>
Jan 8	Chapter 1: Project Management Concepts
Jan 10	Chapter 2: Initiating a Project
Jan 15	No Classes
Jan 17	Chapter 3: Developing Project proposals
Jan 22	Chapter 4: Defining Scope, Quality, Responsibility, and Activity Sequence
Jan 24	Chapter 5: Developing the Schedule
Jan 29	Midterm Examination
Jan 31	Chapter 5: Developing the Schedule
Feb 5	Chapter 6: Resource Utilization
Feb 7	Chapter 6: Resource Utilization
Feb 12	Chapter 7: Determining Costs, Budgets and Earned Value
Feb 14	Chapter 8, 12: Risk/Communication
Feb 19	Student Presentations
Feb 21	Student Presentations
Feb 28	Final Examination

Note: The above is a tentative schedule.